



## **Attleboro Special Education Parent Advisory Council By-Laws**

### **Article I: Name**

This organization is a self-governed, volunteer organization known as the Attleboro Special Education Parent Advisory Council (hereafter referred to as ASEPAC).

### **Article II: Mission**

The mission of ASEPAC is to work for the understanding of, respect for and support of all children with disabilities in the community. To that end and pursuant to [CMR 603 28.07\(4\)](#), ASEPAC will work to:

- Support and encourage an innovative educational environment where students with disabilities have equal access to educational opportunities and a community environment where all students are encouraged to reach their full potential.
- Promote a network for parents of students with disabilities and provide a forum to share information and discuss matters of relative interest and concern.
- Support communication and programs within the community to encourage understanding, respect, acceptance and inclusion of students with disabilities.
- Collaborate with the school community to continually improve the educational opportunities available throughout the Attleboro Public Schools that cultivate improved educational outcomes for students with disabilities.

### **Article III: Policies**

ASEPAC will be non-commercial, non-sectarian, and non-partisan. The name of this organization or, the name of any members in their official capacities shall not be used in any connection with a commercial concern or any partisan interest, or for any purpose other than the regular work of the organization.

#### **Article IV: Terms of Membership**

General Membership shall be open to any resident of Attleboro including parents, guardians, educators and other parties interested in the special education of Attleboro students. In addition, a parent/guardian of a current student receiving Special Education services administered through the Attleboro School District may also be a general member even though the parent/guardian resides outside of Attleboro. New members are welcome at any time. All members shall strive to uphold the ASEPAC mission as stated in these by-laws.

General membership responsibilities include electing the ASEPAC Board and voting on changes to the ASEPAC By-laws.

Voting membership shall be limited to the ASEPAC Board Members.

#### **Article V: ASEPAC Board Members**

The ASEPAC Board shall include a chair (or co-chairs), secretary and co-secretary, treasurer and co-treasurer, workshop coordinator(s), and public relations and communication coordinator(s). This group of individuals shall be commonly known as the ASEPAC Board. The term for co-chairs is two years, with the co-chairs serving staggered terms. All other positions are 1 year terms and can be shared by more than one member (if needed). When necessary, an ASEPAC Board member may hold or perform multiple positions.

ASEPAC Board members can delegate responsibilities as needed. ASEPAC Board member responsibilities are:

##### **Chairperson and Co-Chairperson**

###### **Duties**

- Set the agenda for each meeting.
- Preside at all meetings.
- Coordinate the work of the ASEPAC Board members and committees.
- Act as liaison between the ASEPAC and Attleboro Student Services with regular communications with the Special Education Director.
- Act as liaison between ASEPAC and the Attleboro School Committee.
- Prepare next Chair by sharing knowledge and expertise at the end of term.

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### **Secretary/Co-Secretary**

#### Duties

- Post meetings, agendas, and approved minutes according to open meeting law.
- Record and post minutes of business meetings. Coordinate the approval of the meeting minutes in a timely manner.
- Maintain attendance log for purposes of voting membership.
- Keep track of by-law update/review period (every 2 years)

### **Treasurer/Co-Treasurer**

#### Duties

- Coordinate efforts to apply for grants, donations, reimbursements or any other funds for which the ASEPAC may be eligible.
- Manage and account for funds collected, donated, and spent for the ASEPAC.
- Coordinate with the APS Business Office to maintain ASEPAC funds held as line item in school district budget.
- Provide treasurer report at ASEPAC board meetings

### **Workshop Coordinator/Co-Coordinator**

#### Duties

- Communicate and coordinate informational workshops
- Collect feedback and propose programming recommendations
- Partner with P/R & Communications coordinator to advertise and market programs
- Support in marketing upcoming events, speakers, workshops, etc.

### **Public Relations Officer/ Communications Coordinator**

#### Duties

- Distribute fliers, brochures and other ASEPAC information to the community and public schools.
- Maintain ASEPAC communication tools including list serve, webpage and Facebook page
- Coordinate all public communications and communications to ASEPAC members, not including those communications that are the responsibility of the Secretary
- Support in marketing upcoming events, speakers, workshops, etc.
- Coordinate publicity for ASEPAC events

### **Committees:**

- Committees shall be created as needed.

## **Article VI: Voting, Elections, Eligibility and Vacancies**

### **Voting Guidelines:**

- Only ASEPAC Board members can vote on ASEPAC business  
NOTE: Exception: General members are eligible to vote on changes to the ASEPAC By- Laws (see Article X) and election of ASEPAC officers
- Voting must occur at an ASEPAC meeting following Open Meeting law guidelines.
- A quorum of no less than 50% of the serving ASEPAC Board members must be present in order hold a vote.
- All decisions requiring a vote will be made by a simple majority of the ASEPAC Board present at the ASEPAC meeting.
- Any expense greater than \$200, needs to be approved by a majority vote of the ASEPAC Board members

### **SEPAC Board Election Guidelines:**

- All general members are eligible to vote in the ASEPAC Board elections.
- Elections will occur at an ASEPAC meeting following Open Meeting law guidelines.
- Anyone who meets the ASEPAC Board eligibility requirements and who wishes to volunteer for an ASEPAC Board role should notify ASEPAC prior to the election deadline (deadline will be posted).
- If more than one person is nominated for an ASEPAC Board role a simple majority of the general members present at the meeting will apply. Elections for positions on the ASEPAC Board will take place each spring. Additional elections to fill vacancies/resignations may take place during the year (as needed).
- New SEPAC Board members will take office immediately following the vote.

### **SEPAC Role Eligibility Requirements:**

Eligibility for the ASEPAC Board and School/Out of District Liaison roles shall be limited to any general member who is:

- An Attleboro resident and a parent/guardian of a current student receiving Special Education services administered through the Attleboro Public School District and;
- Who has attended at least one previous ASEPAC meeting in the past 12 months
- In addition, for the School Liaison role: The Liaison's child must be attending the particular school they will be representing.
- In addition, for the Out of District Liaison role: The Liaison's child must be receiving services Out of District.

### **Resignations and Vacancies**

Any ASEPAC Board member may resign by delivering a written notice of resignation by mail, in person, or by email to the Superintendent. Resignation shall be effective immediately upon such delivery unless the resignation is slated to be effective at another time.

### **SEPAC Board vacancies will be handled as follows:**

- Following the resignation of any ASEPAC Board member, the ASEPAC Board shall make the public aware of the open position and request for interested parties to notify the ASEPAC Board.
- Open ASEPAC Board positions can be filled during the year. Open positions filled during the year will have a term that expires at the following election.
- Voting will follow the Election Guidelines detailed above.

### **Article VII: Meetings**

All meetings are open to the general public. Meetings will be held at least four (4) times per school year. Notice of all general meeting dates and elections shall meet Open Meeting Law requirements. Reasonable attempts shall be made to notify the general membership of meeting times and proposed agenda prior to the meeting.

Meetings are defined as any ASEPAC meetings, activities or committees at which attendance is taken or members have signed in.

### **Article VIII: SEPAC Liaisons**

Liaisons are not ASEPAC Board members, but they serve a valuable role in increasing communication and collaboration between ASEPAC and the community. Liaisons are appointed and removed as agreed by the ASEPAC Board during a meeting. A liaison may also resign by informing the ASEPAC Board. Liaison roles are filled in the best interest of ASEPAC and can be filled throughout the year. ASEPAC is not required to have Liaisons. Liaisons are encouraged to attend ASEPAC meetings, but if they cannot attend a meeting, they may communicate any updates to the Chair in advance. The ASEPAC Board may create additional Liaison roles (and define the eligibility requirements) if they determine there is a need.

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### **School Liaison responsibilities:**

- Act as liaison between his/her school and ASEPAC.
- Connect with school's PTO and share ASEPAC information.
- Communicate ASEPAC information to his/her school.
- Build awareness at his/her school of ASEPAC and ASEPAC events.
- Support the ASEPAC Programs coordinator by volunteering for at least one ASEPAC event.
- Attend SEPAC meetings and provide status updates and feedback to SEPAC Board.

### **Out of District Liaison responsibilities:**

- Act as liaison between Out of District families and ASEPAC.
- Communicate ASEPAC information to the Out of District community.
- Support the ASEPAC Workshop coordinator by volunteering for at least one ASEPAC event.
- Attend ASEPAC meetings and provide status updates and feedback to ASEPAC Board.

### **Article IX: Conflict of Interest**

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

### **Article X: Amendments**

These by-laws may be amended by a simple majority of the general members at an ASEPAC meeting, but by-law changes may not be voted upon in the same meeting as they are proposed, unless the general members at the meeting vote unanimously to approve the change.

### **Article XI: Review of By-Laws**

The ASEPAC Board shall review these bylaws every two (2) years. Any amendments or revisions will follow Article X.

These by-laws were approved on May 9, 2018 and go in effect on May 9, 2018