

CANTERBURY PUBLIC SCHOOLS
SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC) BY-LAWS

THE NAME OF THE ORGANIZATION

Canterbury Schools - Special Education Parent Advisory Council (SEPAC)
Facebook: Canterbury Special Education: Families Making Connections

THE PURPOSE OF THE SEPAC

- Provide resources and information to parents, guardians, school professionals, Board of Education and other interested members of the Canterbury community regarding issues relating to the education of our children with special needs,
- Create a network of parents, guardians, school professionals, Board of Education and other interested members of the Canterbury community to serve as a forum for each other in a supportive, respectful and confidential environment,
- Construct links between parents, guardians, school professionals, Board of Education and other interested members of the Canterbury community as we foster and cultivate the learning community for students with special needs.

VOTING AND GENERAL MEMBERSHIP

General/voting membership will be open to any parent, guardian or Canterbury residents. Membership emails will be kept private to the SEPAC. Members can choose not to receive emails.

MEETINGS

The SEPAC will hold at least 4 meetings per academic year. The first part will be to conduct SEPAC business, the second part will be a “family connections” time. The dates will be determined prior to the end of the previous school year. Additional meetings can be voted on and held as needed. Meetings will be open to all Canterbury citizens. Minutes of the meeting will be kept by the Secretary.

QUORUM and VOTING

A quorum of 3 SEPAC Officers is required to conduct SEPAC business decisions
Election of SEPAC officers is open to all general SEPAC members

SELECTION OF OFFICERS

The following officers will make up the SEPAC:
Co-chairpersons, Events / Membership Chair, Officers-at-large, Secretary.

Other members:

Canterbury community members including parents, agencies, business people
Canterbury public school staff including teacher, administrator, paraprofessional

ROLE OF OFFICERS**Co-Chairperson (minimum two):**

Liaison with Canterbury administrators and Board of Education
Lead efforts to advise Canterbury administrators and Board of Education
Draft meeting agenda and ensure by-law procedures followed as voted

Secretary

Maintain SEPAC meeting minutes
Arrange meeting locations
Record voting results

Events / Membership Chair

Coordinate workshop and presentations
Recruit parents and guardians for membership
Establish publicity avenues to promote SEPAC

Officers-at-large

Assist Co-Chairpersons/Secretary and Event/Membership Chair in all SEPAC activities

Managing members

Agree to attend 2/3rds of the annual meetings.

BY-LAW AMENDMENTS

The bylaws may be amended at any SEPAC meeting as long as the proposed changes were submitted to the Secretary 14 calendar days before the next SEPAC meeting. The proposed amendments and all other voting business will be adopted by simple majority of the SEPAC officers if a quorum is present (4 officers constitutes a quorum). **By-laws will be reviewed annually**

The current by-laws were originally accepted 4/25/2019 revised 6/25/2019