



PARENT ADVISORY BOARD BYLAWS

ARTICLE 1. NAME/MISSION/VISION

SECTION 1.1 - NAME

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

SECTION 1.2 -- MISSION

The Mission of the PAB is to organize and promote events which encourage the active involvement of parents and guardians, to liaise between parents and the BFA administration, and to reiterate BFA policy.

SECTION 1.3 -- VISION

The PAB will serve as a bridge between BFA parents and the administration, including the Ben Franklin Board of Directors (“BFA Board”). It 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. PAB board members will be knowledgeable and supportive of BFA policy, and be committed to the overall Mission and Vision of Ben Franklin Academy. The PAB reports to the BFA Board.

ARTICLE 2. EXECUTIVE BOARD

SECTION 2.1 – COMPOSITION

The PAB shall have an Executive Board. The Executive Board shall have no fewer than three and no more than nine members. The exact number of members shall be set by the Executive Board from time to time. Each member of the PAB 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 Executive Board. No individual shall serve on the Executive 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

In its first year, the Chair shall be appointed by the BFA Board, and its members selected by the Chair. In subsequent years, the Chair and its members shall be selected by majority vote of the Executive Board. Parents interested in serving on the PAB shall submit a letter of interest to the Executive Board for consideration.

SECTION 2.3 – TERM

In its initial year, there shall be seven members of the Executive Board. Of the initial seven members, 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 members will have their terms expire in any given year after the inaugural school year. No member of the Executive Board shall serve two consecutive terms.

The term of office for Executive Board members shall begin July 1, and end on June 30. If an Executive 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 Executive Board member shall receive compensation for service on the Executive Board.

SECTION 2.5 – RESIGNATION AND REMOVAL

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

SECTION 2.6 – VACANCIES

Vacancies on the Committee shall be filled by majority vote of a quorum of the Executive Board.

SUBSECTION 2.7 – INFORMAL ACTION BY EXECUTIVE BOARD MEMBERS

Any action required to be taken at a meeting of the Executive Board, or any action which may be taken at a meeting of the Executive Board, may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the members of the Executive Board.

ARTICLE 3. GENERAL POWERS AND DUTIES

SECTION 3.1 – GENERAL

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

- Serve the children, staff, parents, and founders of the school in accordance with these Bylaws, the PAB’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 PAB and Ben Franklin Academy.

- Abide by and support majority decisions of the Executive Board and the BFA Board, and work together in a cohesive and constructive manner.
- Serve the children, staff, parents, and founders of the school by supporting, understanding, and clearly explaining BFA policy and procedures. This includes holding regularly scheduled informational meetings throughout the year.
- Facilitate an environment where parents and BFA administration can come together to ensure the success of each student. This includes: (i) serving as a liaison between parents/guardians, students, teachers, and the administration; and (ii) serving as a sounding board and resource for parents. This responsibility will be pursued by hosting regularly scheduled meetings throughout the year to allow for parental feedback.
- Host regularly scheduled social activities throughout the year for BFA parents, students, and the administration, that are not for the purpose of raising funds.
- Follow the Ben Franklin Academy Communication and Conflict Resolution Policy and the Conflict of Interest Policies.

SECTION 3.2 – STANDARD OF CARE

An Executive Board member 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 Executive Board shall permit his or her position on the board of the PAB 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 PAB 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, members of the Executive 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 PAB and the BFA Board of Directors shall work together in a cohesive manner to further the Mission of Ben Franklin Academy. Furthermore, the PAB 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 Executive Board.

ARTICLE 4. OFFICERS AND AGENTS

SECTION 4.1 – GENERAL

The Executive 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 Executive Board. The Executive 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 PAB 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.

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 or by the Executive Board. In the absence of the Chair, the Vice-Chair shall have the power and perform the duties of the Chair. 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 (two-year maximum term).

SECTION 4.4 – COMMUNICATIONS OFFICER

The Communications Officer shall: (i) keep the minutes of the proceedings of the PAB; (ii) be custodian of the PAB's records; (iii) prepare and/or review all formal correspondence; and (iv) ensure the PAB 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 by the Chair, Executive Board, or BFA Board. This is a one-year position.

SECTION 4.5 – SOCIAL COORDINATOR

The Social Coordinator shall be responsible for planning, budgeting (if necessary), and executing all major social events sponsored by the PAB. The Social Coordinator shall ensure that all PAB events adhere to BFA policies and procedures, and support the overall Mission and Vision of both the PAB 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 the PAB meetings. This is a two-year position.

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 Executive Board or BFA Board. This is a two-year position.

SECTION 4.7 – PARENT REPRESENTATIVE, KINDERGARTEN - 3RD 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 role is limited to explaining BFA policy. The Parent Representative shall regularly report back to the Executive Board, all matters of significance that arise during interaction with parents. This is a one-year position.

SECTION 4.8 – PARENT REPRESENTATIVE 4TH - 6TH 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 role is limited to explaining BFA policy. The Parent Representative shall regularly report back to the Executive 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 Executive Board shall hold a regular meeting at least six times a year. The Executive Board may provide by resolution the time and place for the holding of regular meetings.

SECTION 5.2. – PLACE OF MEETINGS

The Executive 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 Executive Board member or any committee designated by the Executive 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 Executive Board shall have the authority to hold an Executive Session determined by a two-thirds vote of Executive Board members. Only those invited into Executive

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Session by the Executive 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 of the Executive Board shall be prepared and distributed by the PAB Communications Officer to the BFA Board within 24 hours of the planned meeting.

SECTION 5.6 – MINUTES

The PAB Communications Officer shall keep an accurate record of all Executive 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 Executive Board will be deemed to have resigned as an Officer unless the absences have been approved by the Executive 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 either the Committee's articles of in committee or applicable law, the latter shall control.

THE END

Date Modified: 6/14/11
Date Approved: x/x/xxxx