



## **By-Laws: Acton-Boxborough Special Education Parent Advisory Council**

As amended June 11, 2014

### **Article 1: Name**

The name of this organization shall be:

The Acton-Boxborough Special Education Parent Advisory Council (AB SpEd PAC).

### **Article 2: Purpose**

The purpose of this Organization shall be to:

1. Improve communication among parents/guardians, staff, administrators (both within and outside of the district), and the School Committee on special education issues.
2. Serve as a resource and support network for parents/guardians of children with special needs regarding procedures, educational, and non-educational issues.
3. Advise the Acton-Boxborough Regional School Committee/district on issues related to the education and safety of special education students and participate regularly in the planning, development and evaluation of the districts' special education programs.
4. Serve as advocates for equal educational opportunities for all special needs children.

### **Article 3: Membership**

1. General membership shall be open to the public.
2. Voting memberships 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 or whose child attends school in Acton or Boxborough. Voting membership is required to vote in annual officer elections and all other business that comes before any AB SpEd PAC meeting.

### **Article 4: Executive Board**

#### **Section 1: Membership**

1. Officers of the AB SpEd PAC shall be the Chairperson and Secretary. The Secretary position may be shared by two individuals and the Chairperson position may be shared by three individuals. (All fundraising and financial activities are now conducted by the "Friends of AB SpEd PAC, Ltd." organization. See Article 8 below for further information.)
2. The Executive Board shall consist of voting and non-voting members. The voting members will include all officers of the AB SpEd PAC, one chairperson of one standing committee, and one Past PAC Chairperson. Non-voting members may include representatives from each of the following: Special Education Administration and Regional School Committee.

#### **Section 2: Duties**

Duties of officers of the Executive Board shall be as follows:

**1. Chairperson(s)**

- a. Set the agenda and preside at all meetings of the organization and meetings of the Executive Board.
- b. Act as primary liaison to the Superintendent, School Committee and Director of Pupil Services.
- c. Execute and supervise responsibilities related to contracts and agreements in the organization's behalf, and sign any such contracts and agreements on behalf of the Executive Board.
- d. Oversee the functioning of the AB SpEd PAC committees, special projects, and events.
- e. Oversee management of the AB SpEd PAC website: ensure that content is kept current, meeting minutes are posted in a timely manner and website hosting services are renewed annually.

**2. Secretary(s)**

- a. Record, disseminate and file the minutes of the meetings of the Executive Board and general PAC meetings.
- b. Maintain the organization's records, including a current membership list.

**3. Standing Committee Chairpersons**

As needed for such topics as Program Development, Parent Support, Resource/Information, Legislative Issues and/or Liaison Coordinator.

- a. Recruit members and hold committee meetings, as necessary.
- b. Provide annual objectives to the Executive Board at the beginning of the year.
- c. Report committee activities to the Executive Board and the full membership.

**6. Past PAC Chairperson**

- a. Advise PAC Chairperson(s) on ongoing issues of organizational concern.
- b. Provide continuity and support to the PAC Chairperson(s).

**Article 5: Elections**

**Section 1:**

All AB SpEd PAC officers are elected by the voting membership at the Annual meeting held in the Spring. If an officer position becomes vacant mid-term, a special election may be held at any time throughout the year to fill that position. All officers' terms will expire on June 30<sup>th</sup> of the subsequent school year.

**Section 2:**

In the event that the Executive Board members have a concern about the actions or behavior of another Board member, the AB SpEd PAC Chair(s) will give the individual in question written notice of their concerns and an opportunity to make the appropriate changes prior to initiating action to remove the individual from office. A member of the Executive Board may be removed by a majority vote of the Executive Board for behaving in a manner unbecoming a representative of the organization or for taking actions counter to the goals/purposes of the organization. The Executive Board members may appoint an Interim Board member to fill the resulting vacancy until the next election is held at which time a permanent replacement will be elected by the voting membership of the PAC.

## **Article 6: Meetings**

### **Section 1:**

A schedule of meetings shall be determined and published by the Executive Board.

### **Section 2:**

At any PAC meeting, five voting members must be present to constitute a quorum for business requiring a vote.

### **Section 3:**

In accordance with the School Committees' policy, File BDFB, the Director of Pupil Services and the SpEd PAC Chairperson(s) will meet quarterly to discuss planning, development and evaluation of the districts' special education programs. Other staff, SpEd PAC Board members and the School Committee liaisons(s) may also be included at these meetings.

### **Section 4:**

The SpEd PAC may upon invitation present formally to the School Committee two times a year to:

- Report to the School Committee on the goals of the Special Education Parent Advisory Council for the upcoming year; and
- Report to the committee on the progress on the goals of the Special Education parent Advisory council during the year.

The Special Education Parent Advisory Council presentations to the School Committees shall be made at the September or October meeting and the June or July meeting, subject to the Special Education Parent Advisory Council's consultation with the Chair of the respective School Committees.

## **Article 7: Amendments**

These By-Laws may be amended by a vote of two-thirds of the voting membership present at any Business Meeting, provided that written notice of the proposed amendments is given prior to the meeting.

## **Article 8: Grants, Donations and Fundraising**

The AB SpEd PAC has decided not to pursue grants and donations or engage in fundraising. Instead it has decided to create a separate 501(c)(3) organization called "Friends of AB SpEd PAC, Ltd." for the sole purpose of raising funds to support and advance the mission of the AB SpEd PAC. By conducting fundraising through the "Friends of AB SpEd PAC" organization, monies may be raised and dispersed independently without needing to deposit funds with the town Treasurer and/or submit requests for disbursement through the School Committee or any other Town body.

**Article 9: Non-Permissible Activities**

The AB SpEd PAC does not participate in political campaigning on behalf of or in opposition to any candidate for public office, nor does it attempt to influence legislation.

Notwithstanding any other provision of these articles, the organization will not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**Article 10: Parliamentary Authority**

In the event that the AB SpEd PAC's By-Laws are silent on an issue, the rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the AB SpEd PAC.