



By-Laws: Acton and Acton-Boxborough Special Education Parent Advisory Council

As amended October 12, 2011

Article 1: Name

The name of this organization shall be: The Acton and Acton-Boxborough Special Education Parent Advisory Council (AB SpEd PAC).

Article 2: Purpose

The purpose of this Organization shall be:

1. Improve communication among parents/guardians, staff, administrators (both within and outside of the district), and the School Committee on special education issues.
2. Serve as a resource and support network for parents/guardians of children with special needs regarding procedures, educational, and non-educational issues.
3. Advise the Acton and Acton-Boxborough Regional School Committees/districts on issues related to the education and safety of special education students and participate regularly in the planning, development and evaluation of the districts' special education programs.
4. Serve as advocates for equal educational opportunities for all special needs children.

Article 3: Membership

1. General membership shall be open to the public.
2. Voting memberships shall be any general member who is a parent or a guardian of a child, either residing in or attending school in Acton or Boxborough. Voting membership is required to vote in annual officer elections and all other business that comes before any Acton or AB SpEd PAC meeting.

Article 4: Executive Board *(Removed all references to Treasurer)*

Section 1: Membership

1. Officers of the PAC shall be the Chairperson and Secretary. The Secretary position may be shared by two individuals and the Chairperson position may be shared by three individuals.
2. The Executive Board shall consist of voting and non-voting members. The voting members will include all officers of the PAC, one chairperson of one standing committee, and one Past PAC Chairperson. Non-voting members may include representatives from each of the following: Special Education Administrations, Local School Committees, and Regional School Committees.

Section 2: Duties *(Removed all references to Treasurer & consolidated Committee Chair info)*

Duties of officers of the Executive Board shall be as follows:

1. **Chairperson(s)**
 - a. Preside at all meetings of the organization and meetings of the Executive Board.
 - b. Execute and supervise responsibilities related to contracts and agreements in the organization's behalf, and sign any such contracts and agreements on behalf of the Executive Board.
 - c. Oversee the functioning of the PAC committees, special projects, and events.
2. **Secretary(s)**
 - a. Keep the minutes of the meetings of the Executive Board and of general PAC meetings.
 - b. Maintain the organization's records, including a current membership list.
 - c. Keep and disseminate minutes.
3. **Standing Committee Chairpersons** For such topics as Program Development, Parent Support, Resource/Information, Legislative Issues, or Liaison Coordinator
 - a. Recruit members and hold committee meetings, as necessary.
 - b. Provide annual objectives to the Executive Board at the beginning of the year. Report committee activities to the Executive Board and the full membership.
4. **Past PAC Chairperson**
 - a. Advise PAC Chairperson(s) on ongoing issues of organizational concern.
 - b. Provide continuity and support to the PAC Chairperson(s).

Article 5: Elections

Section 1:

All voting Executive Board members shall be elected at the Annual meeting in the Spring. However, a special election may be held at any time during the year if an officer position becomes vacant.

Section 2:

In the event that the Executive Board members have a concern about the actions or behavior of another Board member, the PAC Chair(s) will give the individual in question written notice of their concerns and an opportunity to make the appropriate changes prior to initiating action to remove the individual from office. A member of the Executive Board may be removed by a majority vote of the Executive Board for behaving in a manner unbecoming a representative of the organization or for taking actions counter to the goals/purposes of the organization. The Executive Board members may appoint an Interim Board member to fill the resulting vacancy until the next election is held at which time a permanent replacement will be elected by the voting membership of the PAC.

Article 6: Meetings

Section 1:

A schedule of meetings shall be determined and published by the Executive Board.

Section 2:

At any PAC meeting, five voting members must be present to constitute a quorum for business requiring a vote.

Section 3:

In accordance with the School Committees' policy, File BDFB, the Director of Pupil Services and the SpEd PAC Chairperson will meet quarterly to discuss planning, development and evaluation of the districts' special education programs. Other staff, SpEd PAC Board members and the School Committee liaisons(s) may also be included at these meetings.

Section 4:

The SpEd PAC may upon invitation present formally to the School Committee two times a year to:

- Report to the School Committee on the goals of the Special Education Parent Advisory Council for the upcoming year; and
- Report to the committee on the progress on the goals of the Special Education parent Advisory council during the year.

The Special Education Parent Advisory Council presentations to the School Committees shall be made at the September or October meeting and the June or July meeting, subject to the Special Education Parent Advisory Council's consultation with the Chair of the respective School Committees.

Article 7: Amendments

These By-Laws may be amended by a vote of two-thirds of the voting membership present at any Business Meeting, provided that written notice of the proposed amendments is given prior to the meeting.

Article 8: Grants, Donations and Fundraising

The AB SpEd PAC has decided not to pursue grants and donations or engage in fundraising. Instead it has decided to create a separate 501(c)(3) organization called "Friends of AB SpEd PAC, Ltd" for the sole purpose of raising funds to support and advance the mission of the AB SpEd PAC. By conducting fundraising through the "Friends of AB SpEd PAC" organization, monies may be raised and dispersed independently without needing to deposit funds with the Town Treasurer and/or submit requests for disbursement through the School Committee or any other town body.

Article 9: Non-Permissible Activities

The AB SpEd PAC does not participate in political campaigning on behalf of or in opposition to any candidate for public office, nor does it attempt to influence legislation.

Notwithstanding any other provision of these articles, the organization will not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are

deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article 10: Parliamentary Authority

In the event that the AB SpEd PAC's By-Laws are silent on an issue, the rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the AB SpEd PAC.