

BY-LAWS OF THE  
REGIONAL DISTRICT SCHOOL COMMITTEE  
Adopted February 16, 1954

TANTASQUA REGIONAL SCHOOL DISTRICT  
STURBRIDGE, MASSACHUSETTS  
BY-LAWS Adopted February 16, 1954

Article 1. -Membership Section 1. The District shall be called Tantasqua Regional School District and shall consist of the Towns of Brimfield, Brookfield, Holland, Sturbridge and Wales. Section 2. Membership in the Regional District School Committee shall be determined in accordance with the Regional School Agreement dated as of January 15, 1952.

Section 3. The members of the Regional District School Committee shall serve without pay. Article 2. -Powers and Duties

Section 1. The Regional District school committee shall have all the powers conferred, and all the duties imposed, by the General Laws of Massachusetts and amendments thereto, the same to be exercised for and on behalf of the Regional School District.

Article 3 -Organization, Officers and Meetings Section 1. On or before the third Tuesday of March on each year, the Committee shall organize and shall elect from its members by ballot a Chairman, a Vice Chairman, a Secretary and a Treasurer. The Secretary and the Treasurer may be one and the same person. Amended November 30, 1954 (see page 6) Section 2. The Chairman shall preside at all meetings of the Committee, shall appoint and serve as ex-officio member of all special committees except as otherwise directed by the Committee and shall perform such other duties as may be delegated to him.

Amended October 12, 1954 (see page 6)

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Section 3. The vice Chairman shall perform the duties of the Chairman during his absence or disability.

Section 4. The Secretary may send out notices of all regular meetings of the Committee and shall send notices of all special meetings at least 24 hours (amended April 7, 1959) in advance. He shall keep the minutes of all meetings and shall be the custodian of the Seal and all records which shall be kept at the Office of the Committee. He shall also prepare such reports as may be required by the State Department of Education and shall submit an annual report to the Selectmen of the member town for printing in the annual town report. He shall be the custodian of the treasurer's bond.

Section 5. The Treasurer shall receive all monies paid to the District committee, depositing it in such banks as the Committee shall designate. He shall also payout money in such amounts as have been approved by the Committee and shall render reports of all receipts and disbursements at least quarterly. The Treasurer shall give bond for the faithful performance of his duties in such amount subject to any requirement of law as the Committee shall direct, the premium on such bond to be paid as an expense from the funds of the District.

Section 6. Regular meetings of the Committee shall be held monthly provided, however, during the planning and construction of the building regular meetings shall be held weekly until otherwise voted by the Committee. Special meetings may be called at any time by the Chairman, and the Chairman shall call a special meeting upon the written request of five members (amended May 16, 1960) made to the Chairman. Closed executive

Section 6. sessions may be held at any time by a majority vote of the metnbers present, otherwise all meetings shall be open to the public.

Section 7. At all regular meetings of the Committee, the order of business shall be as follows:

- A. Report of the secretary
- B. Report of the treasurer
- C. Communications
- D. Reports of Committees
- E. Report and recommendations of the Superintendent
- F. Unfinished business
- G. New business
- H. Approval of bills
- I. I. Adjournment

#### Article 4. -Financial Affairs

.Section 1. No member of the Committee shall in his official capacity make or pass upon or participate in the making of any contract for labor or for materials in which he may benefit directly or indirectly without a vote of the Committee, which vote shall be properly recorded with the reasons therefore

Section 2. No contract for labor or for labor and materials for a sum in excess of \$1,000 shall be binding unless it is in writing and

·is signed by officers as authorized by a recorded vote of the Committee, and a bond or a sum of money for faithful performance is 2.c:pos.ited with the Treasurer.

Section 3. On every contract for the purchase of any supplies or property, or to do any work, or to erect, construct, or repair the buildings or grounds, the estimate cost of which exceeds \$1,000 the Committee shall make written specifications therefore and

Section 3. before executing any such contract, shall invite bids on said specifications by advertising in at least one or more area newspapers and in each of the Cities of Springfield and Worcester, with a statement of time and place for opening of said bids. The Committee reserves the right to reject any and all bids received.

Section 4. The Treasurer shall pay no money from the treasury, other than court judgments, bonds or notes which may become due and interest thereon, except upon an order or warrant signed by the officers authorized by a recorded vote of the committee.

Section 5. The Committee shall on or before December 15 of each year submit to the Treasurer of each member town its budget for operating expenses and capital expenses for the ensuing year, with an explanation of the same. The Committee shall not incur liability in excess of their appropriation made to the use of the district except in the case of an extreme emergency involving the health and safety of persons or property and then only by a vote of two-thirds of the members of the Committee.

Section 6. The Committee or an appointed member shall upon request of the Finance Committee or Advisory Board of a member town, appear and explain any item in its budget.

Section 7. The Committee shall pay all bills as they become due, and no bills shall be held after the end of the fiscal year in which such bills were contracted.

Section 8. There shall be an annual audit of the Committee's accounts by the Director of Accounts of the Department of Corporations in accordance with Chapter 71 General Laws, Sec. 16E. He shall report to the Committee and his report shall be submitted to the Selectmen and the School Committees of the member towns.

Section 9. A vote of two-thirds of the members of the Committee shall be required to borrow money for any purpose.

Section 10. In each of the preceding sections of this Article where a majority or two-thirds vote of the members of the Committee is required, it shall mean that the required percentage of the members of the Committee must include a member or members but not necessarily all the members from each of four of the five towns.

Article 5. - Miscellaneous

Section 1. The Committee may make rules and regulations not inconsistent with law, with the agreement, and with these by-laws for the operation and maintenance of the school and school district.

Section 2. It shall be the duty of the Committee to manage all property owned or leased by the district.

Section 3. If any member of the Committee has direct or indirect financial interest in any matter pending before the Committee, he shall be disqualified from voting.

Article 6. - Amendments, etc.

Section 1. The repeal of any by-law shall not thereby have the effect of reviving any by-law theretofore repealed.

Section 2. These by-laws may be amended by a vote of 80% or more of the entire Committee membership. Such amendments may be made at any regular or special meeting of the Committee, provided written notice describing the proposed change in detail has been given to each member at least fifteen days in advance of such meeting.

Section 3. If any Article or Section of any Article of these by-laws is declared unconstitutional or illegal by any court, or is disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these by-laws shall not be affected thereby.

TANTASQUA REGIONAL SCHOOL DISTRICT STUP.BRIDGE, MASSACHUSETTS

Amendments to the By-Laws

Amended -11/30/54

Article 3, Section 1, amended as follows: On or before the third Tuesday of March in each year, the Committee shall organize and shall elect from its members by ballot a Chairman, a Vice Chairman, a Secretary and a Treasurer. The Secretary and the Treasurer may be one and the same person, provided he is a duly qualified member of the Committee. The Treasurer need not be a Committee member.

Amended -10/12/54

Article 3, Section 2, amended as follows: The Chairman shall preside at all meetings of the Committee, shall appoint and serve as ex-officio member of all special committees except as otherwise directed by the Committee and shall perform such other duties as may be delegated to him. The Chairman shall be entitled to vote on all questions.

Amended – 4/7/59

Article 3, Section 4, amended as follows:

The Secretary may send out notices of all regular meetings of the Committee and shall notify members of any special meetings at least 24 hours in advance. He shall keep the minutes of all meetings and shall be the custodian of the Seal and all records which shall be kept at the office of the Committee. He shall also prepare such reports as may be required by the State Department of Education and shall submit an annual report to the Selectmen of the member towns for printing in the annual report. He shall be the custodian of the treasurer's bond.

Amended 5/16/60

Article 3, Section 1, amended as follows:

The Superintendent of Schools of the District shall act as Assistant Secretary.

Article 3, Section 6, amended as follows:

Special meetings of the Committee may be called at any time by the Chairman, and the Chairman shall call a special meeting upon the written request of five members made to the Chairman.

The necessary waiting period having expired, the Chairman called for a vote of the revision of the By-Laws.

Motion 506

ON motion by Ciaffone, seconded by Beall, it was voted to amend the By-Laws as proposed on April 20, 1960.