

Banning Lewis Ranch Academy (BLRA)  
Board Subcommittee And Sanctioned Organization Policy

Purpose and Scope: This policy addresses requirements for subcommittees or organizations sanctioned by, sponsored by, authorized by, or representing the Banning Lewis Ranch Academy Board of Directors (BOD), including but not limited to the Parent Teacher Organization (PTO) and the Stallions Booster Club (SBC). In the event of a conflict between this policy and currently approved organizational bylaws the directives outlined in this policy shall apply.

1.0 Subcommittees

- 1.1 Subcommittees are created by the BOD as required
  - 1.1.1 Vote to create subcommittee will include at a minimum:
    - 1.1.1.1 Committee size and makeup
    - 1.1.1.2 Any BOD authority or responsibilities delegated to the subcommittee
    - 1.1.1.3 Committee purpose and goal
  - 1.1.2 Subcommittees may be permanent or temporary
  - 1.1.3 At the request of the subcommittee chair the BOD may suspend operations for permanent subcommittees when they expect the committee to be required at a later date
  - 1.1.4 All BOD subcommittees will include in their membership at least one BOD member
    - 1.1.4.1 A BOD member will chair the subcommittee
  - 1.1.5 All permanent BOD subcommittees will develop and publish a mission statement
  - 1.1.6 The subcommittee chair is responsible for developing any written policies required for the operation of the subcommittee
    - 1.1.6.1 All subcommittee policies will be reviewed and approved by simple majority vote of the BOD membership

2.0 Sanctioned Organizations

- 2.1 Covered Organizations
  - 2.1.1 Organizations meeting any of the following criteria must be sanctioned by the BOD prior to operating:
    - 2.1.1.1 Use Banning Lewis Ranch Academy (BLRA) and/or any applicable names or logos
    - 2.1.1.2 Use Banning Lewis email system or email distribution lists
    - 2.1.1.3 Perform fundraising in the name of BLRA

- 2.1.1.4 Perform fundraising on BLRA properties or at a BLRA sponsored event
- 2.1.1.5 Conduct operations in the name of BLRA
- 2.1.1.6 Conduct operations on BLRA properties
- 2.1.1.7 Any organization that represents itself as being affiliated with BLRA
- 2.1.2 The BOD may by unanimous vote exempt an organization from this policy. This option is at the sole discretion of the BOD
- 2.2 Sanctioning Process
  - 2.2.1 Any organization wishing to be sanctioned shall:
    - 2.2.1.1 Request in writing to be added as a discussion item on a BOD meeting agenda
      - 2.2.1.1.1 The board will respond within ten business days in writing with the date and time of the meeting when the request will be discussed.
    - 2.2.1.2 The requester shall bring draft mission statement, vision statement, and bylaws to the BOD meeting
    - 2.2.1.3 The BOD will work with the requesting organization to finalize and approve the organization bylaws
      - 2.2.1.3.1.1 The BOD will attempt to finalize organization bylaws within sixty days of the BOD meeting at which the request was first discussed
      - 2.2.1.3.1.2 The BOD may choose to have the School attorney review proposed organizational bylaws. The BOD may also require the requesting organization to cover any and all fees associated with the legal review.
    - 2.2.1.4 They organization may not begin operations until after the organization is sanctioned by the BOD through a simple majority vote
      - 2.2.1.4.1 Operations include but are not limited to:
        - 2.2.1.4.1.1 Use of BLRA names or logos
        - 2.2.1.4.1.2 Use of BLRA facilities or email system
        - 2.2.1.4.1.3 Any fundraising planning or activity
        - 2.2.1.4.1.4 Mass parent or student contact other than interest surveys with prior approval from the BOD
      - 2.2.1.4.2 The BOD may by a simple majority vote grant an interim approval to the requesting organization

2.2.1.4.2.1 Interim approval will be reflected in BOD meeting minutes and shall define what activities are allowed and for what time period the interim approval is valid.

## 2.3 Board Sanction

### 2.3.1 Receiving BOD Sanction

2.3.1.1 The BOD will vote to approve by a simple majority the **organization's sanction and the organization's bylaws**

2.3.1.2 **Any modifications to the organization's bylaws must be** approved by a simple majority of the BOD

### 2.3.2 Maintaining BOD Sanction

2.3.2.1 In order to maintain BOD sanction a sanctioned organization at a minimum must:

2.3.2.1.1 Comply with all existing BOD policies and directives

2.3.2.1.1.1 Directives include verbal, written, and email communications from the BOD indicated to be directive in nature. Verbal direction should be followed up with a written or email notification. Approved BOD minutes are considered a form of official written notification.

2.3.2.1.1.2 BOD polices include BOD policies, school operations polices, and District 49 policies relevant to BLRA as determined by the BOD

2.3.2.1.1.3 Policies may be modified, added, or deleted at any time. The BOD communications policy outlines how BOD policies are approved. Sanctioned organizations are expected to comply with all approved policies. In the event of new requirement a reasonable amount of time will be set by the BOD for organization compliance.

2.3.2.1.2 Comply with all BLRA staff member direction

2.3.2.1.2.1 Staff members acting as agents of the BOD must be considered authoritative at all times. In the event of a disagreement between organization leadership and staff the staff member direction shall be considered a BOD

directive until such time as the BOD can formally address the issue

2.3.2.1.3 Comply with BOD approved organization bylaws

2.3.2.1.3.1 Changes to organization bylaws must be approved by the BOD

2.3.3 Remedy for Non-Compliance

2.3.3.1 The following are guidelines for remedy of non-compliance. At the sole discretion of the BOD non-compliance may be remedied by any actions approved by the BOD through a unanimous vote. All actions involving activity suspensions of thirty days require a five business day public notification of BOD vote. Actions involving longer suspensions or removal of officers require a ten business day public notification of BOD vote.

2.3.3.1.1 Level One Remedy

2.3.3.1.1.1 Remedy approved by BOD simple majority vote

2.3.3.1.1.2 Email notification to BOD point of contact and organizational email informing organization of violation and requesting resolution of non-compliance by a BOD determined date

2.3.3.1.2 Level Two Remedy

2.3.3.1.2.1 Remedy approved by BOD unanimous vote

2.3.3.1.2.2 Email notification to BOD point of contact and organizational email informing organization of violation and requesting resolution of non-compliance by a BOD determined date.

2.3.3.1.2.3 If BOD deadline for resolution is not met all organizational functions are suspended until non-compliance is remedied.

2.3.3.1.3 Level Three Remedy

2.3.3.1.3.1 Intent to vote on remedy is posted in the BOD approved public notice posting location five business days prior to vote

2.3.3.1.3.2 Remedy approved by BOD unanimous vote

- 2.3.3.1.3.3 Email notification to BOD point of contact and organizational email informing organization of violation and requesting resolution of non-compliance by a BOD determined date.
- 2.3.3.1.3.4 All organization functions are suspended for thirty days and until the non-compliance is remedied
- 2.3.3.1.4 Level Four Remedy
  - 2.3.3.1.4.1 Intent to vote on remedy is posted in the BOD approved public notice posting location ten business days prior to vote
  - 2.3.3.1.4.2 Intent to vote on remedy is included in the school weekly email to parents
  - 2.3.3.1.4.3 Remedy approved by BOD unanimous vote
  - 2.3.3.1.4.4 Email notification to organizational email informing organization of violation and requesting resolution of non-compliance by a BOD determined date. All organization functions are suspended until a joint meeting is held between the BOD and the organization officers. The BOD may choose to suspend organization operations until the organization process to replace officers is exercised
- 2.3.3.1.5 Level Five Remedy
  - 2.3.3.1.5.1 Intent to vote on remedy is posted in the BOD approved public notice posting location is posted ten business days prior to vote
  - 2.3.3.1.5.2 Intent to vote on remedy is included in the school weekly email to parents
  - 2.3.3.1.5.3 Remedy approved by BOD unanimous vote
  - 2.3.3.1.5.4 Email notification to organizational email informing organization of violation and requesting resolution of non-compliance by a BOD determined date. All organization functions are suspended for the remainder of the school year.

The BOD may choose to suspend organization operations until the organization process to replace officers is exercised.

- 2.3.3.1.6 Level Six Remedy
  - 2.3.3.1.6.1 Intent to vote on remedy is posted in the BOD approved public notice posting location twenty business days prior to scheduled vote
  - 2.3.3.1.6.2 Intent to vote on remedy is included in the school weekly email to parents
  - 2.3.3.1.6.3 Remedy approved by BOD unanimous vote
  - 2.3.3.1.6.4 Organization is dissolved and BOD takes over finances for the organization. Once outstanding debts are resolved the remaining funds in the organizational accounts will be transferred to the general fund

## 2.4 Board Communications

### 2.4.1 BOD Point of Contact

- 2.4.1.1 The BOD considers the president or ranking officer in the organization the BOD point of contact.
- 2.4.1.2 The ranking officer may delegate this responsibility by identifying the desired point of contact and providing contact information to the BOD
- 2.4.1.3 The BOD requires contact information for all organization officers or leadership. Minimum contact information will include names, phone numbers, and email addresses.
  - 2.4.1.3.1 The BOD will be notified within 5 business days of any change in organization officers or leadership
  - 2.4.1.3.2 The BOD will be notified within 5 business days of any change in organization officers or leadership contact information

### 2.4.2 BOD Email Communications

- 2.4.2.1 Email correspondence from the BOD may be copied to an organizational account but it will be addressed to the BOD point of contact
- 2.4.2.2 Failure to respond to BOD email within five business days will be considered non-compliance and they BOD may choose to initiate a remedy action

### 2.4.3 BOD Meeting Requests

- 2.4.3.1 Official BOD meeting requests will be addressed to the BOD point of contact and copied to the organization email account
- 2.4.3.2 Failure to respond to a BOD meeting request within five business days will be considered non-compliance and they BOD may choose to initiate a remedy action
- 2.4.3.3 Coordination of organization officers or leadership to support a BOD requested meeting is the sole responsibility of the president or ranking officer of the organization
- 2.4.4 BOD Reports
  - 2.4.4.1 The BOD requires a report from all sanctioned organizations monthly. Failure to comply with monthly reporting requirements will be considered non-compliance and the BOD may take remedy actions
  - 2.4.4.2 Organization monthly reports are due to the BOD email account NLT than five business days prior to the regularly scheduled BOD monthly meeting
  - 2.4.4.3 Organization monthly reports shall be submitted electronically
    - 2.4.4.3.1 Hardcopies will not be accepted
  - 2.4.4.4 Information contained on the monthly report should be as current as possible but must at least be current as of the Friday before the report due date.
  - 2.4.4.5 Representatives may attend and/or be asked to attend meetings to address BOD questions
- 2.5 Contracts
  - 2.5.1 Scope of Contracts
    - 2.5.1.1 Organizations and Subcommittees are not agents of the BOD they may not enter into any contract with a scope beyond their own organization
    - 2.5.1.2 Organizations may not enter into any contract with a period of performance that extends beyond the current term of the officers signing the contract
  - 2.5.2 Contract Approval
    - 2.5.2.1 Any contract signed by a sanctioned organization or subcommittee must be approved by a majority vote of the BOD prior to the contract being signed
      - 2.5.2.1.1 Any contract received at least seven days prior to the regular scheduled BOD meeting will be added to the agenda and reviewed at the BOD meeting.

- 2.5.2.1.2 The BOD will make every effort to approve the contract at that meeting.
- 2.5.2.1.3 Requesting organization must have in person representation at the BOD meeting or the contract will not be reviewed
- 2.5.2.1.4 At the sole discretion of the BOD the BOD may choose to have a legal review of any submitted contract. The BOD may also require the requesting organization to cover any and all fees associated with the legal review
- 2.5.3 Contract Default
  - 2.5.3.1 The BOD is not responsible for any breach or default of contract that may result from a remedy action which suspends organizational activities. Any penalties or fees in these situations are the sole responsibility of the organization signing the contract
- 2.6 Financial Accountability
  - 2.6.1 In addition to the required monthly reports, all subcommittees and sanctioned organizations that have revenues must establish these general accounting practices
    - 2.6.1.1 All invoices for payment for goods or services shall require the approval of at least one designated officer of the organization
    - 2.6.1.2 All reimbursements to individuals must be accompanied by a reimbursement form that includes a copy of the receipts documenting the expenditure
    - 2.6.1.3 No member of the organization shall approve reimbursement to themselves without co-approval by an officer of the organization
    - 2.6.1.4 The financial documents and accounting records of the organization shall be accessible upon a reasonable request by the board and its appointed auditor
  - 2.6.2 The BOD also recommends that all subcommittees and sanctioned organizations that have revenues establish these general accounting best practices
    - 2.6.2.1 All revenues received should be collected by a person other than the person that prepares the cash deposit
    - 2.6.2.2 All cash receipts or cash submissions should be recorded with a receipt and deposited within one business day
- 2.7 Sales Tax



In accordance with Colorado Tax Code (1968 Code\_3-75;Ord.80-105;Ord 01-42) the board defines school sponsored person as any person who is a student enrolled in the school or is an organization primarily composed of students enrolled in the school. Fund raising organizations should review the tax code for the ramifications of this definition on the requirement to collect sales tax for fund raising activities.

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CROSS REF.: