

Boxborough Special Education PAC Bylaws

I NAME

The name of this organization shall be the Boxborough Special Education Parent Advisory Council also known as "BSE-PAC."

II. PURPOSE & MISSION

The mission of the Boxborough Special Education Parent Advisory Council is to work toward understanding, respect, support, and appropriate education for all children with special needs in our community. To that end, we will:

- Advocate for our children
- Support each other
- Advise our educators and school administrators
- Inform our communities

III. MEMBERSHIP

General membership is open to all parents/guardians, educators, and other interested citizens. **Voting membership** shall be any general member who is a parent or guardian of a child residing in or attending school in Boxborough, with or without an Individual Education Plan (IEP) or 504 Plan.

IV. MEETINGS

General meetings shall be held at least three times during a school year, from September through June. Notice of all general meetings dates shall be posted in public venues and distributed through school email. During the last general meeting of the year, the co-chairs shall begin to develop the calendar of meetings for the following year. At any BSE-PAC meeting, five voting members must be present to constitute a quorum for business requiring a vote.

V. OFFICERS

Officers of the BSE-PAC are elected by the voting membership and hold office for one year. If any office becomes vacant, an election for that office shall be held immediately, with term to expire at the last meeting for that school year. Office and officer responsibilities of the BSE-PAC are:

- **Co-Chairpersons**

- 1 Set the agenda for each general meeting.
- 2 Preside at all meetings of the BSE-PAC
- 3 Act as primary liaison to the Superintendent, Special Education Director and School Committee.
- 4 Oversee the functioning of BSE-PAC sub-committees, special projects, and events.

- **Treasurer**

Preside over financial matters that may arise and report at all meetings.

- **Secretary(s)**

- 1 Record and disseminate the minutes for all BSE-PAC meetings.
- 2 Maintain the organization's records, including a current membership list.
- 3 Collect and review BSE-PAC correspondence.
- 4 Coordinate and disseminate all communication between the BSE-PAC and its membership

- **Past BSE-PAC Chairperson**

- 1 Advise BSE-PAC co-chairpersons on ongoing issues of organizational concern.
- 2 Provide continuity and support to the BSE-PAC co-chairs.

VI. ELECTIONS

Officers shall be elected annually at the last general meeting of the school year. Elections shall be decided by a simple majority vote of the voting membership present.

VII. SUBCOMMITTEES

Subcommittees shall be created as needed.

VIII. PROCEDURES

The operational procedures of the BSE-PAC shall be:

- 1 The BSE-PAC shall establish written annual goals during the spring of each year. This plan shall be presented, reviewed and adopted by the voting membership.

- 2 The BSE-PAC shall publish an annual calendar of scheduled meetings and events.
- 3 The secretary shall keep a written record of all meetings to be distributed to the Superintendent, Principal, Special Education Director, School Committee, and the public.

IX. AMENDMENTS

These Bylaws may be amended by a simple majority of the voting members at any general meeting, provided that written notice of the proposed amendments be submitted prior to the meeting.