

*Note: These bylaws were referenced in the 1/15/15 Board Mtg as needing review/revisions. These are not the current bylaws. The most current bylaws are posted to our website: [sepacnatick.org](http://sepacnatick.org)*

## **NATICK SPECIAL EDUCATION PARENT ADVISORY COUNCIL BY-LAWS**

### **ARTICLE I: NAME**

This organization is known as the Natick Public Schools Special Education Parent Advisory Council (SEPAC).

### **ARTICLE II: PURPOSE**

The purpose of SEPAC will be to: provide information to parents, guardians and other interested persons, to facilitate communication and cooperation among parents, guardians, teachers, and school officials (Special Education Administrator, staff, Superintendent of the Natick Public Schools and the School Committee), and to provide opportunities for participation in activities, regarding special education services in the Natick Public Schools.

In compliance with Massachusetts Special Education Regulations (28:07(4)), the PAC shall:

- Advise the School Committee on matters that pertain to the education, health and safety of students with special needs.
- Meet regularly with school officials to participate in the planning, development and education of the School Committee's special education program.
- Participate in the development and review of the Three-Year Program Plan prior to submission

### **ARTICLE III: POLICIES**

Section I: Natick SEPAC will be non-commercial, non-secretarian, and non-partisan. The name of this organization, or the name of any members in their official capacities shall not be used in any connection with a commercial concern or any partisan interest, or for any purpose other than the regular work of the organization.

Section II: This organization shall endeavor to support the special education department in the administrative activities established to carry out the policies of the Natick School Committee and Massachusetts Department of Education.

Section III: This organization will serve in an advisory capacity for the delivery of services.

Section IV: At the start of each academic year, written goals shall be determined to guide the organization.

Section V: An annual report shall be prepared and submitted by the group as warranted. Standing committees will submit reports as needed.

#### **ARTICLE IV: MEMBERSHIP**

Members of the organization shall include parents, guardians, interested parties and educators. Additional members may be accepted at any time. New members who wish to vote must attend (2) meetings per school year to qualify to vote.

#### **ARTICLE V: OFFICERS AND POSITIONS**

The officers of this organization will include a chairperson or two (2) co-chairpersons, secretary, PCC representative, and individual school liaisons. All board members shall be the parents of special needs students.

Section I: Officers will be elected annually by ballot at the regular May meeting. Each term served shall be for two (2) years, with the co-chairs serving staggered terms. New officers shall assume their duties at the close of the regular meeting.

Section II: Each school is entitled to a liaison to SEPAC.

Section III: A member of SEPAC is entitled to represent SEPAC to the Parent's Coordinating Council (PCC).

#### **ARTICLE VI: DUTIES OF OFFICERS**

Section I: Chairperson(s) shall preside at the meeting and coordinate the work of the officers, school liaisons, and the committees.

Section II: The Chairperson(s) has the authority to continue discussion of any issue at the next regular meeting if further discussion and/or more information is needed.

Section III: The secretary shall record minutes and conduct correspondence as directed by the chairperson(s), and maintain an accurate record of voting members.

Section IV: The school liaisons shall report SEPAC information to their associated PTO/PTAs and schools and shall share pertinent information from their school with the SEPAC board

Section V: The PCC representative shall report SEPAC information to the PCC and shall share pertinent information from the PCC with the SEPAC board.

#### **ARTICLE VII: MEETINGS**

SEPAC shall hold (4) regular Board Meeting each school year. Regular meetings of the membership will meet at least 6 times a year.

Section I: Special meetings may be called by the chairperson(s), two (2) days' notice having been given.

Section II: Meetings shall be subject to the open meeting laws. (M.G.L.c.+39, 23A-23C)

Section III: Meetings shall be held on the fourth Wednesday of the month, subject to the school calendar. The October meeting will be a Basic Rights meeting. The May meeting shall include elections and a review of the year. All other meeting agendas shall be determined by the needs of the SEPAC.

Section IV: At least six (6) voting members need to be present for a vote to take place. A quorum shall consist of a majority of those voting members.

### **ARTICLE VIII: COMMITTEES**

Standing committees shall be created to promote the purpose and interest of the organization.

Section I: Committee involvement will be on a volunteer basis.

Section II: Chairperson(s) of the committee will present plans and goals to the SEPAC body. Written reports for documentation will be submitted as needed and upon termination of the project.

Section III: Chairperson(s) will be ex-officio members of all standing committees.

Section IV: Special committees terminate when their reports are submitted.

### **ARTICLE IX: AMENDMENTS**

Section I: These by-laws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the voting members present, provided that notice of the amendment was given thirty (30) days prior to said meeting.

Section II: A committee may be appointed to review these by-laws by a majority vote of the voting members at a regular meeting.

Section III: Revised by-laws shall be presented and voted subject to procedure outlined in Section I of this article.

