

## **BY-LAWS OF THE BRISTOL-PLYMOUTH SPECIAL NEEDS PARENT ADVISORY COUNCIL**

### **ARTICLE I – NAME**

The name of the organization shall be Special Needs Parent Advisory Council (SNPAC) and was established in accordance with Massachusetts General Laws.

### **ARTICLE II – MISSION**

The purpose of the Bristol-Plymouth SNPAC is to work for the understanding of, respect for and support of, all children with special needs in the community. The Bristol-Plymouth SNPAC will:

- A. Promote a network of parents of children with special needs and provide a forum to share information and discuss matters of common concern and interest.
- B. Meet regularly with the Special Education Coordinator and other appropriate school personnel as needed, to discuss matters pertaining to the education, health and safety of students with special needs. This includes participating in the planning, implementation, and evaluation of special education programs and budgets.
- C. Inform parents/guardians about agencies, services, and rights for students with special needs, as well as promote understanding of the laws and regulations governing Special Education.
- D. Promote a cooperative spirit of open communication and sharing of ideas between the school and the home.
- E. Provide support to parents/guardians regarding specific educational and training programs available to students with special needs and/or their parents/guardians.
- F. Communicate with local, state, and national organizations, as well as other councils/groups that support children with special needs, in order to encourage understanding, acceptance, and inclusion of children with special needs in the community.
- G. Evaluate the goals and objectives of the organization.

**ARTICLE III – BOARD OF DIRECTORS**

- A. The Board of Directors shall be composed of parents/guardians of students with special needs who attend Bristol-Plymouth Regional Technical School.
- B. The Board of Directors shall include four elected officers and the Bristol-Plymouth Special Education Coordinator.
- C. Elections for the positions of President, Vice President, Secretary, and Treasurer will be conducted by the General Membership annually in May.
- D. Vacancies on the Board shall be filled immediately by a member of the organization by a majority vote of the Board.
- E. Members of the Board of Directors must be voting members of the organization, with the exception of the Special Education Coordinator, who will have the right to participate in all activities of the organization, but will not cast a vote.

**ARTICLE IV – DUTIES OF OFFICERS**

- A. President -
  - 1. Preside at all meetings of the Bristol-Plymouth SNPAC.
  - 2. Act as a liaison between the Bristol-Plymouth SNPAC and the Special Education Coordinator.
  - 3. Coordinate all meetings and ensure information is given to the Special Education Coordinator.
  - 4. Set the agenda for each general meeting.
  - 5. Create and oversee appropriate distribution of Bristol-Plymouth SNPAC materials.
  - 6. Present to the School Committee of the Bristol-Plymouth Regional Technical School District at least once annually.
- B. Vice President –
  - 1. Preside at all meetings in the absence or request of the President.
  - 2. Assist the President and other members of the Board, as appropriate.
  - 3. Assist the Treasurer on fund-raising efforts and activities.
  - 4. Assist the President in presenting to the School Committee.
  - 5. Coordinate external public communication with entities such as the local media, as needed.
  - 6. Assist the Secretary in collecting, reviewing and distributing correspondence of the Bristol-Plymouth SNPAC.

C. Secretary –

1. Record the minutes of all Bristol-Plymouth SNPAC meetings.
2. Present the minutes to be voted on at subsequent SNPAC meetings.
3. Coordinate the filing of all minutes with the Special Education Secretary in the Office of Career and Student Services at Bristol-Plymouth.
4. Maintain an accurate attendance log of each SNPAC meeting.
5. Collect, review and/or conduct all correspondence of the Bristol-Plymouth SNPAC.
6. Prepare periodic reports for the Special Education Coordinator regarding SNPAC needs and activities.

D. Treasurer –

1. Coordinate efforts to apply for grants, donations, reimbursements or any other funds for which the Bristol-Plymouth SNPAC may be eligible.
2. Coordinate fund raising activities and opportunities for which funds may be dispersed.
3. Keep accurate financial records of all receipts and disbursements of funds.
4. Prepare financial records to report to the general membership at all meetings of the Bristol-Plymouth SNPAC.
5. Prepare a final financial statement of fund activity at the close of the school year annually.
6. Assist the Board of Directors with preparing budget reports as needed.

E. Special Education Coordinator –

1. Attend all Bristol-Plymouth SNPAC or send another school district designee in his/her place.
2. Assist the President in setting the agenda for general meetings.
3. Assist the President in arranging forums, presentations or speakers, such as the annual Basic Rights workshop.
4. Communicate the needs and activities of the Bristol-Plymouth SNPAC to the principal, superintendent and/or school committee, as needed.
5. Present concerns, program needs and/or updates of the Special Education Department to the Bristol-Plymouth SNPAC.

## ARTICLE V – ELECTIONS

- A. Elections for positions on the Bristol-Plymouth SNPAC Board shall take place annually in May.
- B. Officers shall take office immediately following elections and hold the position for one year.

- C. The General Membership shall elect the Bristol-Plymouth SNPAC Board by majority vote of those members in attendance at the meeting.
- D. Any General Member who has attended at least one prior Bristol-Plymouth SNPAC meeting within the last year may vote in the current election.
- E. Any individual who wishes to be on the Bristol-Plymouth SNPAC Board must be a resident within the district and a parent/guardian of student with documented special needs, whether or not that student is currently on an Individual Education Plan (IEP) or Section 504 Plan.
- F. Board members may run for a different position on the Board following his/her current term.

#### **ARTICLE VI - MEMBERSHIP**

- A. Any person within the district who is a parent/guardian/educational advocate of a student with special needs, an educator, or other person, who has an interest in the Special Education program, is eligible for membership in the Bristol-Plymouth SNPAC.
- B. At least one General Membership meeting will be aligned with the annual Bristol-Plymouth Advisory Board dinner.
- C. All Members of the organization shall have one vote.

#### **ARTICLE VII – MEETINGS**

- A. There shall be a minimum of two general meetings during the year.
- B. A quorum at general meetings shall consist of five (5) members of the organization.
- C. A majority vote at a general meeting shall be more than 50% of the members present.
- D. Notice of meetings shall be posted as early as possible via email, website, mail and/or local press.
- E. Meetings shall be held at Bristol-Plymouth Regional Technical School and open to General Members and other interested parties.
- F. Attendees shall sign an attendance list at each meeting.

- G. Minutes of all Bristol-Plymouth SNPAC meetings shall be recorded and retained as a matter of public record in the Office of Career and Student Services at Bristol-Plymouth.

### **ARTICLE VIII – COMMITTEES**

- A. The President, with input from the Board, may create standing and special committees to promote the purpose and interest of the Bristol-Plymouth SNPAC.
- B. Committee involvement shall be on a voluntary basis.
- C. Presentations and/or written reports shall be submitted as needed, upon request of the Board, or upon termination of a project.
- D. Special committees shall terminate when their final reports are submitted.
- E. The President of the Bristol-Plymouth SNPAC shall be an ex-officio member of all standing and special committees.

### **ARTICLE IX - AMENDMENTS**

- A. Any member of the organization may suggest or propose an amendment to the By-Laws.
- B. The proposed amendment shall be presented in writing to the Board and every reasonable attempt made to inform the General Membership of such changes.
- C. The proposed amendment shall be discussed at a scheduled meeting of the board.
- D. The By-Laws may be amended, after all conditions above are met, by obtaining a majority vote at a General Membership meeting.

### **ARTICLE X – DISSOLUTION OF THE BOARD**

- A. If the Bristol-Plymouth SNPAC Board is no longer functioning with a minimum of three (3) members, SNPAC must notify the Bristol-Plymouth Special Education Coordinator.