

Bylaws of the Quincy Parent Advisory Council to Special Education

Article I - Name

Section 1. The name of the council shall be The Quincy Parent Advisory Council to Special Education, also referred to as QPAC.

Article II - Purpose

Section 1. The Mission of QPAC is to work towards the best education for all students within the Quincy Public Schools. To this end, QPAC shall:

- A) serve as a network for parents and others to share information and resources relative to special education and disabilities;
- B) collaborate with the School Committee and the district to improve educational outcomes for students with disabilities;
- C) promote an educational environment where all students have equal access to programs and opportunities;
- D) encourage the understanding and acceptance of students with disabilities within the community; and
- E) fulfill the requirements and duties set forth in Massachusetts special education laws and regulations: M.G.L. 71b Sections 1(c) & 3, and 603 CMR 28:03 (1)(a)(iv) & 28.07 (4).

Article III - Affiliation

Section 1. The Quincy Parent Advisory Council to Special Education shall be duly recognized by the School Committee with the approval of these bylaws. In the course of its duties, QPAC shall receive assistance from the School Committee and the school district without charge, upon reasonable notice, and subject to the availability of staff and resources.

Article IV - Membership

Section 1. General membership shall be open to individuals affiliated with Quincy Public Schools and other interested parties.

Section 2. Voting membership shall be open to:

- A) parents/guardians of students receiving special education services or Section 504 accommodations through Quincy Public Schools, and
- B) students, age 14 and older, receiving special education services or Section 504 accommodations through Quincy Public Schools.

Section 3. Individuals shall be considered members of QPAC after requesting such, orally or in writing, from the QPAC Secretary.

Section 4. QPAC shall have two Representatives and one alternate on the Quincy Citywide Parents' Council. These Representatives shall be voting members of QPAC and be appointed by the QPAC Executive Board.

Section 5. QPAC shall reserve the right to create Committees to fulfill the purposes and duties of the Council, whose membership shall be open to any General or Voting Member of QPAC. The Executive Board shall appoint a Chair and monitor the functions of any Committee. Committee Chairs shall be responsible for reporting the progress of the Committee to the membership, upon the request of the Executive Board.

Article V - Executive Board

Section 1. The QPAC Board shall be comprised of the President, Vice President, Treasurer, Secretary, Public Relations Chair, and Outreach Chair. All Executive Board Members shall be voting members of QPAC, elected annually per the provisions of Article VI.

Section 2. The duties of the Executive Board shall include:

- A) The President shall -
- set the agenda and preside over general meetings;
 - serve as the primary liaison between the Quincy Public Schools and the Quincy School Committee, and the Council membership;
 - conduct day to day activities necessary for the function of the organization; and
 - coordinate the duties of the Executive Board and the activities of the Council.
- B) The Vice President shall -
- serve as Council Parliamentarian;
 - conduct Bylaw reviews, as necessary; and
 - exercise the duties of the President in the absence or at the request of the President.
- C) The Secretary shall -
- be responsible for the recording, maintaining, and distributing of meeting minutes;
 - record attendance at all meetings;
 - maintain a log of membership in the Council; and
 - maintain, with the exception of financial documents, all correspondence of the Council.
- D) The Treasurer shall -
- coordinate efforts to apply for grants, donations, reimbursements, and other funds that QPAC may be eligible for;
 - monitor and coordinate QPAC fund-raising activities;
 - manage and account for funds collected or spent by QPAC;
 - maintain the financial records of QPAC.
- E) The Public Relations Officer shall -
- draft QPAC meeting announcements, flyers, and press releases, as necessary; and
 - be responsible for their distribution.
- F) The Outreach Officer shall -
- schedule speakers and/or workshops of interest to the membership;
 - coordinate efforts to increase the membership of and participation in QPAC; and
 - coordinate efforts to enhance QPAC's visibility in the district and the community at-large

Article VI - Voting

Section 1. A quorum of no less than 5 voting members must be present at the time of voting for any motion to be adopted. Only those members in attendance may vote. Unless prescribed otherwise in

these Bylaws, all votes require a majority.

Section 2. QPAC Executive Board Elections:

- A) Nominations for the Executive Board shall occur annually, prior to the May General Meeting. Nominations may be submitted by any Voting member, orally or in writing, to the President or their designee. Nominees shall be Voting members of QPAC, and must accept the nomination prior to the Elections to remain on the ballot.
- B) Executive Board Elections shall occur by ballot annually at the May General Meeting. No person shall hold more than one office simultaneously. Newly-elected Officers will assume their positions immediately after the elections in May.
- C) If Executive Board Officer vacates their position during their term, an election will be held at the next General Meeting to fill the vacated position. The newly elected Officer will serve until the annual elections.
- D) The QPAC membership shall reserve the right to remove any Executive Board Officer at any time for just cause. Such removal may be made at General Meeting, upon a motion of any Voting Member, by a vote of two-thirds. An immediate election would be held to fill the vacated position, and the newly elected Officer will serve until the annual elections.

Article VII - Meetings

Section 1. The number of meetings to be held each year and the dates of those meetings shall be determined annually by the Executive Board.

Section 2. All meetings during which the Council conducts business shall be open to the public and held in accordance with the Massachusetts Open Meeting Law. A minimum of 48 hours advance notice shall be given for such meetings, and minutes shall be taken by the Secretary or their designee.

Section 3. Roberts Rules of Order, Revised shall serve as a guide to this council.

Article VIII - Funds

Section 1. QPAC shall reserve the right to apply for grants, donations, reimbursements, and other funds that QPAC may be eligible for, and otherwise engage in fund-raising activities to support the organization's purpose. All Council financial records shall be maintained by the Treasurer.

Section 2. All funds Collected by QPAC shall be deposited with and held as a separate account by the City of Quincy's Treasurer, until use by the Council.

Section 3. Any commitment of financial resources shall be made at a General Meeting and require a vote of two-thirds of Voting Members present.

Article IX - Amendments

Section 1. These bylaws may be amended at any regular meeting of the Council by a two-thirds vote, provided a notice of the proposed amendment has been given at the previous meeting.

Last Amended November 9, 2010