

# Southeastern Regional Vocational Technical High School Special Education Parent Advisory Council

## BYLAWS

### Article I. Southeastern Regional Vocational Technical High School Special Education Parent Advisory Council

The name of this self-governed organization shall be the Southeastern Regional Vocational Technical High School Special Education Parent Advisory Council, also known as the Southeastern Regional Vocational Technical High School SEPAC.

### Article II. Authority

The Southeastern Regional Vocational Technical High School SEPAC is formed pursuant to the provisions of Section 3 of Chapter 71 B of the Massachusetts General Laws.

### Article III. Purpose of the Southeastern Regional Vocational Technical High School SEPAC

The *mission* of the Southeastern Vocational Technical Special Education Parent Advisory Council (SEPAC) is to work towards the understanding of, respect for, support, and appropriate education for all children with special needs at Southeastern (SERD)

In order to achieve this mission the SEPAC will:

1. Advise the school committee and Special Education Coordinator on matters that pertain to the education, health, and safety of students with special needs by providing direct parent input, review, and feedback [CMR 306: 28.07(b)]
2. Meet regularly with school officials, Special Education Coordinator, Superintendent, Principal, Regional School Committee, etc.) to advise and participate in the planning, development, and evaluation of the district's special education programs [CMR 306:28.07(b)]. This includes providing input to the development of policy and procedures, and parent and teacher training; this may include development and review of the Three-Year Program Plan and six-year Corrective Action Plan (as appropriate), prior to submission to the DESE. This will include the ability to provide input, review, revise and comment on any/all regular reports and plans pertaining to Special Education sent to the Department of Education, prior to their being finalized and submitted.
3. Promote a network of parents, guardians, educational surrogates, including but not limited to parents of children with special needs, and provide a forum to share information and discuss matters of concern and interest regarding children and teens with special needs.
4. Provide informational forums to parents, educators, students and other professionals. This will include collaboration with parent/teacher groups, school councils, administrators, local groups focused on children with special needs, and other school and community organizations to promote the achievement of district goals and the SEPAC mission, and provide opportunities for parents and school personnel to participate in joint training to foster mutual understanding. In cooperation with the district, the SEPAC will conduct at least one workshop annually on the rights of students, parents and guardians under state and federal special education laws

(603CMR28:03( 1)(a)(iv)

#### Article IV. Voting and Membership

a. There are 2 types of membership general and voting. General membership shall be open to parents, guardians and any person affiliated with Southeastern Voc Tech school. All meetings are open to the general public. Voting members shall vote in officers in June and other business that comes before the SEPAC.

b. Voting membership is open to any general member who:

- is a parent, guardian or educational surrogate of a child with special needs attending Southeastern Vocational Technical School.
- is a parent, guardian or educational surrogate of a child whose education is the partial or entire responsibility of Southeastern Vocational Technical School
- is a Southeastern student not less than 14 years of age who is on an Individualized Education Plan. Meetings are defined as any Southeastern SEPAC sponsored meeting in which the business of the SEPAC is conducted. This may include activities or committees at which attendance and minutes are taken.

c. All decisions requiring a vote will be made via simple majority (50% plus one). Each voting member is entitled to one voter per motion. At least 3 voting members must be present in order to cast a vote.

#### Article V. Officers

Officers of the Southeastern Vocational Technical SEPAC shall be voting members who are elected by the voting membership and whose term of office will run from the date of their election to the date of the next election of officers, approximately one year. If any office becomes vacant, an election for that office shall be held immediately.

#### Article VII: Meetings

#### Article IX: Amendments

These by-laws may be amended by a simple majority of the voting members at a general meeting, but by-laws changes may not be voted upon in the same meeting as they are proposed, unless a majority (as described in article VI) votes unanimously to approve the change.

1. The Chairperson shall:

- a. Set the agenda for each General Meeting
- b. Preside at all meetings of the Southeastern SEPAC
- c. Recommends the organization of and monitor subcommittees
- d. Coordinate all communication between the SEPAC and its members
- e. Act as liaison with the Special Education Coordinator no less than once during the school year
- f. Prepare periodic reports for the Special Education Administration regarding the Southeastern SEPAC activities and needs.

2. The Secretary shall:

- a. Preside at meetings in the absence of, or at the request of, the Chairperson
- b. Coordinate other public communications

- c. Assist the Chairperson as appropriate and perform responsibilities of the Chairperson at his/her request
- d. Record minutes of the meetings of the SEPAC and its subcommittees in accordance with the Massachusetts Public Records Law.
- e. Provide copies of official Minutes, including attendance, to the office of Special Education.
- f. Collect and review all correspondence of the SEPAC
- g. Disseminate notices and other information to membership and other interested parties on a regular basis
- h. Advertise meetings and events

3. The Treasurer shall:

- a. Account for funds collected donated and spent for the Southeastern SEPAC
- b. Prepare and submit a financial report to the members at least once a year.
- c. Monitor any efforts to apply for grants or donations or other funds for which the SEPAC would be eligible

1. In accordance with the Open Meeting Law notice of all General Meeting dates and elections shall be posted on the Southeastern Vocational Technical School website and Facebook page at least 48 hours in advance of the meeting. Whenever possible, notice shall be sent to each voting member via the southeastern SEPAC through the school, by mail or email.

2. General Meetings shall be held at least 3 times per year, from September through June. The June General Meeting shall be the Election Meeting. With the exception of the Election Meeting, meetings postponed due to weather may or may not be rescheduled, at the discretion of the Chairperson in consideration of logistics and availability of speakers and locations.

3. During the last meeting of the academic year, the Chairperson shall take recommendations for the calendar of meetings for the following year. The calendar shall include dates and times of the meetings and projected activities for the year. The calendar shall be made available to all SEPAC members, to public officials and school administrators at the beginning of each academic year.

4. Matters that require a vote to be taken of the voting membership include but are not limited to: a change in the Bylaws (can only be voted on at a general meeting); elections which require a vote as described in Article IV., Elections.

5. Minutes of all Regular Meetings shall be recorded and retained for public record as described in Article V.2e.

6. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meetings of the Southeastern SEPAC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the SEPAC may adopt.

Article IX: Amendments These by-laws may be amended by a simple majority of the voting members at a general meeting, but by-laws changes may not be voted upon in the same meeting as they are proposed, unless a majority (as described in article VI) votes unanimously to approve the change.