

## **Collegiate Charter School of Lowell SEPAC bylaws:**

### **Article I: Name or Organization**

The Name of this self-governed organization shall be the Collegiate Charter School of Lowell Parent Advisory Council, also known as SEPAC.

### **Article II: Purpose**

The Collegiate Charter School of Lowell Parent Advisory Council:

- ❖ Foster better understanding and communication between staff, parents, families and administrators concerning all aspects of special education
- ❖ Serve as consultants and/or advisors to parents or guardians concerning all aspects of Special Education and provide information about available resources
- ❖ Provide to the school system with parental input and recommendations for its special educational programs and policies
- ❖ Serve as a support network for parents/guardians of children with special needs regarding procedures, educational and non-educational issues
- ❖ Provide information and training concerning rights and responsibilities under state and federal special education laws to parents of children with disabilities

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

General membership shall be open to any resident who has a child who has been found eligible for special education services; a student of not less than fourteen (14) years of age who is on an Individualized Education Plan (IEP) or a 504 plan; and other interested parties.

Voting membership is required to participate and vote at elections as well as other business that comes before any Collegiate SEPAC meeting. Voting membership shall be any general member who is a parent or guardian of a child who has been found eligible for special education services, a student fourteen (14) years or older who is on an Individualized Education Plan (IEP) or a 504 plan, who attends the Collegiate Charter School and who has read and signed a copy of the Collegiate SEPAC bylaws. Bylaws are available online, at public meetings and by request.

Topics that require a vote include, but are not limited to the following items:

- ❖ a change in the by-laws can only be voted on at a general meeting;
- ❖ a commitment of financial resources requires a simple majority of voting members present; and
- ❖ Elections require a simple majority of voting members present.

### **Article IV: Officers**

#### **Chairperson:**

- ❖ Set the agenda for each general meeting
- ❖ Preside at all meetings of the Collegiate Charter School of Lowell SEPAC
- ❖ Networking throughout the community with other organizations and SEPAC's that will help foster a greater awareness of the mission of the Collegiate Charter School of Lowell
- ❖ Act as liaison with the Special Education Academic Coordinator

### **Co-Chairperson:**

- ❖ Preside at meetings in the absence of, or at the request of , the chairperson
- ❖ Coordinate other public communications, not including those that are the responsibility of the Secretary
- ❖ Assist the Chairperson as appropriate; and perform responsibilities of the Chairperson at his/her request

### **Secretary:**

- ❖ Maintain an accurate attendance log
- ❖ Coordinate the recording, filing, and posting of minutes of the SEPAC and its committees
- ❖ Conduct Hospitality correspondence as necessary

### **Treasurer:**

- ❖ Work with Collegiate Charter School of Lowell's Special Education Director to manage and account for funds designated to and spent by the Collegiate SEPAC.

### **Article V: Elections**

- ❖ Elections for the Chairperson shall take place each year at the last meeting of the school year. Parents shall have the opportunity to nominate himself or herself or anyone else.
- ❖ The elected Chairperson shall hold office for one school year. If a vacancy shall occur for any reason, the members shall nominate and elect a successor at the next meeting of the Collegiate Charter School of Lowell SEPAC Meeting.
- ❖ To be eligible to serve in the role of Chairperson(s), an individual must be the parent, foster parent, person acting as parent, or guardian of a child with an IEP or a 504 at the Collegiate Charter School of Lowell.

### **Article VI: Meetings**

General meetings shall be held once a month from September through June. Notice of all general meeting dates and elections will be posted on the district website. At the last general meeting of the school year, the chairperson shall take recommendations for the calendar of meetings for the following school year. The calendar shall include dates and times of the meetings and projected activities for the year. A change in the by-laws must be voted on at a general meeting. Minutes of all Collegiate Charter School of Lowell SEAPC meetings shall be recorded and retained for public record.

### **Article VII: Committees**

Committees, standing or special, shall be appointed by the chairperson(s) when they are deemed necessary by the SEPAC.

### **Article VIII: Amendments**

These bylaws may be amended at any SEPAC meeting, providing that the amendment is submitted in writing at a previous SEPAC meeting.

### **Article IX: Rules of Conduct**

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