

**SOJOURNER EDUCATION FOUNDATION  
POLICIES AND PROCEDURES**

**1. SOJOURNER EDUCATION FOUNDATION BOARD MEMBERSHIP**

**a. Number of Board Members**

Per the bylaws, the Sojourner Education Foundation (SEF) may have between three and nine members (“Board Members”) on its Board of Directors (the “Board”). Until the Board achieves nine Board Members, it may continuously recruit to fill positions. When there is an even number of Board Members, the Board should actively seek to elect an additional Board Member to achieve an odd number whenever practicable.

**b. Responsibilities**

Board Members are expected to attend Board meetings regularly and must demonstrate a commitment to supporting the Sojourner community through regularly attending community meetings, participating in fundraising efforts, and/or contributing in other ways to Sojourner.

**c. Election of Members**

Board Member positions are filled by a majority vote of the current Board Members. Voting will take place via secret ballot. In the event of a tie, the President of the Board of Directors will cast the deciding vote.

**d. Background Investigations**

Board Members agree that SEF may conduct a background investigation to include criminal and financial histories. Board Members must maintain current authorization to serve as volunteers in North Clackamas School District.

**e. Confidentiality, Conflicts of Interest and Code of Ethics**

Board Members must sign a Confidentiality Agreement and a Conflict of Interest Statement, and abide by the Sojourner Education Foundation Code of Ethics.

**2. COMMUNICATIONS**

- a. SEF will communicate to the broader Sojourner community regularly. Communications may take place through public meetings, the Sojourner Community website, flyers sent to families via backpack mail, email, or other methods.
- b. A list of current Board Members and their contact information, the SEF mission and current events will be published on the Sojourner Community website.
- c. SEF maintains a PO Box to be used exclusively for SEF business. The Board Member who holds the PO Box key checks mail regularly, logs mail received, and shares the log with the Board.

### 3. MEETINGS

- a. The Board will meet regularly. Upon request, Sojourner community members may attend Board meetings. Due to the confidential nature of some SEF business, however, the Board may, at its discretion, conduct additional closed sessions as appropriate.

### 4. NEGOTIATION COMMITTEE

- a. A Negotiation Committee of three Board Members will be elected as needed. The Negotiation Committee will be elected by current Board Members via secret ballot. A Negotiation Committee member's term lasts 12 months.
- b. The Negotiation Committee will communicate with the North Clackamas School District regarding the following academic year's proposed budget, and will bring the district proposal to the Board for a vote.
- c. Negotiation Committee members must be current Board Members. There is no limit on the number of terms Negotiation Committee Members may serve.

### 5. BANKING AND FINANCIAL ACCOUNTS

SEF is committed to safeguarding the funds that support the Sojourner program.

- a. **Bank Account(s)**

SEF will maintain all funds in one or more FDIC insured accounts. No SEF bank or credit union account will have a debit or ATM card linked to it.

- b. **Expenditures**

Any SEF expenditure over \$250 requires pre-approval from the majority of the Board. Pre-approval must be in writing via meeting minutes or email. In the event of an emergency expenditure, approval may be verbal or by other means, provided that it is confirmed via writing as soon as practicable.

Fundraising event budgets must be approved by a majority of the Board in writing via email or Board meeting minutes, and before expenses are incurred.

An approved expense report and receipt will be required for reimbursement. The Board reserves the right to deny a request for reimbursement for expenses not approved in advance. No Board Member may reimburse himself or herself with SEF funds; the reimbursement must be processed by another Board Member.

- c. **Access and Oversight**

Authorized Signors: The President and Treasurer are authorized signors on the SEF checking account. The Treasurer keeps the SEF checkbook.

A Board Member who is not an authorized signor will be designated to receive an email notification whenever a withdrawal of \$100 or more posts to the account.

When the number of current Board Members exceeds three, an additional Board Member who is not an authorized signor will hold a key to the SEF PO Box and will be responsible for retrieving SEF mail. The PO Box key holder will inspect the paper bank statements upon receipt and inquire to the Board about any concerns or questions. If the Board consists of only three Board Members, all three will review the paper statements monthly.

d. **Credit Card**

SEF does not maintain a corporate credit card.

**6. DOCUMENT RETENTION**

SEF documents are stored electronically in a cloud-based or online document storage location. Access to the electronic documents location is limited to current SEF members. Access for any departing Board Member will be terminated as soon as practicable after the end of the Board Member's service.

SEF will maintain the following records permanently:

- Articles of Incorporation and Amendments
- Bylaws
- IRS exemption documents
- Resolutions of the Board
- Minutes of Board meetings
- Other records of Board actions
- Audited financial statements

SEF will maintain the following records for no less than 10 years:

- Documentation related to conflicts of interest
- Insurance information
- Contracts
- Cancelled checks

SEF will maintain the following records for no less than 6 years:

- Payroll and timekeeping records

SEF will maintain other documents as long as the Board determines they are practical and useful.