

Woburn Special Education
Parent Advisory Council
Bylaws

January , 1997

Article 1

NAME:

The name of the Organization shall be the *Woburn Special Education Parent Advisory Council (PAC)* .

Article 2

PURPOSE:

The purpose of this Organization shall be :

1. To foster better understanding and communications between the staff , parents , administrators , School Committee , organizations and the Community-at-large concerning all aspects of special needs education .
2. To serve as consultants and /or advisors to parents concerning all aspects of Chapter 766 procedures and to provide information concerning available resources.
3. To promote equal educational opportunities for children with special needs.
4. To provide parental input into educational programs and policies.
5. To maintain involvement in any other associated issues which are beneficial to children with special needs , their parents , their teachers and their community .

Article 3

MEMBERSHIP :

Membership is open to anyone interested in Special Needs issues.

Section 1. Council member shall be open to :

- a. Any Woburn parent who has a child receiving Chapter 766 services or who has a child for whom a CORE Evaluation has been requested .
- b. Annual dues of \$5 (optional and appreciated) to cover Council expenses such as newsletters , guest speakers , etc.

Section 2. Associate membership shall be open to :

- a. Any Woburn resident , any person employed in the City of Woburn , any person providing service to children or any interested individual .
- b. A parent of any child in the regular education program of the Woburn School Department may be an associate member who may attend meetings and speak at meetings , but does not have the right to vote and may not run for office .

Section 3. Any question concerning clarification of Council membership will be determined by Officers .

Section 4. Voting :

- a. Voting privileges will be restricted to Council membership as defined in Section 1.
- b. When voting membership present is an even number , the Chairperson(s) shall constitute the open vote if a tie occurs.

Section 5. The Woburn School Department / Director of Special Education shall :

- a. Provide the membership with information regarding changes in regulations , new policies , program changes and mandated reports .
- b. Provide technical assistance upon request on all aspects of Chapter 766 and the delivery of Chapter 766 services within the Woburn Public Schools .

Bylaws (continued)
ARTICLE 3 (continued)

- c. Be invited to all regular scheduled meetings. Arrange for a representative upon parent request when unable to attend .
- d. Provide a formal representative from the Special Education Department.
- e. Provide limited administrative support services such as copying .

ARTICLE 4

There shall be Officers who shall be responsible for conducting the business of the Council .

OFFICERS:

Section 1. The Officers shall consist of Chairpersons, Recording Secretary, Corresponding Secretary and Treasurer . These Officers shall serve for a period of one year , from July 1 to June 30 . Elections will be held in May each year .

Section 2. Meetings shall be called by the Chairperson(s) as needed.

Section 3. This board will be responsible for: making recommendations to the Council on policy , to act as a liaison between the Council and the School Department , to act as a liaison between the Woburn Council members and to act on matters as directed by the Council.

Section 4. To serve as an officer a person must actively participate in a majority of council meetings for the year .

Bylaws (continued)

ARTICLE 5

OFFICERS :

Section 1. Duties of Officers

The Officers duties and powers shall be as follows :

Chairperson(s)

- a. Shall call and preside at all meetings of the Council .
- b. Prepare an agenda for each meeting of the Council --All items to be presented shall be reviewed by the Chairperson(s) 5 days prior to the monthly meeting.
- c. Execute and supervise the performance of all contracts and agreements in the Council's behalf, which are necessary to the efficient management of its affairs .
- d. Shall designate a person to assume the duties of any officer absent for more than two meetings.

Recording Secretary

- a. Shall keep the minutes of the meetings of the Council.

Corresponding Secretary

- a. Be custodian of the Council's records , including a current membership list .
- b. Generally perform all duties usually incident to the office of Corresponding Secretary .

Treasurer

- a. Have the custody of and be responsible for all the funds of the Council .
- b. Deposit all Council funds in its name in such bank as the Council Officers shall designate.
- c. Sign all checks and other instruments for the payment of money as may be in the best interests of the Council and pay out and dispose of same receipt therefore , under direction of the Council Officers. The Treasurer shall perform the usual duties associated with the office .
- d. Render a statement of the condition of the finances of the Council at Council meetings .

ARTICLE 6

Section 1. Standing Committees

Chairperson(s) shall be appointed by the Council Officers

Standing Committees may include :

- a. Bylaw Committee
- b. Newsletter Committee
- c. Liaison Committee
- d. Library Committee
- e. Public Relations Committee
- f. Program Committee
- g. Social Committee
- h. Nomination Committee shall :
 1. Consist of members, chosen by the membership at a general meeting in April .
 2. Shall report at the Annual Council Meeting in May proposed slate of a sufficient number of members desiring election to fill the elected officers.

Ad Hoc Committees may be formed and convened whenever necessary at the discretion of the Chairperson(s).

ARTICLE 7

ELECTION PROCEDURES :

Section 1. The election of officers shall take place at the May meeting of the Council .
Written ballots will be issued for any office having more than one nominee.

Section 2. The officers are elected by a simple majority of those voting members present at the council meeting .

Section 3. The requirements necessary for serving as an officer can be amended by a majority vote of the present officers .

ARTICLE 8

MEETINGS:

Section 1. Regular Meetings : There shall be monthly meetings of the Council as determined by the Council Officers . The May meeting each year shall be reserved for election of Officers by the membership as defined in Section 1a of Article 3 and shall be designated as the Annual Meeting .

Section 2. Special meetings may be called at any time at the discretion of the Chairperson(s).