

Wrentham Special Education Parent Advisory Council

By-Laws

ARTICLE I: NAME

The name of this self-governed organization shall be the Wrentham Special Education Parent Advisory Council, also known as Wrentham SEPAC or "SEPAC".

ARTICLE II: AUTHORITY

The authority of a district-wide Special Education Parent Advisory Council (SEPAC) is derived pursuant to Mass. General Laws Chapter 71B, Section 3 and 603 CMR 28.07(4)

ARTICLE III: MISSION STATEMENT

The mission of the Wrentham Special Education Parent Advisory Council is to work toward the understanding, respect, support, safety and appropriate education for all children and families with special needs in the community.

ARTICLE IV: PURPOSE

The Wrentham SEPAC will work to:

Participate with the School District in accordance with M.G.L. Ch 71 1C, 603 CMR 28.03(1)(e)(4)

Advise the District, including the Director of Student Services and School Committee, on operations and development of special education programs.

Promote the achievement of District goals and the Wrentham SEPAC mission.

Promote a network of parents, students, educators and professionals involved with children with special needs.

Provide a forum to share information and discuss matters of relative interest and concern related to education.

Identify and provide access to informative speaker events which address key areas of need in the special education community.

Coordinate and implement activities, special programs and community service events which benefit students and the community consistent with the mission of SEPAC.

Promote communication between Wrentham SEPAC, local, State and National organizations, councils, groups and programs within the community and encourage inclusion, understanding and acceptance of children with special needs.

ARTICLE V: MEMBERSHIP

Section One: General Membership

General membership shall be open to any resident of Wrentham or person affiliated with Wrentham Public Schools.

Section Two: Voting Membership

Voting membership shall be open to any general member who is a parent, guardian or educational surrogate of a special needs student residing in or attending school in Wrentham, with or without an Individual Education Plan (IEP) or Section 504 Plan.

Voting membership responsibilities include financial decisions, officer elections of the Wrentham SEPAC Executive Board, any voting on changes to the Bylaws (Article XI: Amendments) and any other business that comes before any Wrentham SEPAC meeting.

All members should work to further the Wrentham SEPAC mission and purposes as stated in Article II and Article III of these Bylaws.

No official notice is required to join the Wrentham SEPAC, nor is there any requirement to pay dues.

ARTICLE VI: OFFICERS

Officers of the Wrentham SEPAC Executive Board may include:

Co-Chairs (2)

Secretary

Director of Communications

Director of Events and Planning

Director of Finance

Advisor

The Responsibilities of the officers shall be as follows:

Co-Chairperson(s)

Set the agenda and preside at each general meeting of the Wrentham SEPAC.

Act as liaison between the Wrentham SEPAC and the Wrentham Special Education Department with regular communications with the Director of Student Services.

Act as liaison between SEPAC and the Wrentham School Committee.

Coordinate the work of the SEPAC Board members and committees.

Coordinate public communications and communications to SEPAC members, not including those communications that are the responsibility of the Secretary or Director of Communications.

Secretary

Collect, review and maintain all correspondence of the Wrentham SEPAC.

Coordinate meeting minutes.

Post meetings, agendas, and approved minutes according to open meeting law.

Assist with officer elections by counting and recording all vote results.

Director of Communications

Coordinate communications between the Wrentham SEPAC and its membership.

Coordinate with Wrentham Public School officials to distribute Wrentham SEPAC announcements through official school channels. Act as the liaison with the Wrentham Public Schools technology administrator when needed.

Lead in marketing efforts to support upcoming programs, events, and workshops which may include posting the events to the Wrentham SEPAC calendar, social media, sending out event invites as needed, and creating paper flyers, etc.

Maintain Wrentham SEPAC presence on Facebook, other social media and any online presence created for and by the Wrentham SEPAC to include posting meeting, event and workshop information.

Director of Events and Planning

Oversee process for determining SEPAC events and program schedules, topics, presenters and other information for SEPAC's educational programs.

Coordinate event logistics, including reserving event space, providing refreshments if needed, and ensuring required supplies are present.

Coordinate volunteers and/or vendors to help manage, organize and implement programs, workshops and events.

Partner with the Director of Communications to increase awareness and attendance.

Director of Finance

Coordinate accounting operations including oversight of accounts payable and receivable for events, programs and workshops, etc. and any costs associated with the maintenance of Wrentham SEPAC.

Verify and coordinate expense reimbursements to Officers in accordance with Wrentham SEPAC policies.

Advisor

One previous board member, whose term shall not exceed one year, will serve as advisor to the new board. This position is not an elected position. The advisor will be appointed by a majority vote of the current Officers.

ARTICLE VII: MEETINGS

Meetings are defined as any Wrentham SEPAC general meeting at which a quorum is met and in which the business of the SEPAC is conducted.

Actions and decisions shall be by motion, second and vote.

The number of meetings to be held each year and the dates of those meetings shall be determined annually by the Executive Board. However, there shall be no fewer than two Wrentham SEPAC general meetings during each school year. The Wrentham SEPAC may meet as often as deemed necessary to conduct the business of the SEPAC, provided that all Board members are notified.

The Director of Student Services may be available to attend any/all meetings given proper notification by SEPAC Officers.

Meetings will be in accordance with the Open Meeting Law, and Minutes of all Wrentham SEPAC Regular Meetings shall be recorded and retained for public record as described in Article V.3.a

With the exception of the annual Officer Elections, meetings postponed due to weather may or may not be rescheduled, at the discretion of the Co-chairs, in consideration of logistics and availability of speakers and locations.

Voting/Quorum

A voting quorum shall be at least 2/3rds (rounding down) of the Wrentham SEPAC Executive Board.

ARTICLE VIII: ELECTIONS

The Co-chairs shall list the Election of Officers on the meeting agenda.

The Wrentham SEPAC Officers of Co-Chair(s), Secretary, Director of Communications, Director of Events and Planning, and Director of Finance shall be elected by a simple majority vote of the voting membership, subject to the presence of a quorum. In the event of a tie, a revote will be held for the nominees who tied.

All general members are eligible to make nominations, and any eligible voting member may nominate themselves. Eligibility for the SEPAC Officer roles shall be limited to any voting member who is also a parent, guardian or educational surrogate of a student with an Individual Education Plan (IEP) or Section 504 Plan.

The term of office will run from the date of their election to the date of the next election of officers, approximately one year. All officers may have the option to run for re-election.

Any officer may resign by delivering a written notice of resignation by mail, in person, or by email to the Wrentham SEPAC Executive Board. If an office remains or becomes vacant for any reason, the Co-Chairs may either appoint an Interim Officer or perform, delegate, or curtail the responsibilities of the Office as needed until the vacancy is filled.

ARTICLE IX: POLICIES

The Wrentham SEPAC shall be non-commercial, non-sectarian and non-partisan. The name of this organization, or the name of any of its members in their official capacities, shall not be used in connection with any commercial concern or any partisan interest, or for any purpose other than the regular work of the organization. No General, Voting or Board Member is legally authorized to bind Wrentham SEPAC without majority approval of the SEPAC Board.

Any member of the Executive Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Wrentham SEPAC, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse themselves and will vacate their seat and refrain from discussion and voting on said item.

ARTICLE X: FINANCES

The Co-Chairs, with the assistance of the Director of Finance, shall prepare and maintain a budget. The Director of Finance will work to coordinate payments and expense reimbursements when necessary. Non-budgeted reimbursement requests over \$200 require a simple majority of voting members present at a general meeting. Some or all of the members of the Wrentham SEPAC may form a private organization (i.e. "Friends of Wrentham SEPAC) or collaborate with existing private organizations to raise financial support for the work of Wrentham SEPAC in its role as an advisory body to the School Committee. The responsibility for the privately raised funds rests with the private organizations' officers, who are subject to state and federal laws governing fundraising by private individuals and groups. Any funds raised by or contributed directly to the Wrentham SEPAC are subject to the laws governing grants or gifts to the school committee and must be deposited with the municipal treasurer, held as a separate account, and become part of the District's Financial Report.

ARTICLE XI: AMENDMENTS

The Bylaws of the Wrentham SEPAC may be amended by a vote taken of the voting membership, subject to the quorum limitation and two-thirds majority. The vote shall be effective only if the membership was properly notified in the Meeting Agenda.

The Bylaws shall be reviewed at least every three years. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of an amendment.