



Abington Public Schools Special Education Parent Advisory Council By-Laws

Article I: Name of Organization

The name of this self-governed organization shall be the Abington Public Schools Special Education Parent Advisory Council, also known as Abington SEPAC.

Article II: Purpose of the Abington Public Schools Special Education Parent Advisory Council

The mission of the Abington SEPAC is to work for understanding of, respect for and support of all children with special needs in the community. To that end, members will work to:

- Promote a network of parents of children with special needs and provide the forum to share information;
- Advise the Assistant Superintendent for Pupil Personnel Services and School Committee on operations and development of special education programs, parent and teacher training needs, and assist in developing policy;
- Promote communication among SEPAC members, local, state and national organizations, councils and groups;
- Promote communication and programs within the community to encourage understanding, acceptance and inclusion; and
- Provide informational forums to parents, educators, students and professionals.

Article III: Terms of Membership

General membership shall be open to all Abington parents/guardians of children with special needs and other interested parties. The Assistant Superintendent for Pupil Personnel Services, special education staff and classroom teachers may attend meetings but without voting privileges.

Voting membership shall be any general member who is a parent or guardian of a child with special needs residing in Abington with an Individual Education Plan (IEP). A parent or guardian of a child with special needs who attends Abington Public Schools providing they have attended at least one prior meeting of the Abington SEPAC during the past 12 months or has requested voting status in writing to the Secretary prior to the start of the meeting.

Meetings are defined as any Abington SEPAC meeting, activity, or committee at which attendance is taken.

Article IV: Officers of the Abington Public Schools Special Education Parent Advisory Council

Officers of the Abington SEPAC are elected by the voting membership and hold office for 2 years. If any officer resigns prior to completion of term, an election for that office shall be held immediately and the new officer will complete the remainder of the term. All officers may have the option to run for re-election. All resignations will be done in writing. There will be no fewer than 3 parents/guardians assuming the positions of Chairperson, Vice Chairperson and Secretary. A Treasurer will be elected as deemed necessary.

Chairperson

1. Set the agenda for the general meeting;
2. Preside at all meetings of the Abington SEPAC;
3. Recommend the organization and monitor the function of sub-committees;
4. Act as liaison with the Assistant Superintendent for Pupil Personnel Services;
5. Present annual report to the School Committee Members.

Vice Chairperson

1. Preside at meetings in the absence of the Chairperson;
2. Coordinate public communications (if needed), not including those communications that are the Secretary's;
3. Assist the Chairperson as appropriate and perform those responsibilities of the Chairperson at his/her request.

Secretary

1. Coordinate all communication between the Abington SEPAC and its membership;
2. Coordinate the recording and filing of minutes of the Abington SEPAC and its sub-committee. Available upon request by voting members;
3. Collect and review all correspondence of the Abington SEPAC;
4. Prepare periodic reports for the Assistant Superintendent for Pupil Personnel Services regarding SEPAC activities and needs.

Treasurer

1. Coordinate efforts to apply for grants, donations, reimbursements or any other funds for which the Abington SEPAC may be eligible. (This can be a collaborative effort, not just the Treasurer.);
2. Manage and account for funds collected, donated, and spent for Abington SEPAC (In the event of vacancy, the Secretary will assume this responsibility.);
3. Coordinate fund raising activities.

Article V: Elections

Elections shall be the first order of business during the Spring meeting upon completion of the current boards 2 year term. Elections shall be decided by a simple majority vote of the voting membership, subject to the presence of a quorum. A quorum consists of a minimum of 2 board members and no few that 10 voting members. New officers shall take office immediately following their election.

The Department of Education will be informed of the annual election with the names, addresses and phone numbers of the new board by June 1.

Nominations will be made by ballot. Nomination ballots will be made available to voting members at a Abington SEPAC meeting at least two weeks prior to elections. The Vice-Chairperson is automatically nominated for the office of Chairperson at the Spring election. All voting members are eligible to make nominations.

Prior to the nomination meeting, a volunteer will be recruited from the voting membership of the Abington SEPAC for the temporary position of Election Coordinator. If necessary, the selection of the volunteer will be decided by a lottery of the names of volunteers.

The Election Coordinator will coordinate activities necessary to complete the elections. At the nominating meeting, the Election Coordinator will tally the nominations. Within two days, the Election Coordinator shall announce/notify individuals nominated. To remain on the ballot, nominees shall accept or decline their nominations within one week of being notified of their nomination. The Election Coordinator shall compile the list of eligible voting members and prepare the ballots. The ballot must be available for each voting member.

Article VI: Meetings

There will be no fewer than 3 Abington SEPAC meetings during the school year. Notice of all general meeting dates and elections shall be published on the school's constant contact in advance. At the last meeting of the year, the Chairperson shall take recommendations for the calendar of meetings for the following school year. The calendar shall

include dates and times of the meetings and projected activities for the year. A change in the by-laws must be voted on at a general meeting. Minutes of all Abington SEPAC meetings shall be recorded and retained for public record.

The Assistant Superintendent for Pupil Personnel Services shall be available to attend any/all meetings given proper notification by Abington SEPAC officers.

Article VII: Subcommittees

Subcommittees shall be created as needed.

Article VIII: Amendments

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

Article IX

Roberts Rules of Order are the default procedures for this organization.