

NORTHBRIDGE PARENT ADVISORY COUNCIL (“N.P.A.C.”) BY-LAWS

ARTICLE I: NAME OF ORGANIZATION

This organization, founded under the code Massachusetts Regulations 603 CMR 28:07(4), shall be formally known as the "Northbridge Parent Advisory Council" or "N.P.A.C."

ARTICLE II: MISSION

The mission of the N.P.A.C. is to:

1. work toward nurturing a climate of understanding , respect, and appropriate support and education for all children with special needs;
2. advise the school district on matters relating to the education and safety of students with disabilities;
3. meet regularly with school officials to participate in the planning, development, and evaluation of the school district's special education programs;
4. conduct workshops, in cooperation with the school district, regarding the rights of special education students and parents/guardians under the state and federal laws;
5. promote the education of parents/guardians, students, and the community at large on issues of special education, rights, tolerance, and services;
6. to create a constituency and presence in the school district, being a forum promoting family to family networking and support.

ARTICLE III: MEMBERSHIP

Membership shall be open to all Northbridge residents who are parents and/or guardians of a student (attending school within or outside of the school district) and any resident with an interest in the Northbridge Parent Advisory Council. Students are eligible to become members of the N.P.A.C. upon reaching the age of fourteen years, or earlier upon a family/guardian's request (detailing the student's level of maturity and capability of participation). Applications for membership by minors under age fourteen must be approved by a majority of the the N.P.A.C. Officers. All members of the N.P.A.C., who are at least eighteen years of age, possess voting privileges. Eligible members shall register with any officer of the N.P.A.C. designated to accept membership applications. There is no cost associated with becoming a member.

NOTE: No Officer or Member of the N.P.A.C. shall send written communication(s) on behalf of the N.P.A.C. without prior approval of the N.P.A.C. Officers. Requests for N.P.A.C. approved communications shall be submitted for approval in the form of a final draft copy. Once approved, that draft copy shall not be altered without additional approval by the N.P.A.C.

ARTICLE IV: N.P.A.C. OFFICERS

Officers of the N.P.A.C. are elected according to election procedures Article V. Officers shall serve a term of one year. Elections shall be held each year at the Fall N.P.A.C. meeting as scheduled by the Chair. If any Office becomes vacant, an election for that office shall be held immediately, with term to expire at the Fall meeting.

OFFICE AND OFFICER RESPONSIBILITES OF THE N.P.A.C.

- **CHAIRPERSON:**
 1. set the agenda for each general meeting
 2. preside at all meetings of the N.P.A.C.
 3. coordinate all communications between the N.P.A.C. and its membership
 4. recommend the organization of and monitor the function of subcommittees
 5. act as liaison between the N.P.A.C. and the school administration and school committee.

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- **VICE-CHAIRPERSON**
 1. preside at meetings in the absence of the chairperson, or at the request of the chairperson
 2. coordinate public communications (if needed), upon approval of the N.P.A.C. or its Officers
 3. assist the chairperson as appropriate and perform those responsibilities of the chairperson at his/her request

- **SECRETARY:**
 1. record minutes of N.P.A.C. Business Meetings; present minutes for review at following month's meeting for edit/approval
 2. maintain file copies of N.P.A.C. minutes and its subcommittees
 3. coordinate and file meeting attendance records for all N.P.A.C. meetings, workshops, etc.
 4. maintain membership list (names, email, addresses, phone numbers)
 5. collect and review all incoming correspondence with the Officers of the N.P.A.C.
 6. Prepare and distribute all outgoing correspondence of the N.P.A.C. following approval by Officers, (unless specifically delegated to another member/officer)
 7. prepare periodic reports for the N.P.A.C. regarding activities and needs
 8. prepare annual notification to the Department of Education, the School Committee, and the Administrator of Special Education of the annual election results, providing the names, addresses, and phone numbers of the Officers no later than two weeks after elections

NOTE: The secretary's position can be split into two roles as needed; recording secretary and correspondence secretary. If this becomes necessary, duties of each position will be clearly defined to ensure all tasks are accounted for.

- **TREASURER:**
 1. manage and account for funds collected, donated, and/or spent for the N.P.A.C. The N.P.A.C. must approve outgoing funds (i.e. purchases, payments, etc.) in excess of \$50.00
 2. prepare and present the Treasurer's report for monthly business meetings
 3. oversee the monetary aspects of fundraising activities, though subcommittee(s) may manage the overall activity of fundraising project(s)
 4. coordinate efforts to apply for grants, donations, reimbursements, or any other funds for which the N.P.A.C. may be eligible. (This can be a collaborative effort with other members, officers, subcommittee(s))

ARTICLE V: ELECTIONS

Elections shall be the first order of business during the first meeting of the School District year. Elections shall be decided by a simple majority vote of the members present. New Officers shall take office immediately. Outgoing Officers are expected to meet with incoming Officers to review duties, recordkeeping responsibilities, etc. to ensure a smooth transition.

The Department of Education will be informed of the Annual elections with the names, addresses and phone numbers of the new Board no later than two weeks after elections.

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Nominations will be made by ballot. All nominees must be members of N.P.A.C. willing to serve. Nomination Ballots will be made available to all members at the N.P.A.C. Election Meeting. As decided by a majority of members present at the election meeting, the election may be conducted by a count of hands or balloted votes.

ARTICLE VI: MEETINGS

Meetings are defined as any N.P.A.C. - sponsored meeting, activity, or committee(s) at which attendance is taken.

General meetings will be normally held on a monthly basis, from September through June. Advance notice of all general meeting dates, informational seminars, lectures, etc. will be published to N.P.A.C. members and in any public manner determined to be desirable to the Officers. Published notices shall seek to encourage participation from all interested residents of Northbridge and potential new members.

To the extent possible, a calendar of meetings will be developed at the beginning of each school year.

Updates and reminders of upcoming meetings/elections/lectures/etc. will be communicated as needed.

Unless otherwise stated in the By-laws, matters requiring a vote to be taken of the voting membership shall be done by simple majority vote, by either a show of hands or ballot vote. These matters include, but are not limited to the following items:

- a change in the by-laws (which can only be voted on at a general meeting). Refer to ARTICLE VIII.
- a commitment of financial resources in excess of \$100.00
- elections require a vote as described in ARTICLE V: ELECTIONS
- minutes of all N.P.A.C. meetings shall be recorded and retained by the N.P.A.C. secretary

ARTICLE VII: SUBCOMMITTEES

Subcommittees shall be created as needed. The subcommittee chairperson shall be a volunteer or will be a nominee accepted by a simple majority of the voting members present.

ARTICLE VIII: AMENDMENTS

By-law changes/amendments require a two-thirds (2/3) vote of the voting members present. Additionally, a minimum of ten (10) voting members must be present when a vote is taken to amend the by-laws.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert's Rules of Order are the default procedures for all N.P.A.C. meetings.