

Map Academy Charter School Special Education Parent Advisory Council By-laws

Article I: Name

The name of this organization shall be the **Map Academy Special Education Parent Advisory Council**, also known as Map Academy SEPAC (hereinafter referred to as "SEPAC").

Article II: Purpose

The 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).

The SEPAC's duties include, **but are not limited to:**

- Advising the charter on matters that pertain to the education and safety of students with disabilities;
- Meeting regularly with school officials; and
- Participating in the planning, development, and evaluation of Map Academy's special education programs.

The mission of the SEPAC is to work for understanding of, respect for, and support of all children with special needs in the Map Academy community. To that end, they will work to:

advise the administration on matters that pertain to the education and safety of students with disabilities;

meet regularly with school officials to participate in the planning, development and evaluation of the Map's special education programs;

assist in coordinating the presentation of at least one workshop annually within the school district on the rights of students and their parents and guardians under state and federal special education laws;

provide a support network for parents of children with special needs through regular meetings, programs and communications;

promote communication between SEPAC members, local, State and National organizations, councils and groups;

promote communication and programs within the Map community to encourage understanding, acceptance and inclusion of special needs children;

provide educational/informational forums for all parents, educators, students and professionals.

Article III: Membership

Section One: General membership

General membership shall be open to any interested person

Section Two: Voting membership

Voting membership shall be open to any general member who is a parent or guardian of a special needs student residing in or attending school at Map Academy, with or without an Individual Education Plan (IEP) or Section 504 Plan.

As used in these by-laws, the word "member" means general members, voting members or both, as the context indicates.

Article IV: Executive Board

Section One: The Executive Board of Map Academy's SEPAC shall be comprised of a Chair/President or two equal Co-Chairs, Secretary, and Treasurer. All Executive Board members shall be voting members of the SEPAC, elected per the provisions of Article VI. Officers may, from time to time, delegate any of their duties to another officer or concurrently hold more than one office.

Section Two: The duties of the Executive Board shall include:

Chair/Co-Chairs

Set the agenda for each general meeting.

Preside at all meetings of the SEPAC.

Recommend the organization and monitor the function of committees and subcommittees and appoint committee members

Act as liaison between parents of students with disabilities or suspected disabilities and Map Academy's special education liaison

Prepare periodic reports for the administration regarding SEPAC activities and needs represent and speak on behalf of the SEPAC at meetings of the Board

Make an annual presentation to the administration at Map Academy if they choose to do so

Secretary

Coordinate all communication between SEPAC and its membership

Maintain a list of the voting members and a list of general members

Coordinate the recording, filing and posting of minutes of the SEPAC and its committees

Collect and review all correspondence of the SEPAC

Article V: Voting/Quorum

A quorum of no less than 3 voting members must be present to constitute a meeting.

Article VI: Elections/Voting Methods

Officers of the SEPAC are elected by the voting membership and hold office until the next annual meeting. Elections shall occur by ballot (annually) at the June meeting. All voting members are eligible to make nominations. If any office becomes vacant, an election for that office shall be held (by special meeting, at the next monthly meeting, provided notice is posted), with term to expire at the next annual meeting.

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 election.

Any officer may resign by delivering a written notice of resignation by mail, in person, or by email to the Map's special education liaison. Resignation shall be effective immediately upon such delivery unless the resignation is slated to be effective at another time. An officer may be removed with or without cause by vote of the voting members.

The SEPAC will inform the Map Academy administration of the outcome of the annual elections and the names, addresses and phone numbers of the new board by June 30th of each year.

Article VII: 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. Advance notice of any and all meetings and elections will be published/posted with a minimum of 48 hours advance notice and comply with the MA Open Meeting Law regulations.

Minutes of all SEPAC meetings shall be recorded and posted in accordance with the MA Public Records law.

The SEPAC shall hold an annual meeting of the voting members each year for the purpose of electing officers and to vote on any matters as shall be specified in the notice of such meeting.

Article VIII: Conflict of Interest

Any member of the Executive Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the SEPAC, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

Article IX: Amendments

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.

Article X: Procedures

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

Approved: May 20th, 2019