

**Diman Regional Vocational Technical High School
251 Stonehaven Road
Fall River, MA 02723**

**BYLAWS OF THE SPECIAL EDUCATION PARENT ADVISORY
COUNCIL**

ARTICLE I- NAME

The name of the organization shall be Special Education Parent Advisory Council (SEPAC).

ARTICLE II- AUTHORITY

The SEPAC was established in accordance with Massachusetts General Laws Chapter 71B, Section 3, and the Code of Massachusetts Regulations (“CMR”) 630 CMR 28.07(4).

ARTICLE III- MISSION

- A. Promote a network of information-sharing for parents and guardians of special education students and provide a forum to share information and discuss matters of common concern and interest.
- B. Inform parents/guardians about agencies, services, and rights for special education students, as well as promote understanding of the laws and regulations governing Special Education.
- C. Promote a cooperative spirit of open communication and sharing of ideas between the SEPAC, the school and the home.
- D. Provide support to parents, guardians and educators regarding specific educational and training programs available.
- E. Meet regularly – at a minimum of once annually – with the Director of Special Education and other appropriate school personnel as needed, to discuss matters pertaining to the education, health and safety of students in special education, and to participate in the development and review of Special Education programs and budgets.
- F. Organize special education programs of benefit to parents/guardians, children, and educators.
- G. Evaluate the goals and objectives of the organization (SEPAC).

Approved and Adopted June 25, 2024

ARTICLE IV- BOARD OF DIRECTORS

- A. The Board of Directors shall be composed of present or past parents, stepparents or guardians of Diman Special Education students.
- B. There shall be a minimum of four (4) elected Officers voted by a majority of the Board each year, i.e., President, Vice President, Secretary and Event & Outreach Coordinator.
- C. All Board Members for the next school year shall be voted in by a majority vote of the organization at the last SEPAC Meeting of the current school year (May/June).
- D. Elected Board Members shall take office immediately and will hold the position for one year. Board Members may be re-elected for multiple terms without limit if voted in by a majority vote each year.
- E. Vacancies on the Board shall be filled by a member of the organization by a majority vote of the SEPAC within 30 days of the vacancy, or by the next scheduled General Membership Meeting.
- F. Members of the Board of Directors must be voting members of the organization, with the exception of the Director of Special Education, who will have the right to participate in all activities of the organization but will not cast a vote.
- G. In addition to the above officers, the Board Members may appoint at will Board Members at Large, who shall support the function and purpose of the SEPAC.

ARTICLE V- DUTIES OF OFFICERS

- A. President
 - Schedule and preside at all meetings and may have other duties incidental to a Board Member.
 - Set the agenda for each meeting.
 - Act as a liaison between the SEPAC and the Director of Special Education.
 - Create and oversee appropriate distribution of SEPAC materials.
- B. Vice President
 - Schedule and preside at all meetings in the absence of or at the request of the President and may have other duties incidental to a Board Member.

- Assist the President and other SEPAC members as appropriate.
- Coordinate public communications.

C. Secretary

- Record the minutes and maintain records of all SEPAC meetings.
- Coordinate the filing of all minutes with the Administrative Assistant of the Special Education Department.
- Receive communications and correspondence for the SEPAC to distribute to other Board Members.
- Assist with the coordination of public communications.

D. Event and Outreach Coordinator

- Communicate with local, state and national organizations, as well as other councils and groups that support children receiving special education services.
- Utilize community outreach efforts to coordinate SEPAC special events with organizations that align with its mission.
- Offer support, information and resources to parents and guardians of special education students.
- Assist with the coordination of public communications.

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 IV of these Bylaws.

ARTICLE VI- MEMBERSHIP

- A. Any person who is a parent/stepparent/guardian or educational advocate of a Diman student with interest in the Special Education program within the vocational school district is eligible for membership.
- B. At least one General Membership Meeting will be aligned with the Diman Advisory Board meeting schedule.
- C. All members of the organization shall have one vote.

ARTICLE VII- GENERAL MEETINGS

- A. There shall be a minimum of two (2) general meetings during the year.
- B. The choice of speaker, if any, shall be invited based on a majority vote by the Board.

- C. A minimum of three (3) Board Members is required at a meeting to constitute a quorum for voting on SEPAC administrative matters.
- D. A majority vote at a General Meeting shall be more than 50% of the members present.
- E. Notice of meetings shall be posted as early as possible via email, website, mail, Aspen, and/or local press.
- F. Meetings shall be held at Diman Regional Vocational Technical High School and will be open to General Members and other interested parties.
- G. Attendees shall sign an attendance list at each meeting.
- H. Minutes of all SEPAC meetings shall be recorded and retained as a matter of public record in the Special Education Office. The minutes will also be posted on the SEPAC web page of the Diman website and/or other SEPAC social media.

ARTICLE VIII-MEMBER COMMUNICATIONS

- A. The SEPAC may maintain a website, Facebook page/group, email group, or other types of social media to communicate directly with its members.
- B. Any social media platform requires no less than two (2) SEPAC Board Members as platform administrators or moderators.
- C. The SEPAC will work with the Director of Special Education to distribute SEPAC communications to families with children receiving special education services to maintain confidentiality of both the students and their families.
- D. The Special Education Department will provide parents and/or guardians with a consent form at the beginning of the school year, allowing the SEPAC to communicate directly with those individuals willing to share their contact information (name and email).

ARTICLE IX-ADMENDMENTS TO BYLAWS

- A. Any Member of the SEPAC may suggest or propose an amendment to the Bylaws.
- B. The proposed amendment must be presented to the Board in writing at least two (2) weeks prior to the next General Membership Meeting to be considered for vote at that meeting. Proposed amendments received within two (2) weeks of the next General Membership Meeting may not be discussed until the following scheduled meeting.

- C. The amendment shall be presented for discussion and a vote at a General Membership meeting. A majority vote will be required to ratify the amendment.

ARTICLE X-DISSOLUTION OF THE BOARD

- A. If the SEPAC is no longer functioning with a minimum of three (3) Members, the SEPAC must notify the Director of Special Education.