

BYLAWS

approved on November 21, 2013

ARTICLE I: NAME

The name of this organization shall be the Methuen Special Education Parent Advisory Council (Methuen SEPAC).

ARTICLE II: PURPOSE

The purpose of the Methuen SEPAC shall be to:

- A. Collaborate with district officials and community leaders to improve and provide the educational, social, and occupational opportunities available in and out of our schools to maximize adult-readiness for our children with disabilities.
- B. Advise district officials and School Committee on matters pertaining to education, health, and safety through parent input, surveys and feedback on all matters pertaining to special education.
- C. Advocate on behalf of students with special needs and their families to district officials, the School Committee and the surrounding community.
- D. Establish and maintain a network of parents to share information and discuss matters of special education.
- E. Provide information in the form of speakers and workshops, to parents and educators to improve the knowledge surrounding special education. As well as, the required annual training on the rights of students under state and federal special education laws.
- F. Aiding Methuen's school staff in their efforts to improve Special Education Services.
- G. Fulfill all other obligations of parent advisory councils as set forth in Chapter 71B Section 3 and 603 CMR 28.07(4).

ARTICLE III. MISSION

Provide a network in which parents and guardians of children with special needs have access to relevant information, training and emotional support; Advise district officials on matters of special education by participating in the planning, development and evaluation of special education programming; and to encourage an atmosphere of effective open communication, understanding, and mutual respect among all students, parents, educators and the community-at-large.

ARTICLE IV. MEMBERSHIP

General Membership in the Methuen SEPAC is open to all individuals that would like to know more about Methuen SEPAC and the Special Education process and all other interested parties.

Voting Membership is a general member who is a parent, guardian, or special education surrogate parent, with a child that resides in Methuen Ma, receiving special education services via an IEP and a 504 plan.

BYLAWS

approved on November 21, 2013

ARTICLE V. EXECUTIVE BOARD OFFICERS AND DUTIES

The executive board shall be established through an election and consist of, the President, Vice President, Secretary, Treasurer, Public Relations and Technology Officer. The positions are for a 2 year terms, but have no cap on the number of terms any individual may serve in any one position. In order to be a board member an individual must be a parent, guardian, or surrogate parent of a child in Methuen MA with special needs on an IEP or 504 plans. Officers will be elected by written ballot. Please refer to Article VI Elections.

PRESIDENT

- Set the agenda and preside over general meetings
- Appoint subcommittee chairs
- Act as the contact person for the Director of Special Education and meeting with the Director on a regular basis as schedules will allow.
- Networking throughout the community with other organizations and SEPAC's that will help foster a greater awareness of the mission of Methuen SEPAC.
- .Act as primary fundraiser for SEPAC with assistance from other board members
- .Performing other duties as necessary and communicating with other board members.

VICE PRESIDENT

- Actively assists the President.
- Se rve as a backup to the President in the case of an absence
- Act as primary coordinator of support groups with assistance from other board members.
- Perform other duties as necessary and communicate with other board members.

TREASURER

Coordinate with the City treasurer to maintain an accounting of all SEPAC funds

Create an annual budget and present it to the board in a timely fashion.

Work with the treasurer of both, The Friends of Methuen SEPAC, and The Methuen SEPAC Association for reimbursements

Serve as backup to Secretary in case of an absence

Perform other duties as necessary, and communicate with other board members.

SECRETARY

Fill out and deliver monthly meeting notifications for master and individual school calendars with the Principal clerks at each of the Methuen public Schools and the Superintendent's office.

Research and find new outlets for greater publicity and awareness of SEPAC activities

BYLAWS

approved on November 21, 2013

Provide sign in sheets and maintain minutes for general membership and Executive Board meetings.

Email minutes of meetings to Technology officer to post on website for public record and provide copies to the Director of Special Education.

Post meeting agendas to City Hall at least 48 hours prior to meeting and provide copies to the Director of Special Education.

Maintain membership list in conjunction with the Technology Officer.

Perform other duties as necessary and communicate with other board members.

TECHNOLOGY OFFICER

Maintain and troubleshoot the website and facebook page, including posting events and information on SEPAC calendar.

Actively access available Media, via. newspapers, local TV and local businesses for purposes of promoting and advertising the mission and events of the SEPAC to the public

Working with other board members to create and distribute email blasts to SEPAC membership and the public of upcoming events.

Post minutes of meetings on website for public viewing after receiving from Secretary.

Assist with maintaining membership list in conjunction with Secretary.

Perform other duties as necessary and communicate with other board members.

ARTICLE VI. ELECTIONS

Section 1: Voting

The Methuen SEPAC elections will be the first order of business at the open business meeting every second May of the voting year. Elections shall be decided by a simple majority vote of the members in attendance.

At the March meeting of the voting year, a nomination form will be made and will be posted on the SEPAC website, available to all interested in running for executive board positions.

Ballots will be distributed during the May meeting of the voting year and will be collected and counted and will be announced at the conclusion of the meeting. The results will also be posted on the website.

Section 2: Terms and Transfer of Duties

Transfer of duties will occur during the month of June of the voting year. Departing officers will transfer

BYLAWS

approved on November 21, 2013

information, records and other responsibilities. All transfers of information and supplies must be done no later than June 15th.

Section 3: Vacancy

When vacancies occur mid-year, the board may appoint a replacement for the remainder of the term. In the case of the President becoming vacant, the Vice President becomes the President and the Vice President role will be appointed.

ARTICLE VI I: OPEN BUSINESS MEETINGS

Section 1: Meetings

A minimum of four open business meetings of the Methuen SEPAC, one of which will be the Basic Rights Workshop, shall be held during the school year. Dates of the meetings shall be determined by the executive board and announced, by posted notice at City hall at least 48 hours prior to the planned date. Executive board meetings will be held as needed and announced, by posted notice at City Hall at least 48 hours in advance of the meeting. Additional meetings, presentations and activities may be held. These meetings will be posted if required to, according to the open meeting law.

Section 2: Quorum

A simple majority of the voting members present at that time.

ARTICLE VIII: COMMITTEES

Committees will be created as needed. Any member may be on a committee.

ARTICLE IX: AMENDMENTS

The Bylaws may be put up for review at the October business meeting. Proposed changes will be posted majority vote at least 48 hours prior to the vote at the November meeting.

ARTICLE X. OPERATIONAL PROCEDURES:

Any funds of the Methuen SEPAC spent that are not part of the approved budget require a simple majority of the executive board , however, voting results shall be posted to the website. Any funds greater than \$250 requires a meeting, which must be posted 48 hours in advance.