



## **Triton Regional School District Special Education Parent Advisory Council**

### ***By-Laws***

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

The name of this organization shall be the Triton Regional School District (TRSD) Special Education Parent Advisory Council, also known as Triton SEPAC.

#### **Article II: Mission Statement**

Our mission is to be a positive, solution-oriented group focused on being a resource to parents and act as a bridge to improve communication between and within the Triton Regional school District and home for student of all ages with disabilities.

The object is to provide a network of parents, community members, and district personnel promoting and facilitating communication between all parties encouraging understanding, respect, acceptance, and inclusion.

Additionally, we are committed to our state mandated role as Advisors to the school district and special education programs to ensure that:

- the needs of all students with disabilities are being adequately met under the Massachusetts Educational Law
- the planning, development, and evaluation of the Triton Regional School District's special education programs is a joint effort between the district and the Triton SEPAC

#### **Article III: Terms of Membership**

##### **General Membership**

General membership shall be open to any parent or guardian of a student with disabilities residing and/or attending school in the Triton Regional School District communities, as well as any educator, resident, or concerned parties with an interest in special education, or students with disabilities.

### **Voting Membership**

Voting membership for business that requires a vote during Triton SEPAC meetings shall be limited to members who have a student disabilities residing and/or attending school in the Triton Regional School District. Voting members must have attended at least two previous meetings of the Triton SEPAC during the last twelve months, or who have requested voting status in writing to the secretary at least two weeks prior to the vote.

Four Executive Board members shall constitute a quorum for the transaction of business. General meeting votes will be a majority rule.

### **Article IV: Triton SEPAC Roles and Responsibilities**

When appropriate or necessary, all outgoing officers will volunteer to assist newly elected officers during an eight week transition period after an election in which all materials, contacts, documents, etc of the position will be turned over to the newly elected officer

#### **Executive Board**

##### **Co-Chair**

- Preside at all meetings of the Triton SEPAC
- Call meetings and set up the Agenda.
- Shall act as a liaison between the Administrator of Pupil Services.
- Report to School Committee annually.

##### **Secretary**

- Keep the minutes of the Triton SEPAC Meetings, including a current membership list
- Coordinate the recording and filing of minutes of the Triton SEPAC and its sub-committees
- Assist with correspondence for Triton SEPAC as needed

##### **Treasurer**

- Have custody and be responsible for all funds of the Triton SEPAC
- Collect and deposit all Triton SEPAC funds in its name in such bank as the Triton SEPAC shall designate
- Manage and account for funds collected, donated, and/or spent for the Triton SEPAC.
- Prepare and present the Treasurer's report for monthly business meetings
- Prepare and submit Annual Treasurer's report

### **School Representatives**

There will be one school representative for each of the five schools in the Triton Regional School District whose responsibilities will include:

- Participating on the Executive Board
- Communicating with their respective schools acting as a liaison between the Triton SEPAC and the PTA's/PTO's
- Coordinating communication regarding any and all events and announcements to the editor of the schools' newspaper/newsletter

### **Webmaster**

- Coordinating electronic communication with the Triton SEPAC and the Central Office Web Administrator.

### **Staff Administrator**

Staff Administrator shall be the current administrator for the school district. He/she shall act as a resource consultant and advisor to the organization. The staff administrator is a non-voting member. The staff administrator shall perform the following functions:

- Represent the needs, concerns, and activities of the organization to the school district.
- Provide the membership with documented information regarding changes in regulations, new policies, program changes and mandate reports.
- Provide technical assistance on all aspects of public laws, both state and federal, that impact special education.
- Attend all regularly schedules meetings; arrange for a representative upon parent request when unable to attend.

### **Article V: Elections**

- Elections will be the first order of business at the September Triton SEPAC meeting
- Officers and Representatives will serve for a term of one year
- In the event that two or more persons are running for election, secret ballots will be held. Officers must have attended at least two meetings within the past twelve months prior to elections.
- Officers and Representatives are eligible to run for re-election.

### **Resignation**

Offices and Representatives may resign the position in the Triton SEPAC at any time by communication in writing to the Executive Board. A Member who has resigned may run for re-election.

### **Removal of Officers**

Removal of an officer of Triton SEPAC shall be at the consensus of the Executive Board.

## **Article VI: Subcommittees**

Subcommittees shall be created by the Executive Board as needed and may be either an ad-hoc committee or, if needed, a standing committee. The Subcommittee Chair will report back at the next business meeting of the Triton SEPAC.

Minutes must be taken at any subcommittee meeting. One copy must be sent to the Secretary.

## **Article VII: Meetings**

### **Definition and Schedule**

Meetings are defined as any Triton SEPAC sponsored meeting, activity, or committees at which attendance is taken.

Business meeting of the Triton SEPAC will be held monthly from September to June.

Specific dates will be set in June for the next school year and posted in each school, town hall, and town library, as well as on the Triton SEPAC's homepage on the Triton Regional School Districts website.

By state mandate, one meeting per year will be dedicated as a workshop on Basic Rights and Procedural Safeguards.

Executive Board will meet periodically with the Administrator of Pupil Services.

## **Group Norms and Rules of Conduct, and Parliamentary Authority**

### **Group Norms and Rules of Conduct**

With input from the governing body and members, the group norms and rules of conduct for business and general meetings shall consist of the following behaviors:

- Adherence to items on the agenda
- One person speaking at a time
- Keep comments, discussions, debates, and questions respectful and positive
- If unable to reach a consensus, issue will be brought to the next business meeting for resolution.

### **Parliamentary Authority**

Robert's Rules of Order are the default procedures for all Triton SEPAC meetings.

## **Article VIII: Amendments**

Amendments can be made at a general meeting with the following criteria:

- Before any vote may be taken to amend these by-laws, a 30-day written notice of the proposed amendment(s), including the full text thereof, shall be distributed to all voting members.
- By-law changes/amendments require a two-thirds vote of the voting members.

Voted and Approved at the Triton SEPAC meeting March 19, 2008