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# BYLAWS

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REGIONAL SPECIAL EDUCATION PARENT ADVISORY COUNCIL OF SOUTHCOAST  
MASSACHUSETTS



SEPTEMBER 19, 2022

## Article I. Name

The name of this self-governed organization is Regional Special Education Parent Advisory Council of Southcoast Massachusetts ("SEPAC").

## Article II. Authority

This SEPAC is formed pursuant to Massachusetts General Laws Chapter 71B, Section 3, and the Code of Massachusetts Regulations ("CMR") 630 CMR 28.07(4).

## Article III. Objective/Purpose

The purpose of this SEPAC is to serve as a resource to parents and guardians of special needs students in, or who receive services in, the communities of Berkley, Dighton, Dighton-Rehoboth, Rehoboth, Somerset, Somerset-Berkley, and Swansea (collectively, the "Region"). This SEPAC is committed to its state-mandated role as advisor to the school districts in the Region with respect to special education matters. This SEPAC will meet its objective through activities that include, without limitation:

- a. Provide a network of information-sharing for parents and guardians of special needs students;
- b. Confer with Special Education Directors in the Region to discuss the needs of families in the special education community;
- c. Meet regularly with school officials to participate in the planning, development, and evaluation of the school committee's special education programs; and
- d. Advise the school committees on matters that pertain to the education and safety of students with disabilities.

## Article IV. Membership

### Section 4.01 General Membership

General membership to this SEPAC is available to any person who is:

- a. The parent or legal guardian of a person with special needs between the ages of zero (0) and twenty-two (22) residing in the Region or who attends school in the Region; and
- b. Any person not less than fourteen (14).

### Section 4.02 Voting Membership

Voting Membership to the SEPAC is available to any person who meets the qualifications outlined in Section 4.01 and has attended at least one (1) SEPAC meeting during the academic year.

## Article V. Board Members and Duties

The Board Members of this SEPAC shall have at a minimum the following officers: President, Vice President, Secretary, and Treasurer. The following outlines the responsibilities of each Officer.

- a. President.
  - Set the agenda for each meeting
  - Preside over SEPAC meetings
  - Act as liaison between the SEPAC and Regional Special Education Directors
- b. Vice-President
  - In absence of the President, preside over SEPAC meetings
  - Coordinate public communications
  - Assist the President in his/her duties as appropriate
- c. Secretary
  - Prepare the minutes for SEPAC meetings
  - Maintain records of SEPAC meetings
- d. Treasurer
  - Manage the bank account and records for the SEPAC
  - Collect funds on behalf of the SEPAC
  - Apply for grants, donations, reimbursements and any other funds on behalf of the SEPAC

In addition to the above officers, the Board Members shall have Board Members at Large, who shall support the function and purpose of the SEPAC.

A Board Member may resign by written notice to the President or Vice-President of the SEPAC. Any vacancy in the Board Membership shall be determined pursuant to Article VII of these Bylaws.

## Article VI. Meetings

This SEPAC shall meet no less than four (4) times from September through June. A minimum of three (3) Board Members is required at a meeting to constitute a quorum for voting on SEPAC administrative matters, and a majority of the votes cast by the Board Members shall decide administrative SEPAC matters.

## Article VII. Elections

Board Members of this SEPAC are elected by the Voting Membership on an annual basis in the spring. Any Board Member vacancy shall be voted upon as soon as practicable after the vacancy, but no later than thirty (30) days from the date of vacancy. Election results shall be determined by a simple majority vote of the Voting Membership.

## Article VIII. Member Communications

The SEPAC may maintain a website, Facebook page/group, or other types of social media to communicate directly with its members. Provided, however, that any SEPAC social media platform requires no less than two (2) SEPAC board members as platform administrators and/or moderators. In addition, the SEPAC will work with the Special Education Directors in the Region to distribute SEPAC communications to families with children receiving special education services in the Region to maintain confidentiality of both the students and families.

## Article IX. Finances

Any expenditure requests from SEPAC funds in excess of \$25.00 require a vote by the Board Members for approval. A simple Board Member quorum is sufficient to approve expenditures.

## Article X. Amendments to Bylaws

Any amendments to these Bylaws shall be made by majority vote of the Voting Members of this SEPAC. Proposed amendments shall be distributed at least two (2) weeks prior to the meeting for consideration for vote.

## Article XI.

Robert Rules of Order are the default procedures for this SEPAC.