

# **Community Events Committee (CEC) Bylaws**

Revised 5/02/2022

## **Section 1. Ben Franklin Academy**

### **Mission**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

### **Vision**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

## **Section 2. Purpose of the Community Events Committee (CEC)**

### **Mission**

The mission of the CEC is to help build a BFA community that promotes interaction between students, staff, administration, parents and the surrounding community with emphasis on community service and outreach.

### **Vision**

The community events committee will connect parents and students with the BFA internal and external community by focusing on outreach and community service. CEC members will be knowledgeable and supportive of school policy, events/activities related to the school and committed to the overall mission and vision of BFA.

## **Section 3. Membership**

### **Section 3.1 Composition**

The CEC shall consist of no fewer than three (3) and no more than seven (7) officers and one BFA Board of Directors Liaison. In general, the officers of the CEC shall be a Chair, Vice-Chair, Secretary, Treasurer and Communications Officer. All members shall have equal rights and privileges. The CEC may appoint up to an additional 3 officers and all officers shall have voting rights.

Each member of the CEC must be a parent or legal guardian enrolled at BFA. Such membership shall cease automatically when the student is no longer enrolled at BFA. No current member of

the BFA Board shall serve as a voting member. The BFA Board Liaison shall be a current member of the BFA Board of Directors.

### **Section 3.2 Elections:**

Elections for open CEC officer positions shall be held in the month of April for the upcoming school year. All officer positions of the CEC shall be selected by a majority vote of the current CEC officers. New officers are appointed in the May meeting.

### **Section 3.3 Nominations:**

Any parent or legal guardian of a student enrolled in the school may nominate himself or herself and/or another parent or legal guardian of a student enrolled at BFA. Nominations shall be submitted in writing (email is accepted) to the Chair of the CEC. Existing officers may elect to continue on the committee by letting the Chair know verbally or in writing.

### **Section 3.4 Term of Officers**

Officers shall serve a two-year term. For the purpose of retaining best practices in the committee, the terms of approximately half of the committee members will expire in any given year and efforts will be made to keep the terms staggered.

### **Section 3.5 Resignation & Removal**

Any 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. Upon consultation with the CEC, any officer may be removed for not fulfilling his/her responsibilities as outlined by these Bylaws and by majority vote.

### **Section 3.6 Deemed Resignation**

A member having two (2) or more consecutive absences from the business meetings of the CEC will be deemed to have resigned unless the Chair has approved the absences.

### **Section 3.7 Vacancies**

Vacancies on the CEC shall be filled by majority vote of a quorum of the committee.

### **Section 3.8 Compensation**

No officer shall receive compensation for their service on the CEC.

### **Section 3.9 Relationship to the principal**

The CEC and BFA Principal, or his/her designee, shall work together in a cooperative manner to further the mission and vision of BFA. The CEC Chair shall be the primary communications coordinator with the Principal.

### **Section 3.10 Relationship to the Board of Directors**

The CEC shall report directly to the BFA Board of Directors. The nature, frequency and format of this reporting shall be determined by the BFA Board liaison and the Chair of the

Committee. The Committee and the Board shall work together in a cohesive manner to further the Mission of Ben Franklin Academy.

#### **Section 4. General**

Each member of the CEC shall commit to ethical, businesslike, and lawful conduct including the proper use of authority and appropriate decorum. All members shall have the following duties:

1. Serve the children, parents and directors of BFA in accordance with: BFA Charter Application, Mission, Vision, Bylaws, and Policies; Contract with the Douglas County School District Board of Education; the Mission and Vision of the CEC; and these Bylaws in an effort to have all decisions made for the best interest of the students and BFA.

2. Know, understand and follow all Board policies and school procedures.

3. Support the CEC, the Board and BFA administration and staff by demonstrating respect for their decisions and working together in a cohesive and constructive manner.

4. Demonstrate leadership, integrity and courtesy within the BFA community, not only as a CEC Officer, but in all interactions with the administration, staff, parents, students and community members.

4. Maintain a positive, working relationship with each other, members of various BFA subcommittees, teachers, staff, administration and Board.

5. Attend scheduled Committee 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 CEC Committee.

6. Complete the annual family volunteer hour commitment as set forth in the Student and Parent Handbook for BFA.

#### **Standard of Care**

All members shall perform his or her duties in good faith in a manner he or she reasonably believes to be in the best interest of the CEC, the Board and BFA, and with such care as an ordinarily prudent person in like position would use under similar circumstances. No member of the CEC shall permit his or her position on the CEC to create a conflict between personal business activities and the actions of the CEC.

#### **Section 5. Officers**

The Committee may appoint such other officers, assistant officers and committees as it may consider necessary, who shall be chosen in such a manner and hold their offices for such terms and have such authority and duties as from time to time may be determined by the Committee. The Committee may amend the titles and roles and responsibilities of its officers as it deems necessary, subject to BFA Board approval.

#### **Chair**

Subject to the direction and supervision of the Board, the Chair shall be the Chief Executive Officer of the CEC and shall have general and active control of its affairs, business and general

supervision of its officers and volunteers. The Chair shall assign each officer to be the event point person for one or more CEC events. This should be done at or before the July meeting. The Chair shall ensure that each event point person understands that all CEC efforts must adhere to BFA policies and procedures and support the overall mission and vision of both the CEC and BFA. The Chair will also ensure that the event point person knows to read the standard operating procedures (SOPs) for each event, to include marketing, recruiting volunteers and coordinating plans with the administration. He or she will also be responsible for making sure the point person knows to report the progress of each effort at the CEC meetings. If there is an event without a post person, the Chair is responsible for planning, budgeting and executing those events or the Chair may find an ad hoc committee to execute the event. The CEC Chair shall be the primary communications coordinator with the Principal. This is a two-year voting position.

### **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 Board. In the absence of the Chair, the Vice Chair shall have the power and perform the duties of the Chair. In the event a point person needs ad-hoc help to execute an event, the Vice Chair is responsible for sending out the sign-up genius or other means of coordinating volunteers. This is a two-year voting position.

### **Treasurer**

The Treasurer shall: (i) be responsible for tracking expenses on CEC events; (ii) submitting a budget for the upcoming year by the May meeting; (iii) reporting the current financial standings and budget for each event at all regularly scheduled meetings. This is a two-year voting position.

### **Secretary**

The Secretary shall: (i) keep records and minutes of all meetings; (ii) maintain files of all minutes, agendas and voting records; (iii) be custodian of the officer positions in the election process; (iv) ensure the CEC information on the BFA website is accurate and updated as directed by the Chair. This is a two-year voting position.

### **Communications Officer**

The communications officer shall: (i) be responsible for monitoring and responding to the CEC email account; (ii) submitting weekly CEC news to administration for the BFA newsletter; (iii) creating electronic signups for CEC events. This is a two-year voting position.

### **Officers**

The Officers shall: (i) be responsible for planning, budgeting and executing assigned events; (ii) shall attend and help out at most CEC events for which they are not the event point person; (iii) communicate the need, if any, for ad hoc help to the Vice Chair; (iv) be responsible for knowing the standards and procedures for each event in which they are the event point person. Officers are a two-year voting position.

## **Section 6. Meetings**

### **Section 6.1 Business Meetings**

The CEC shall hold formal business meetings at least nine (9) times per year. The CEC may hold its meetings at any place within the State of Colorado, as the CEC may determine. CEC business meetings are open to the public.

### **Section 6.2 Special Meetings**

Special meetings of the CEC may be called by or at the request of the Chair or any two (2) Officers. Once a special meeting has been called, those who called the meeting (if not the Chair) will, together with the Chair, determine the location for said special meeting.

### **Section 6.3 Notice**

Notice of any meeting shall be given at least two (2) days prior to the meeting. A member waives notice of a business or special meeting by attending or participating in the meeting unless, at the beginning of the meeting, he/she objects to the holding of the meeting or the transaction of business at the meeting. Neither the business to be transacted at, nor the purpose of, any special meeting of the CEC need be specified in the notice or waiver of notice of such meeting.

### **Section 6.4 Quorum**

A quorum shall consist of a majority of Officers for the transaction of business at any meeting of the CEC, but if less than such majority is present at a meeting, the Board liaison may vote and be considered a member of the quorum.

### **Section 6.5 Voting**

No action of the CEC shall be considered binding unless approved by affirmative vote of a majority of Officers at a regular or special meeting of the CEC. Said action to be binding shall be recorded in the official minutes of the CEC. Matters requiring a vote include: (i) business and special meeting agendas and minutes; (ii) changes to the Bylaws (which also require approval by the board); (iii) approval of the annual CEC budget and/or changes to the approved annual budget; (iv) approval or changes to CEC sponsored efforts; and (v) selection of candidates for vacant or new positions.

### **Section 6.6 Telephone Meetings**

One or more members, or any ad-hoc subcommittee designated by the CEC, 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 6.7 Minutes**

The Secretary shall keep an accurate record of all CEC actions. An electronic copy of the minutes shall be emailed to the CEC no later than two (2) weeks after the meeting in question. The minutes shall be approved or amended at the next business meeting after the meeting for

which the minutes were compiled. The original copies of the minutes shall be made available to the public upon request.

## **Section 7. Miscellaneous**

### **Section 7.1 Amendments**

The Board shall have the authority to make, amend or repeal a particular CEC Bylaw at any business or special meeting of the BFA Board.

### **Section 7.2 Conflicts**

In the Event of any irreconcilable conflict between these Bylaws and the policies of the BFA Board, the latter shall control.

THE END

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