

BY-LAWS
OLD ROCHESTER REGIONAL TRI-TOWN AREA
SPECIAL EDUCATION PARENT ADVISORY COUNCIL
(SEPAC)
MA SUPERINTENDENCY UNION #55

Article I: Name of Organization

The name of this self-governed organization shall be the Old Rochester Regional Tri-Town Area Special Education Parent Advisory Council, also known as "ORR SEPAC."

Article II: Purpose of the Special Education Parent Advisory Council

The mission of the Marion, Mattapoisett, Rochester and Old Rochester Regional Special Education Parent Advisory Council is to work for understanding of, respect for and support of all children with special needs in our community. To that end, the ORR SEPAC will work to promote a network of parents of children with and without special needs, and provide a forum to share information and:

- Advise the Director of Student Services and School Committee(s) on operations and development of special education programs, family and teacher training needs and help to develop practices;
- Promote communication between ORR SEPAC members, local, State and National organizations, councils and groups;
- Promote communication and programs within the community to encourage understanding, acceptance and inclusion;
- Provide informational forums to families, educators, students and professionals.

Article III: Terms of Membership

Voting membership shall be open to any parent/guardian of a child with special needs residing in Marion, Mattapoisett or Rochester or person affiliated with the Marion, Mattapoisett, Rochester and Old Rochester Regional Public Schools who has attended at least one meeting of the Old Rochester Regional Tri-Town Area Special Education Parent Advisory Council during the past 12 months. Voting membership is required to vote in annual officer elections and other business that comes before any meeting.

Article IV: Officers of the Special Education Parent Advisory Council

The voting membership elects three officers of the ORR SEPAC on an annual basis. Each town should be represented by an elected resident. If any officer position becomes vacant an interim officer for that town shall be appointed immediately, with term to expire at next April meeting.

Officer(s) responsibilities of the ORR Special Education Parent Advisory Council are:

**Set general meeting agendas; Act as Chairperson(s) of general meetings; Recommend the organization of sub-committees as needed; advise the Director of Student Services; Coordinate ORR SEPAC communication; Record and disseminate the minutes of general meetings; maintain ORR SEPAC membership list; Seek funding opportunities for ORR SEPAC activities; Coordinate fund raising activities and manage ORR SEPAC fiscal accounts.*

Article V: Elections

Elections shall be the first order of business during the April meeting. All voting members are eligible to make nominations for officers. Elections shall be decided by a simple majority vote of the voting membership, subject to the presence of a quorum. New officers shall take office immediately following their elections. A quorum shall be at least 3 active members.

Article VI: Meetings

General Meetings shall be held at least bi-annually, in November and April. A calendar of meetings will be developed at the beginning of each school year. Meeting dates, times and topics of meetings will be made public in advance to the Tri-Town communities. During the last meeting of the school year, the officers shall take recommendations on how to develop the calendar of meetings for the following school year. The calendar shall include dates, times of the meetings and projected activities for the year. Minutes of all ORR SEPAC meetings shall be recorded and retained.

Matters that require a vote to be taken include, but are not limited to the following items:

- A change in the by-laws can only be voted on at a general meeting;
- A commitment of financial resources requires a simple majority of voting members present;
- Elections require a vote as described in Article V, Elections.

Article VII: Sub-committees shall be created as needed and monitored by elected officers.

Article VIII: These by-laws may be amended by a simple majority of the voting members at a general meeting, but by-law changes may not be voted upon in the same meeting as they are proposed, unless a quorum (as described in Article V) votes unanimously to approve the change(s).