

# Holyoke Community Charter School

## Special Education Parent Advisory Council By-laws

### Article I: Name

The name of this organization shall be the Holyoke Community Charter School Special Education Parent Advisory Council, also known as HCCS SPED-PAC (hereinafter referred to as "SPED-PAC").

### Article II: Purpose

The SPED-PAC 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 SPED-PAC's duties include, but are not limited to:

- Advising the district 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 the school district's special education programs.

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

- advise the Holyoke Community Charter School on matters that pertain to the education and safety of students with disabilities;
- meet regularly with school administrators to participate in the planning, development and evaluation of the school's special education programs;
- assist the school 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 SPED-PAC members, local, State and National organizations, councils and groups;
- promote communication and programs within the community to encourage understanding, acceptance and inclusion of special needs children;
- provide educational/informational forums for 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 attending Holyoke Community Charter School, 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 the SPED-PAC shall be comprised of a Chair/President, Secretary, and School Representative. 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

- Set the agenda for each general meeting.
- Preside at all meetings of the SPED-PAC.
- 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 the Special Education Academic Coordinator.

#### Secretary

- Coordinate all communication between SPED-PAC 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 SPED-PAC and its committees
- Collect and review all correspondence of the SPED-PAC

#### School Representative

- Distribute SPED-PAC announcements through official channels such as Connect Ed, Class Dojo, and HCCS website.
- Will report on issues at HCCS that may be of interest to SPED-PAC members

- Will provide input to the Board on planning activities relevant to the age groups at their schools
- Will serve as a contact person for SPED-PAC within their school
- Will serve as a representative of SPED-PAC at other PAC meetings, raising awareness of SPED-PAC's mission and activities

#### **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 SPED-PAC are elected by the voting membership and hold office until the next annual meeting. Elections shall occur by ballot annually). 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 School Director. 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 SPED-PAC will inform HCCS of the outcome of the annual elections.

#### **Article VII: Meetings**

Meetings are defined as any SPED-PAC 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.

SPED-PAC meetings will be held at the Holyoke Community Charter School, unless otherwise indicated on the posting with a minimum of 48 hours advance notice.

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

The SPED-PAC 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 SPED-PAC, 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: 11/19/2020

Revision Approved: TBD – presented at 10/18/2022 meeting