

Newton SEPAC By-Laws Approved April 5, 2017

Article I: Newton Parent Advisory Council for Special Education By-Laws

The name of this self-governed organization shall be the Newton Parent Advisory Council for Special Education also known as the Newton SEPAC.

Article II: Purpose of the Newton SEPAC

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

Promote a network of parents of children with special needs, and provide a forum to share information.

Advise the School Committee and the Assistant Superintendent of Student Services and Special Education on the development, operations, evaluation, and monitoring of special education programs, long range planning, district-wide policy decisions and the budget for special education.

Promote communication between SEPAC members and local, state, and national organizations, councils and groups.

Promote communication and informational programs to parents, students, educators and professionals within the community to encourage awareness, understanding, acceptance and inclusion.

Article III: Terms of Membership

1. General membership shall be open to the public.
2. Voting Membership shall be any general member who is a parent or a guardian of a child with special needs, with or without an Individual Education Plan (IEP) or 504 Plan, who resides in Newton or whose child attends school in Newton. Voting membership is required to vote in annual officer elections and all other business that comes before any Newton SEPAC meeting.

Article IV: Officers of the Newton SEPAC

Officers of the Newton SEPAC must be voting members and are elected by the voting membership and hold office for one year. If any office becomes vacant, an election for that office shall be held immediately, with term to expire following the next election.

Officer responsibilities of the Newton Parent Advisory Council for Special Education are as follows:

Chairperson(s): 1 - 3

- Set the agenda for each general meeting.
- Preside at all meetings of the Newton SEPAC.
- Recommend the creation of subcommittees and monitor their activities.
- Act as liaison with the Assistant Superintendent of Student Services and Special Education, the Superintendent, and the School Committee.
- Oversees role of Secretary, including communication between the Newton SEPAC and its membership.
- Oversees role of Treasurer, including review of monthly financial statements.
- May designate a Voting Member to perform one or more of these responsibilities.

Secretary

- Coordinate all communication between the Newton SEPAC and its membership.
- Collect and review all correspondence of the Newton SEPAC.
- Record and file minutes of all Newton SEPAC meetings, including general Newton SEPAC meetings and Open Board SEPAC meetings.

Treasurer

- Coordinate efforts to apply for grants, donations, reimbursements, or any other funds for which the Newton SEPAC may be eligible.
- Manage and account for funds collected, donated, and spent for the Newton SEPAC.
- Prepare and report bi-annual financial statements.

Board Members At Large

The role of all Board Members is to support the purpose of the Newton SEPAC, as described in Article II. The number of At Large Board Members shall not exceed 5.

Article V: Elections

Elections shall be the first order of business during the May meeting. Voting will be available electronically and in person. Elections shall be decided by a simple majority of the votes cast by the voting members. New officers shall take office on June 30.

Article VI: Meetings

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

A minimum of 6 general meetings shall be held annually. Notice of all general meeting dates and elections shall be published in the local press and school newsletters in advance, posted on the Newton Schools website, and a notice sent to each voting member whenever possible.

Article VII: Amendments

These by-laws may be amended by a simple majority of the voting members, cast either at a general meeting or electronically, but changes to these by-laws may not be voted upon in the same meeting as they were proposed.

Article VIII

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