

# **Wrentham Special Education Parent Advisory Council**

## **By-Laws**

### **ARTICLE I: NAME**

The name of this self-governed organization shall be the Wrentham Special Education Parent Advisory Council, also known as Wrentham SEPAC or "SEPAC."

### **ARTICLE II: AUTHORITY**

The authority of a district-wide Special Education Parent Advisory Council (SEPAC) is derived pursuant to Mass. General Laws Chapter 71B, Section 3 and 603 CMR 28.07(4)

### **ARTICLE III: MISSION STATEMENT**

The mission of the Wrentham Special Education Parent Advisory Council is to work toward the understanding, respect, support, safety and appropriate education for all children and families with special needs in the community.

### **ARTICLE IV: PURPOSE**

The Wrentham SEPAC will work to:

Advise the school committee on matters that pertain to the education and safety of students with disabilities.

Meet regularly with school officials to participate in the planning, development, and evaluation of the school committee's special education programs.

Cooperate with the school district on the annual workshop on the rights of students and their parents and guardians under the special education laws of the Commonwealth and the federal government.

Promote the achievement of District goals and the Wrentham SEPAC mission.

Promote a network of parents, students, educators, and professionals involved with children with special needs.

Provide a forum to share information and discuss matters of relative interest and concern related to education.

Identify and provide access to informative speaker events that address key areas of need in the special education community.

Coordinate and implement activities, special programs, and community service events which benefit students and the community, consistent with the mission of SEPAC.

Promote communication between Wrentham SEPAC, local, State, and National organizations, councils, groups, and programs within the community and encourage inclusion, understanding, and acceptance of children with special needs.

## **ARTICLE V: MEMBERSHIP**

### **Section One: General Membership**

General membership shall be offered to all parents of children with disabilities and other interested parties.

### **Section Two: Voting Membership**

Voting membership shall be open to any general member who is a parent, guardian, or educational surrogate of a special needs student receiving services from or attending school in the district, with or without an Individual Education Plan (IEP) or Section 504 Plan.

Voting membership responsibilities include financial decisions, officer elections of the Wrentham SEPAC Executive Board, any voting on changes to the Bylaws (Article XI: Amendments), and any other business that comes before any Wrentham SEPAC meeting.

All members should work to further the Wrentham SEPAC's mission and purposes as stated in Articles II and III of these Bylaws.

No official notice is required to join the Wrentham SEPAC, nor is there any requirement to pay dues.

## **ARTICLE VI: OFFICERS**

Officers of the Wrentham SEPAC Executive Board may include:

Co-Chairs (2)

Secretary

Director of Communications

Director of Events and Planning

Treasurer

Advisor

The Responsibilities of the officers shall be as follows:

### **Co-Chairperson(s)**

Set the agenda and preside at each general meeting of the Wrentham SEPAC.

Act as liaison between the Wrentham SEPAC and the Wrentham Special Education Department, with regular communications with the Director of Student Services.

Act as liaison between SEPAC and the Wrentham School Committee.

Coordinate the work of the SEPAC Board members and committees.

Coordinate public communications and communications to SEPAC members with the Secretary or Director of Communications.

### **Secretary**

Collect, review, and maintain all correspondence of the Wrentham SEPAC.

Coordinate meeting agendas and minutes.

Assist with officer elections by counting and recording all vote results.

### **Director of Communications**

Coordinate communications between the Wrentham SEPAC and its membership.

Coordinate with Wrentham Public School officials to distribute Wrentham SEPAC announcements through official school channels. Act as the liaison with the Wrentham Public Schools technology administrator when needed.

Lead in marketing efforts to support upcoming programs, events, and workshops, which may include posting the events to the Wrentham SEPAC calendar, social media, sending out event invites as needed, and creating paper flyers, etc.

Maintain Wrentham SEPAC presence on Facebook, other social media, and any online presence created for and by the Wrentham SEPAC to include posting meeting, event, and workshop information.

### **Director of Events and Planning**

Oversee process for determining SEPAC events and program schedules, topics, presenters, and other information for SEPAC's educational programs.

Coordinate event logistics, including reserving event space, providing refreshments if needed, and ensuring required supplies are present.

Coordinate volunteers and/or vendors to help manage, organize, and implement programs, workshops and events.

Partner with the Director of Communications to increase awareness and attendance.

### **Treasurer**

Coordinate accounting operations, including oversight of accounts payable and receivable for events, programs, and workshops, etc., and any costs associated with the maintenance of Wrentham SEPAC.

Verify and coordinate expense reimbursements to Officers in accordance with Wrentham SEPAC policies.

## **Advisor**

One person may serve as a non-voting advisor to the new board. This position is not an elected position. The advisor will be appointed by a majority vote of the current Officers.

## **ARTICLE VII: MEETINGS**

Meetings are defined as any Wrentham SEPAC general meeting in which the business of the SEPAC is conducted.

The number of meetings to be held each year and the dates of those meetings shall be determined annually by the Executive Board. However, there shall be at least two Wrentham SEPAC general meetings each school year. The Wrentham SEPAC may meet as often as deemed necessary to conduct its business, provided that all Board members are notified.

The Director of Student Services will be invited to attend any/all meetings given proper notification by SEPAC Officers.

With the exception of the annual Officer Elections, meetings postponed due to weather may or may not be rescheduled, at the discretion of the Co-chairs, in consideration of logistics and availability of speakers and locations.

## **ARTICLE VIII: ELECTIONS**

The Wrentham SEPAC Officers of Co-Chair(s), Secretary, Director of Communications, Director of Events and Planning, and Treasurer shall be elected by a simple majority vote of the voting membership in attendance. In the event of a tie, a revote will be held among the tied nominees.

All voting members are eligible to make nominations, and any eligible voting member may nominate themselves. Eligibility for the SEPAC Officer roles shall be limited to any voting member who is also a parent, guardian, or educational surrogate of a student with or without an Individual Education Program (IEP) or Section 504 Plan.

The term of office will run from the date of their election to the next election of officers, approximately 1 year later. All officers may run for re-election. Executive Board elections will take place at the end of the academic school year at a SEPAC meeting.

Any officer may resign by delivering a written notice of resignation by mail, in person, or by email to the Wrentham SEPAC Executive Board. If an office remains or becomes vacant for any reason, the Co-Chairs may either appoint an Interim Officer or perform, delegate, or curtail the responsibilities of the Office as needed until the vacancy is filled at the next election at the end of the academic school year.

## **ARTICLE IX: POLICIES**

The Wrentham SEPAC shall be non-commercial, non-sectarian, and non-partisan. The name of this organization, or the name of any of its members in their official capacities, shall not be used in connection with any commercial concern or any partisan interest, or for any purpose other than the regular work of the organization. No General, Voting, or Board Member is legally authorized to bind Wrentham SEPAC without majority approval of the SEPAC Board.

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 Wrentham SEPAC, 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 themselves and will vacate their seat and refrain from discussion and voting on said item.

## **ARTICLE X: FINANCES**

The Co-Chairs, with the assistance of the Treasurer, shall prepare and maintain a budget. The Treasurer will coordinate payments and expense reimbursements as needed. Non-budgeted reimbursement requests over \$200 require a simple majority of voting members present at a general meeting. Some or all of the members of the Wrentham SEPAC may form a private organization (i.e., "Friends of Wrentham SEPAC) or collaborate with existing private organizations to raise financial support for the work of Wrentham SEPAC in its role as an advisory body to the School Committee. The responsibility for the privately raised funds rests with the private organizations' officers, who are subject to state and federal laws governing fundraising by private individuals and groups. Any funds raised by or contributed directly to the Wrentham SEPAC are subject to the laws governing grants or gifts to the school committee and must be deposited with the municipal treasurer, held as a separate account, and become part of the District's Financial Report.

## **ARTICLE XI: AMENDMENTS**

The Bylaws of the Wrentham SEPAC may be amended by a majority vote of voting members present at the meeting.

The Bylaws shall be reviewed at least every three years.

**Adopted 10/22/2025**

**Last Amended on 5/28/2025**

**Last Reviewed 10/22/2025**