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## PARENT ADVISORY COMMITTEE BYLAWS

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### **ARTICLE 1. NAME/MISSION/VISION**

#### **SECTION 1.1 - NAME**

The name of the committee shall be the Ben Franklin Academy (“BFA”) Parent Advisory Committee (“PAC”), hereinafter referred to as the “PAC” or the “Committee”.

#### **SECTION 1.2 -- MISSION**

The Mission of the PAC is to organize and promote events which encourage the active involvement of parents and guardians, and to help communicate and reiterate BFA policy.

#### **SECTION 1.3 -- VISION**

The PAC will explain and clarify BFA policy, foster a safe environment where parental feedback is welcomed, and connect parents with each other and with the administration. PAC officers will be knowledgeable and supportive of BFA policy, and committed to the overall Mission and Vision of Ben Franklin Academy. The PAC reports directly to the Ben Franklin Board of Directors (“BFA Board”).

### **ARTICLE 2. EXECUTIVE OFFICERS**

#### **SECTION 2.1 – COMPOSITION**

The PAC shall have a Governing Board of Officers. The PAC shall have no fewer than three and no more than nine members. The exact number of members shall be set by the Governing Board from time to time. Each member of the PAC will be a parent or legal guardian of a student enrolled at Ben Franklin Academy. Such membership shall cease automatically when the student is no longer enrolled at Ben Franklin Academy. Additionally no current member of the BFA Board shall serve on the Governing Board. No individual shall serve on the Governing Board at any time during which (i) that individual’s spouse is on the BFA Board, or (ii) a permanent paid employee of Ben Franklin Academy. All members shall have equal rights and privileges.

#### **SECTION 2.2 – SELECTION**

The PAC Chair shall be appointed by the Ben Franklin Board of Directors, and its members selected by the Chair. Parents interested in serving on the PAC shall submit a letter of interest to the Chair for consideration.

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**SECTION 2.3 – TERM**

In its initial year, there shall be seven officers of the Governing Board. Of the initial seven officers, four shall serve for an initial term of two years, and three shall serve for an initial term of one year. For the purpose of retaining best practices in the Committee, approximately half the Committee officers will have their terms expire in any given year after the inaugural school year. Once an officer reaches his or her term limit, he or she may serve on the PAC in another capacity/office, not to exceed four years total (subject to BFA Board approval).

The term of office for Governing Board members shall begin July 1, and end on June 30. If a Governing Board member begins his or her term prior to December 1, said year is considered a full year of their term. On or after December 1 of said year, term would be considered to begin July 1 of following year.

**SECTION 2.4 – COMPENSATION**

No Governing Board officer shall receive compensation for service on the Governing Board.

**SECTION 2.5 – RESIGNATION AND REMOVAL**

Any Committee officer may resign at any time by giving written notice to the Chair. Such resignation shall take effect at the time specified by the written notice; unless stated by the written notice, acceptance by the Governing Board of the resignation shall not be necessary to effectuate the resignation. By a majority vote of the entire Governing Board, an officer of the Committee may be removed.

**SECTION 2.6 – VACANCIES**

Vacancies on the Committee (except the Chair) shall be filled by majority vote of a quorum of the Governing Board.

**ARTICLE 3. GENERAL POWERS AND DUTIES**

**SECTION 3.1 – GENERAL**

Each member of the Governing Board shall commit to ethical, businesslike, and lawful conduct including the proper use of authority and appropriate decorum when acting as Governing Board members. Governing Board members shall have the following duties:

- Serve the children, parents, and founders of the school in accordance with these Bylaws, the PAC’s Mission, and Ben Franklin Academy’s Charter Application, Mission, Principles, Bylaws, Policies, Contract with the Douglas County School District Board of Education, Policies of Douglas County Educational Foundation, in an effort to have all decisions made for the best interests of the students and the school, and to uphold the Mission and Vision of the PAC and Ben Franklin Academy.
- Serve the children, parents, and founders of the school by supporting, understanding, and clearly explaining BFA policy and procedures in a friendly, approachable manner.

- Support the PAC Governing Board, the BFA Board, and BFA Administration by demonstrating respect for their decisions and working together in a cohesive and constructive manner.
- Demonstrate leadership, integrity and courtesy within the BFA community, not only as a PAC Officer, but also in all interactions with BFA administration, parents and students.
- Attend scheduled PAC meetings, calls and events, and perform duties in good faith and in a manner that promotes the best interests of the BFA Community and the PAC.
- Maintain confidentiality by keeping conversations with parents private, except to report them to the PAC, and keep matters strictly confidential as directed by the Board, BFA Administration or the PAC Chair.
- Follow the Ben Franklin Academy Communication and Conflict Resolution Policy and the Conflict of Interest Policies.

### **SECTION 3.2 – STANDARD OF CARE**

A Governing Board officer shall perform his or her duties in good faith in a manner he or she reasonably believes to be in the best interests of the Committee, and with such care as an ordinarily prudent person in like position would use under similar circumstances.

No member of the Governing Board shall permit his or her position on the Parent Advisory Committee at Ben Franklin Academy to create a conflict between personal business activities and the actions of the Committee.

### **SECTION 3.3 – RELATIONSHIP TO PRINCIPAL**

The PAC and Ben Franklin Academy's Principal shall work together in a cooperative manner to further the Mission of Ben Franklin Academy. In a case where a child's safety is at risk, officers of the Governing Board are obligated to report such information to both the BFA Principal and the BFA Board of Directors.

### **SECTION 3.4 – RELATIONSHIP TO BOARD OF DIRECTORS**

The PAC shall report directly to the BFA Board of Directors. The nature, frequency and format of this reporting shall be determined by the BFA Board and the Chair of the Governing Board. The PAC and the BFA Board of Directors shall work together in a cohesive manner to further the Mission of Ben Franklin Academy.

## **ARTICLE 4. OFFICERS AND AGENTS**

### **SECTION 4.1 – GENERAL**

The Governing Board may appoint such other officers, assistant officers, committees and agents as it may consider necessary, who shall be chosen in such manner and hold their offices for such terms and have such authority and duties as from time to time may be determined by the Governing Board. The Governing Board may amend the titles and

roles and responsibilities of its officers as it deems necessary, subject to BFA Board approval.

**SECTION 4.2 – CHAIR**

Subject to the direction and supervision of the BFA Board, the Chair shall be the chief executive officer of the PAC and shall have general and active control of its affairs and business and general supervision of its officers, agents and volunteers. Unless otherwise directed by the BFA Board, the Chair shall attend in person or by substitute appointed by him, or shall execute on behalf of the Committee written instruments appointing a proxy or proxies to represent the Committee. At all such meetings and otherwise, the Chair, in person or by substitute or proxy as aforesaid, may vote for the Committee and may exercise any and all rights and powers incident to such membership, subject however to the instructions, if any, of the BFA Board. This is a two-year position. The Chair may not serve more than one term (subject to BFA Board approval).

**SECTION 4.3 – VICE-CHAIR**

The Vice-Chair shall assist the Chair and shall perform such duties as may be assigned to him or her by the Chair, Governing Board, or BFA Board. In the absence of the Chair, the Vice-Chair shall have the power and perform the duties of the Chair. In general, the Vice Chair shall perform all duties incident to the office of Treasurer. The Vice Chair shall also be responsible for planning and coordinating community service projects involving BFA parents, students, and administration (in conjunction with BFA's Parent Teacher Organization). This is a one-year position with an option to reapply for the following year in preparation for moving to the Chair position (subject to BFA Board approval). The Vice Chair may not serve more than two terms.

**SECTION 4.4 – COMMUNICATIONS OFFICER**

The Communications Officer shall: (i) keep the minutes of the proceedings of the PAC; (ii) be custodian of the PAC's records; (iii) prepare and/or review all formal correspondence; and (iv) ensure the PAC information on the BFA web site is accurate and updated as directed by the Chair. In general, the Communications Officer shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Chair, Governing Board, or BFA Board. This is a one-year position. Should the Communications Officer seek to serve a second term, he or she must submit a letter of interest to the Chair for consideration. The Communications Officer may not serve more than two terms.

**SECTION 4.5 – SOCIAL COORDINATOR**

The Social Coordinator shall be responsible for planning, budgeting, and executing all major social events sponsored by the PAC. The Social Coordinator shall ensure that all PAC events adhere to BFA policies and procedures, and support the overall Mission and Vision of both the PAC and Ben Franklin Academy. The Coordinator will appoint a chairperson to head each event, as necessary. The Social Coordinator will establish an event procedure for each event (advertising, recruiting volunteers and coordinating plans with the School Administration). He or she will also be responsible for reporting the progress of each committee at PAC meetings. This is a two-year position. The Social Coordinator may not serve more than one term.

**SECTION 4.6 – OUTREACH OFFICER**

The Outreach Officer shall be the point of contact for formal policy forums designed to clarify BFA policy, and informal forums scheduled to gather parental feedback. Responsibilities include: (i) organizing and implementing regularly scheduled, informal and forums for parental feedback; and (ii) organizing and implementing formal forums for the purpose of BFA policy clarification/explanation, on an as-needed basis as determined by the Governing Board or BFA Board. This is a two-year position. The Outreach Officer may not serve more than one term.

**SECTION 4.7 – PARENT REPRESENTATIVE, KINDERGARTEN - 3<sup>RD</sup> GRADE**

The Parent Representative for Kindergarten through third grade shall be: (i) the policy expert for the aforementioned grades; and (ii) the primary point of contact for parental or BFA Board questions and concerns. His or her role is limited to explaining BFA policy. The Parent Representative shall regularly report back to the Governing Board, all matters of significance that arise during interaction with parents. This is a one-year position.

**SECTION 4.8 – PARENT REPRESENTATIVE 4<sup>TH</sup> - 6<sup>TH</sup> GRADE**

The Parent Representative for fourth through sixth grade shall be: (i) the policy expert for the aforementioned grades; and (ii) the primary point of contact for parental or BFA Board questions and concerns. His or her role is limited to explaining BFA policy. The Parent Representative shall regularly report back to the Governing Board, all matters of significance that arise during interaction with parents. This is a one-year position.

**ARTICLE 5. MEETINGS**

**SECTION 5.1 – BUSINESS MEETINGS**

The Governing Board shall hold a regular meeting at least six times a year. The Governing Board may provide by resolution the time and place for the holding of regular meetings.

**SECTION 5.2. – PLACE OF MEETINGS**

The Governing Board may hold their meetings at any place or places within the State of Colorado, as the Board may determine.

**SECTION 5.3 – TELEPHONE MEETINGS**

One or more Governing Board member or any committee designated by the Governing Board may participate in a meeting by means of a conference call or similar communications equipment by which all persons participating in the meeting can hear one another at the same time. Such participation shall constitute presence in person at the meeting.

**SECTION 5.4 – EXECUTIVE SESSIONS**

The Governing Board shall have the authority to hold an Executive Session determined by a two-thirds vote of Governing Board members. Only those invited into Executive Session by the Governing Board may attend. Matters discussed in Executive Session shall be kept confidential by all of those who attend.

**SECTION 5.5 – AGENDA**

A written agenda for every regular or special meeting (including Executive Sessions) of the Governing Board shall be prepared and distributed by the PAC Communications Officer to the BFA Board within 24 hours of the planned meeting.

**SECTION 5.6 – MINUTES**

The PAC Communications Officer shall keep an accurate record of all Governing Board actions. The original copies of the minutes shall be made available to the public.

**SECTION 5.7 – ATTENDANCE OF MEETINGS**

An Officer having three (3) or more consecutive absences from the regular meetings of the Governing Board will be deemed to have resigned as an Officer unless the absences have been approved by the Governing Board.

**ARTICLE 6. AMENDMENTS**

The Ben Franklin Academy Board of Directors shall have the authority to make, amend or repeal a particular bylaw at any regular or special meeting of the Ben Franklin Academy Board of Directors.

**ARTICLE 7. CONFLICTS**

In the event of any irreconcilable conflict between these bylaws and the policies of the Ben Franklin Academy Board, the latter shall control.

**THE END**

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