

# **Northampton Special Education Parent Advisory Council By-Laws May 2023**

## **Article I: Name of Organization**

The name of this organization shall be the Northampton Special Education Parent Advisory Council, also known as the SEPAC.

## **Article II: Purpose of the SEPAC**

The mission of the Northampton SEPAC is to work toward the understanding, respect, support and appropriate education for all children with disabilities in the community. Northampton SEPAC receives its statutory authority from the Chapter 71B, Section 3 of the Massachusetts General Laws. This authority is also codified in the Code of Massachusetts Regulations (CMR), 603 CMR 28.07(4).

To that end, they will work to:

- Participate effectively in the planning, development, and evaluation of special education programs;
- Provide informational programs designed to address the needs of parents and professionals in understanding, advocating for, and supporting children with disabilities;
- Provide a support group and encourage networking among parents;
- Maintain communication between parents, professionals, school administrators, and school committee.

## **Article III: Membership**

General membership shall be open to any interested person.

Voting Membership shall be any general member who is a parent or guardian of a child with disabilities residing in Northampton, with or without an Individual Education Plan (IEP).

## **Article IV: Officers**

The Executive Board of the Northampton SEPAC shall comprise 4 positions that align with each of Northampton SEPAC's purpose and goals. This includes: School Administration Coordinator, Education and Events Coordinator, Caregiver/Membership Engagement and Recruitment Coordinator, and Advocacy and Evaluation Coordinator. In addition there may be a Board Member-at-Large. If no one is nominated for all positions, their duties may be absorbed by another member. Officers may, from time to time, delegate any of their duties to another officer and two Liaison officers may share one position.

### ***Education and Events Coordinator***

- Lead education and event planning
- Determine education and event topics and schedule with membership and board feedback.
- Recruit assistance from publicity and communications, and community
- Coordinate event planning sub-committee as needed
- Coordinate event logistics (book location, speakers, date and time, refreshments, etc.)

### ***School Administration Coordinator***

- Maintain regular communication with school administration, including superintendent, school committee, and director of student services.
- Participate in school committee sessions as appropriate.
- Build SEPAC partnerships and collaborations other NPS mission-based groups
- Provide regular SEPAC updates to NPS administration.

### ***Caregiver/Membership Engagement and Recruitment Coordinator***

- Coordinate all media and community exposure for the SEPAC
- Manage social network accounts
- Recruit and coordinate SEPAC Coordinators at each school site
- Participate in activities that raise the level of awareness of SEPAC in the community.
- Coordinate parent networking opportunities and events.
- Coordinate SEPAC awards ceremony with support from award ceremony committee.
- Collaborate with NPS Family-Student Engagement Coordinator

### ***Advocacy and Evaluation Coordinator***

- Develop and distribute annual SEPAC needs assessment survey to evaluate NPS special education programs.
- Analyze needs assessment survey results and provide analysis to SEPAC membership.
- Work with School Administration Coordinator to share needs assessment feedback with school administration
- Create and distribute SEPAC asynchronous resources
- Analyze and distribute district comparison statistics and demographic breakdowns
- Participate in school budget discussions, committees and provide feedback on budget to school administration.

## **Article V: Elections**

Elections shall be the first order of business during the end of year meeting and shall be completed prior to the end of the school year. Nominations for offices shall be accepted virtually and notification to members shall be provided prior to elections. Absentee Candidates can only be nominated with their written permission. Officers shall be elected by majority vote of voting members either virtually or in a SEPAC annual meeting. New officers shall take office immediately following their election. If any required office becomes vacant, an election for that office shall be held immediately, with person elected to complete term.

## **Article VI: Meetings**

Meetings are defined as any SEPAC meeting, activities, or committee meeting at which a quorum is met. The number of meetings to be held each year and the dates of those meetings shall be determined annually by the Executive Board.

Matters which require a vote taken of the voting membership include, but not limited to the following items:

- Changes in the by-laws
- Elections require a vote as described in Article V- Elections

Minutes of SEPAC general meetings shall be recorded and retained by members of the Executive Board. Votes taken during the meetings will be recorded in the minutes.

## **Article VII: Subcommittees**

Subcommittees shall be created as needed. The subcommittee Chairperson shall be a volunteer or willing nominee accepted by simple majority of members present.

## **Article VIII: Amendments**

These by-laws may be amended by simple majority of voting members at a general meeting or virtually, but by-laws may not be voted on in the same meeting as they are proposed. By-law amendments must be submitted in writing at a general meeting or in an announcement to SEPAC membership.

## **Article IX:**

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

Revised by SEPAC membership May 25, 2023.

Ratified by SEPAC voting membership (insert date)