



Gardner School District  
Special Education Department  
Parent Advisory Council

**BY-LAWS**

**ARTICLE 1- NAME**

The council name shall be: The Gardner Special Education Parent Advisory Council, also known as Gardner SPED-PAC

**ARTICLE 2 – PURPOSE**

1. To foster and support cooperation and communication between parents, teachers, school administrators, the school committee and all other interested parties for the benefit of the children in special education programs covered by 603 CMR 28.00 (MA State Special Education Law)
2. To provide information to Gardner parents/guardians about the availability of special education programs and 603 CMR 28.00
3. To Serve as advocates for appropriate educational opportunities for special needs children, and to provide parental input into educational programs and policies within the Gardner School district.
4. To review the Special education Budget with the Special Education Director and recommendations for input purposes.

**ARTICLE 3 – MEMBERSHIP**

1. General Membership shall be open to any Gardner parent/guardian of a child who is in need of Special Education Services, and any school system staff member or interested community member.

## 2. Voting

- a. Voting will be restricted to members in attendance who have a child within the Gardner Special Education School system.
- b. When voting membership in attendance is an even number, the chairperson shall have the tie-breaking vote.
- c. All votes require a majority of the membership in attendance

### **ARTICLE 4 – MEETINGS**

1. All meetings shall be open to the general public.
2. Meeting will be held monthly from September through June. The general membership is encouraged to attend any and all committee meetings of the Gardner SPED PAC

### **ARTICLE 5 – OFFICERS**

1. The officers of the Gardner SPED PAC shall include a chairperson (or co-chair persons), and a secretary. The position of treasurer will be created if deemed necessary.
2. Officers are elected by the voting membership and hold office for two years, with term to expire at the May meeting. However, a special election may be held at any time during the year if an officer position becomes vacant.

### **CHAIRPERSON (S)**

- a. Shall call and preside at all meetings of the organization.
- b. Advise the district on matters that pertain to the education and safety of students with disabilities.
- c. Meet regularly with school officials to participate in planning, development, and evaluation of the Gardner Special Education Programs.

**Secretary**

1. Shall keep accurate minutes of general meetings including date, time place and attendance at each meeting.

*Revised on May 20, 2009*

