

## D-Y Special Education Parents' Advisory Council By-Laws (SEPAC)

### Article 1: Name:

The name of the organization shall be Dennis-Yarmouth Regional Special education Parents' Advisory Council (DY SEPAC)

### Article 2: Purpose:

The DY SEPAC advocates for children with disabilities and their families by participating in the planning, development, and evaluation of special education programs. Goals of the SEPAC are to:

- Provide education to parents
- Become a resource to the school committee
- Plan, develop, and evaluate programs for students with disabilities

### Article 3: Membership:

The membership is open to all persons interested, including all teachers and staff within the school district. The DY SEPAC follows the regulations of the open meeting laws in the Commonwealth of Massachusetts. When practical, meetings will be held monthly during the school year.

A simple majority of the Council shall be parents or guardians of children in special education.

### Article 4: Organization Structure:

The DY SEPAC Executive Board comprised of (President, Vice-President, Treasurer, and Secretary), will be elected annually by a simple majority of the Council. Positions may be shared.

- a) Titles: The officers shall be a president; vice president, secretary and treasurer. This group shall be known as the Executive Board.
- b) Duties:
  1. The President/Vice President shall preside at general meetings. The President is empowered to appoint special committees to deal with specific tasks or problem areas.
  2. The Vice President will support the Vice President and serve in absence.
  3. The secretary shall record the minutes of the meetings and preserve such records. The secretary shall be responsible for the preparation and dissemination of meeting announcements.
  4. Treasurer shall keep a ledger of earnings and expenditures. The treasurer shall report this information at each meeting.

### Article 5: Meetings:

Business meetings will be held three times per school year in a designated location within the Dennis-Yarmouth Regional School District. Dates and times will be decided before the first meeting of the school year. General informational meetings (special interest speakers or workshops) shall be held at the discretion of the Executive Board. Times, dates, topics and places will be announced in advance.

The DY SEPAC will meet regularly with school officials to participate in the planning, development, and evaluation of the school district's special education program.

Article 6: Amendments to By-Laws:

Amendments to the By-Laws may be a simple majority of those present at a business meeting.