

**By-Laws of the Toms River Special Education Parent Advisory Group
INSPIRE - TR**

Article I: INSPIRE- TR

The name of this self -governed organization shall be the TRRS Special Education Parent Advisory Group also known as INSPIRE -TR.

Article II: Purpose of INSPIRE-TR

The mission of INSPIRE-TR is to work for the understanding of, respect for and support of all children with special needs in the community. To that end, they will work to:

- *promote a network of parents of children with special needs and provide the forum to share information*
- *advise the Director of Student Services and School Committee on operations and development of special education programs, parent and teacher training needs, and help develop policy*
- *promote communications between INSPIRE-TR members, local, State and National organizations, councils and groups*
- *promote communication and programs within the community to encourage understanding, acceptance and inclusion*

Article III: Terms of Membership

General membership shall be open to all TRRS parents/guardians of children with special needs and other interested parties. The Director of Student Services, special education staff and classroom teachers may attend meetings but without voting privileges.

Voting membership shall be:

- *any general member who is a parent/guardian of a child with special needs residing in Toms River, with or without an Individual Education Plan (IEP)*
- *a parent or guardian of a child with special needs who attends Toms River Regional Schools providing they have attended at least one prior meeting of the parent group (INSPIRE-TR) during the past 12 months;*
- *or has requested voting status in writing to the Secretary prior to the start of the meeting.*

Meetings are defined as any INSPIRE-NJ meeting, activity or committee at which attendance is taken.

Article IV: Officers of INSPIRE-NJ

Officers of INSPIRE-NJ are elected by the voting membership and hold office for 2 years. If any officer resigns prior to completion of term, an election for that office shall be held immediately and the new officer will complete the remainder of the term. All officers may have the option to run for re-election. All resignations will be done in writing. There will be no fewer than 5 parents/guardians assuming the positions of President, Co- Vice Presidents (2), Treasurer and Secretary. Other positions will be elected as deemed necessary.

President

1. *Set the agenda for each general meeting;*
2. *Preside at all meetings of INSPIRE-TR;*
3. *Recommend the organization and monitor the function of sub-committees;*
4. *Act as liaison with the Director of Student Services;*
5. *Present annual report to the School Committee Members.*

Co- Vice Presidents

1. Will represent the organization in all matters
2. Will assist the president in all aspects of the Office
3. Will assume the role as President as needed.

Secretary

1. Co-ordinate all communications between INSPIRE-TR and its membership;
2. Co-ordinate the recording and filing of minutes of INSPIRE-TR and its sub-committees. Available upon request by voting members;
3. Collect and review all correspondence of INSPIRE-TR;
4. Prepare periodic reports for the Director of Student Services regarding; INSPIRE-TR activities and needs.

Treasurer

1. Co-ordinate efforts to apply for grants, donations, reimbursements or any other funds for which INSPIRE-TR may be eligible. (This can be a collaborative effort, not just the Treasurer.);
2. Manage and account for funds collected, donated and spent for INSPIRE-TR. (In the event of vacancy, the Secretary will assume this responsibility.)
3. Co-ordinate fund raising activities.

Advisor

1. Previous board member, whose term shall not exceed one year, will serve as advisor to the new board. This position is not an elected position. The advisor will be appointed by a majority of the current officers.

Article V: Elections

Elections shall be the first order of business during the May meeting upon completion of the current boards 2-year term. Elections shall be decided by a simple majority vote of the voting membership, subject to the presence of a quorum. A quorum consists of a minimum of 3 board members and no fewer than 10 voting members. New officers shall take office immediately following their election.

The Department of Education will be informed of the annual election with names, addresses and telephone numbers of the new board members by June 1.

Nominations will be made by ballot. Nomination ballots will be made available to voting members at INSPIRE-TR meeting at least 2 weeks prior to elections. All voting members are eligible to make nominations.

Prior to the nomination meeting, a volunteer will be recruited from the voting membership of INSPIRE-TR for the temporary position of Election Coordinator. If necessary, the selection of the volunteer will be decided by a lottery of the names of volunteers.

The Election Coordinator will coordinate activities necessary to complete the election. At the nominating meeting, the Election Coordinator will tally the nominations. Within two days, the Election Coordinator shall announce/notify individuals nominated. To remain on the ballot, nominees shall accept or decline their nominations within one week of being notified of their nomination. The Election Coordinator shall compile the list of eligible voting members and prepare ballots. A ballot must be available for each voting member.

Article VI: Meetings

There will be no fewer than 5 INSPIRE-TR meetings during the school year. These meetings will consist of 2 informational/speaker meetings and 3 general meetings. Officers of INSPIRE-TR will meet as often as deemed necessary to conduct the business of INSPIRE-TR.

Notice of all general meeting dates and elections shall be published in the school newspapers in advance and on Toms River Regional Schools cable station channel 21. At the last general meeting, the Executive Board shall take recommendations for the calendar of meetings for the following school year. The calendar shall include dates and times of the meetings and projected activities for the year. A change in the by-laws must be voted on at a general meeting. Minutes of all INSPIRE-TR meetings shall be recorded and retained for public record.

The Director of Student Services shall be available to attend any/all meetings given proper notification by INSPIRE-TR officers.

Article VII: Subcommittees

Subcommittees shall be created as needed.

Article VIII: Amendments

These by-laws may be amended by a simple majority of the voting members at a general meeting. By-law changes may not be voted upon in the same meeting as they are proposed unless a quorum (as describes in Article V) votes unanimously to approve the change.

Article IX

Roberts Rules of Order are the default procedures for this organization.