

## **Bridgeport Elementary PTO Bylaws**

Originally Adopted May 2015

Updated & Approved May 2022

### **Article I -- Name**

The name of the organization shall be Bridgeport Elementary PTO.

### **Article II -- Purpose**

The corporation is organized for the purpose of supporting the educational experience of students at Bridgeport Elementary by developing a closer connection between the school and the community it serves.

### **Article III -- Members**

**Section 1.** Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal, every teacher, and all staff members at the school may be members and have voting rights.

**Section 2.** Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his/ her/their dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

**Section 3.** The Bridgeport Elementary PTO is a bilingual organization that seeks to be diverse, inclusive, and equitable. Our aim is for all members, regardless of their gender, race, ethnicity, religion or faith, national origin, age, sexual orientation or identity, education, socioeconomic status, veteran status, or ability level, to feel included and respected. We are committed to nondiscriminatory practices and provide equal opportunity for participation in all of our leadership positions, committees, and programs.

### **Article IV -- Officers and Elections**

**Section 1. Officers.** The officers shall be a president, vice president, volunteer coordinator, secretary, treasurer, and community liaison.

- a. **President.** The president shall
  - i. set agenda for and facilitate general and executive board meetings of the organization,
  - ii. serve as the primary contact for the principal,
  - iii. act as liaison between parents and the school,
  - iv. coordinate schedules and events with the school,
  - v. represent the organization at settings outside the organization (e.g., District PTO meetings, new parent meetings, etc.),

- vi. serve as an ex officio member of all committees,
  - vii. coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President.** The vice president shall
- i. assist the president
  - ii. carry out the president's duties in his/her absence or inability to serve,
  - iii. oversee the evaluation of activities to align with their stated goals,
  - iv. manage and oversee the nomination and election process.
- c. **Volunteer Coordinator.** The volunteer coordinator shall
- i. work with standing committee chairs to solicit volunteer help from the general membership for activities and events,
  - ii. coordinate with the school staff to identify school volunteer needs and recruitment opportunities,
  - iii. be responsible for training and orientation of volunteers to school and district procedures,
  - iv. maintain a database of volunteers,
  - v. be the liaison between volunteers and the executive board
  - vi. coordinate volunteer recognition and appreciation events and gestures.
- d. **Secretary.** The secretary shall
- i. keep all records of the organization (including a complete file of all approved minutes, agendas, any materials distributed at PTO meetings, bylaws, rules, membership list) and brings these along with any other necessary supplies to the meetings,
  - ii. take and record minutes at board and general meetings and share minutes within one week of the meeting dates,
  - iii. collaborate with the president to prepare and distribute the agenda and/or slides
  - iv. send notices for meetings to the membership,
  - v. prepare supplies and room arrangements (including space, childcare and translation requests) for general meetings,
  - vi. recruit a communications chair to manage or manage on his/her/their own the communications for the PTO:
    - 1. coordinate with the school regarding translation services for PTO meetings and written communications,
    - 2. serve as the liaison with the school for PTO updates in the school newsletter (Barker), PTO website, and/or other routine, communications with the school community (e.g., PTO Weekly newsletter for the teachers and staff),
    - 3. serve as the primary administrator for the PTO social media sites,
    - 4. oversee updates to PTO informational signage (bulletin board, table, sandwich board, etc.) at the school.
- e. **Treasurer.** The treasurer shall

- i. serve as the custodian of the PTO finances, receiving and depositing (or arrange for deposit) of all funds of the organization,
  - ii. keep an accurate record of receipts and expenditures,
  - iii. pay out funds in accordance with the approved budget,
  - iv. present a financial statement (income and expenses as compared with budget) at every general and board meeting and at other times of the year when requested by the executive board,
  - v. make an annual report at the final meeting of the year
  - vi. work with the president to generate the annual budget,
  - vii. file (or arrange for filing of) taxes,
  - viii. prepare for audits and be available to the auditing committee during audits,
  - ix. send donor acknowledgment letters, as needed,
  - x. ensure that PTO's financial records are reviewed according to the bylaws before assuming duties
  - xi. ensure 3 signatures are on file at bank for financial transactions, including treasurer, president, and one other officer
  - xii. collect or coordinate all money from persons delegated to collect or raise funds and provide receipt for funds—ensuring 2 signatures on cash counting forms
- f. **Community Liaison.** The community liaison shall
- i. serve as a liaison between the PTO and community members not typically represented in the organization,
  - ii. support the PTO in improving outreach to and connections with members not typically represented in the organization,
  - iii. serve as a vocal advocate for needs of members not typically represented in the organization.

**Section 2. Nominations and Elections.** Elections will be held at the last general meeting of the school year.

- a. **Recruitment.** Every member of the executive board shall recruit interested candidates for the board throughout the winter and spring of their term. Efforts shall be made to recruit candidates from outside the board members' personal circles of influence including but not limited to working with the school's Family Partnership Advocate to identify potential candidates.
- b. **Candidacy.** Candidates wishing to hold an office on the board for the following year shall make their interest known in writing (email is sufficient) to one of the members of the executive board before the penultimate board meeting of the year (typically in April).

The executive board shall review the list of potential candidates for each position at their penultimate board meeting of the year (typically in April).

Should there be more than one candidate for any position the board will discuss the following considerations:

- i. If there is a board positions without a candidate - requesting a shift to a different position
- ii. If all positions have viable candidates - requesting shared leadership among two candidates for the position(s)

The president will notify any candidates to which the above considerations may apply to confirm their approval of the change.

If shifting or sharing leadership is not an option candidates will be put up for a vote at the final meeting of the year (typically in May).

- c. **Elections.** Candidates for each office shall be presented at the general meeting one month prior to the election (typically in April). At that meeting, nominations may also be made from the floor.

Voting shall occur at the final meeting of the year (typically in May) and will be conducted by secret ballot. Results will be tallied and shared by the secretary prior to the end of that meeting.

**Section 3. Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

**Section 4. Terms of Office.** The office of the president and treasurer will be a 2-year term commitment. Other officers are elected for one year. No officer may serve more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** If there is a vacancy in the office of the president, the vice president will become the president. If there is a vacancy in another office, the president will appoint a person to fill the vacancy for up to one month. At the next regularly scheduled general meeting a call for interested candidates for the vice presidency will be made and a vote will be held to elect a new vice president at the subsequent meeting.

Seats on the board that remain vacant will be publicized at each subsequent general meeting. Board members will also make routine efforts to recruit new board members. Once interested candidate(s) have been identified they will make their interest known and the subsequent general meeting and a vote will be called at that meeting for election of the new officer(s).

**Section 6. Removal from Office.** Officers can be removed from office due to a failure to fulfill his/her duties by a two thirds ( $\frac{2}{3}$ ) vote of those present (assuming a quorum) at a regularly scheduled general meeting. Prior to that meeting written notice must be submitted to the board, including the officer in question, at least 48 hours in advance of the vote.

## **Article V -- Meetings.**

**Section 1. General Meetings.** The general meeting of the organization shall be on the third (3rd) Wednesday of each month during the school year (September - June) at 7pm or at a consistently recurring day and time determined by the executive board and publicized to the school community at least one month before the meeting. Exceptions may be made to account for school holidays or closures.

**Section 2. Annual Meeting.** The annual meeting will be held at the May general meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meeting in an email at least one week prior to the meeting.

**Section 3. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meetings shall be sent to the members at least 10 day prior to the meeting, by email and/or phone calls.

**Section 4. Quorum.** The quorum shall be at least six (6) members of the organization, at least one of whom must be an Executive Board Member.

## **Article VI -- Executive Board**

**Section 1. Membership.** The executive board shall consist of the officers, and the school principal or an appointed school representative.

**Section 2. Duties.** The duties of the executive board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

**Section 3. Meetings.** Regular meetings of the executive board shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special Executive Board meetings may be called by any two board members, with 24 hours written notice to all members of the Executive Board.

**Section 4. Quorum.** Half the number of executive board members plus one constitutes a quorum. Executive board members are prohibited from voting by

proxy, mail, email, or text message ballot unless the decision to do so is made in writing and is unanimous.

## **Article VII -- Committees**

**Section 1. Membership.** Committees may consist of members and executive board members, with the president acting as an ex officio member of all committees.

**Section 2. Standing Committees.** Standing Committees of this organization shall be organized around the 4 main categories of the budget: Curriculum & Classroom Enrichment; Student & Family Services; School Services; and Fundraisers.

**Section 3. Additional Committees.** The board may appoint additional committees based on identified need, interest, and alignment with organizational goals.

## **Article VIII -- Finances**

Note: federal law requires that a nonprofit tax-exempt organization's IRS Form 1023 and copies of the organization's annual information returns (IRS Form 990 or 990EZ) for the most recent three years be available for public review when requested.

**Section 1. Budget.** A bi-annual budget will be drafted, presented, and voted upon by members present at the November and April general meetings.

**Section 2. Records.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3. Approval of Expenses.** The board shall approve all expenses of the organization.

**Section 4. Authorized Signatures.** Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president, treasurer, and any other officers.

**Section 5. Financial Statement.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

**Section 6. Dissolution.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

**Section 7. Fiscal Year.** The fiscal year shall be July 1 - June 30.

## **Article IX -- Parliamentary Authority**

Robert's Rules of Order shall govern meetings.

## **Article X -- Standing Rules**

Standing rules may be approved by the Executive Board and the secretary shall keep a record of the standing rules for future reference.

## **Article XI -- Insurance**

A minimum of \$1,000,000 limit of Directors' & Officers liability insurance will be purchased and carried in effect at all times for this organization. (Other coverages such as Excess Accident medical, General Liability, Crime or Property insurance may also be purchased upon discretion of the Executive Board.) Up to date certificates of insurance should be kept on file and available for review at any time upon request.

## **Article XII -- Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. Upon the dissolution of this organization, assets must be distributed for the exempt purpose of the benefit of the school in accordance with the section 501(c)(3) of Internal Revenue Code.

## **Article XIII -- Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary.

Notice may be given by postal mail, email, or phone. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

## **Article XIV -- Conflict of Interest Policy**

**Section 1. Purpose.** The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization might result in a possible excess benefit transition. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Section 2. Definitions.**

- a. **Interested Person.** Any director, principal officers, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.
- b. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
- ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
- iii. A potential ownership or investment interest in , or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Section 3. Procedures.**

- a. **Duty To Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committee the governing board-delegated powers who are considering the proposed transaction or arrangement.
- b. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee membership shall decide whether a conflict of interest exists.
- c. **Procedures for Addressing the Conflict of Interest.**
  - i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation he/she shall leave the meeting during the discussion of, and the vote on the transaction or arrangement involving the possible conflict of interest.
  - ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtaining, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the

governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

**d. Violations of Conflict of Interest Policy**

- i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest it shall inform the member of the basis for such belief and efforts

**Section 4. Records of Proceedings.** The minutes of the governing board and all committees with the board delegated powers shall contain:

- a. The names of the persons who dissolved or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternative to the proposed transaction or arrangement and a record of any votes taken in connection with the proceedings.

**Section 5. Compensation.**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Section 6. Annual Statements.** Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and

- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

**Section 7. Periodic Reviews.** To ensure that the organization operates in a manner consistent with charitable purpose and does not engage in activity that could jeopardize its tax-exempt status, periodic review shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangement and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payment for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit or an excess benefit transaction.

**Section 8. Use of Outside Experts.** When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

Adopted and Approved: \_\_\_\_\_  
(date)

Signature(s): \_\_\_\_\_  
(Organization President)

\_\_\_\_\_  
(Organization Officer)

## **Bridgeport Elementary PTO Standing Rules**

Name of Unit: Bridgeport Elementary PTO

Employer ID Number: 47-3957774

**Government:** Bridgeport Elementary PTO is governed by the Bridgeport Elementary PTO Bylaws, originally adopted in May 2015, and shall adhere to their regulatory guidelines at all times.

**Address:** The organization shall be located at Bridgeport Elementary School: 5505 SW Borland Road, Tualatin OR 97062

**Purpose:** This PTO is organized for the purpose of supporting the educational experience of students at Bridgeport Elementary by developing a closer connection between the school and the community it serves.

To fulfill our purpose this organization:

1. Raises funds and provide financial support to the school
2. Creates and implements social and support programs for students, families, and the school
3. Identifies and promotes volunteer and involvement opportunities
4. Offers curriculum enrichment programs for students and families
5. Responds to community requests for support that are in line with our purpose

**Shared Leadership.** In any given year, depending on the level of interest and involvement, the Executive Board can be expanded to include two (2) individuals in any position to function as co-officers. The organization can approve the decision to have a co-officer in any of the positions with one-third (1/3) of the vote.

**Legal Documents.** The treasurer(s) shall be responsible for maintaining the original copies of all legal documents and providing updated copies for the files and other officers if requested.

### **Finances.**

1. **Authorized Signers.** The signatures of a minimum of three (3) elected officers shall be on the authorized signature card for the main PTO bank account, and a minimum of two (2) on any certificates of deposit that may be held by the PTO.
2. **Required Signatures.** Each check request voucher must be approved and signed by the treasurer. The check itself must be signed by two authorized signers on the account. An officer cannot be the signer or co-signer of a check where they, themselves, are the payee.
3. **Voided Funds.** All checks issued from the PTO bank account but not cashed

will be void six months from their issue date.

4. **Counting of Funds.** Funds for all events and fundraisers must be counted independently by two (2) members, one of whom must be from the PTO Board. Counting of funds should take place as soon as reasonably possible following collection and be transferred to the treasurer or PTO board designee for immediate deposit into the PTO checking account.
5. **Budget.** The president shall collaborate with the treasurer to draft a budget based on board-identified priorities, funding requests (see below), residual funds from the past fiscal year, and income from the fall and spring fundraisers, respectively.
  - a. Regardless of other requests or allocations draft budget must include sufficient funding for all of the following:
    - i. New ideas (for projects not before allocated)
    - ii. Childcare at in-person meetings
    - iii. Translation services at meetings and for communications
    - iv. PTO Taxes & insurance
    - v. PTO supplies & administration
  - b. The proposed budget shall be submitted to the treasurer at least two weeks prior to the board meetings in November and April.
  - c. The treasurer shall make amendments or adaptations to the proposed budget at least one week prior to the board meetings in November in April.
  - d. The treasurer shall propose the budget to the board at their meetings in November and April at which time the board shall discuss, suggest changes, and vote to recommend the budget to the general assembly.
  - e. The board-approved budget shall be presented by the treasurer at the November and April general meetings at which time the members present will vote to approve.
    - i. If the budget is not approved by a majority of members present at the general meeting, at their next meeting, a top priority of the board shall be a discussion and revision of the budget.
    - ii. The board will present the revised budget to the general assembly and seek a vote to approve it as a top priority at the next general meeting.
      1. During this budget-limbo the board may access PTO monies to pay for outstanding bills and/or to keep essential elements of planned events moving forward.
        - a. The board must account for any monies spent during the budget-limbo in its revised budget proposals.
6. **Fund Recapture.** The fund recapturing process allows for funds not used by September 30 and February 29, respectively, to be reallocated to other areas.

- a. A fund recapturing will occur twice during each fiscal year: First on October 15, second on March 15
  - i. In coordination with the September and February budget balancing, the treasurer will identify any outstanding allocated funds and collaborate with the president and secretary to communicate the impending deadline for use of those funds to their respective managers.
    1. These communications will be sent by October 5 and March 5, respectively.
  - ii. On the dates listed in Section 4, b, i & ii: any funds that have not been used for their allocated purpose will be recaptured and considered accessible for use in the next budget cycle.
  - iii. Budget Requests can be submitted for continued use, delayed use, or additional use of funds for prior programs or activities funded in earlier budget request seasons.
7. **Funding Requests.** The funding request process will occur in two seasons during each fiscal year. First, from August 1 - September 30 (for use of funds between November 1 - March 15). Second, from January 1 - February 29 (for use of funds between April 1 - October 15)
  - a. Funding requests will be promoted and made available throughout the duration of the request seasons via the standard methods and means available to the PTO board.
  - b. **Budget Request Form.** Members of the Bridgeport Elementary School community who wish to submit a request for funding may complete the [Budget Request Form](#) at any time between August 1 and September 30 and January 1 and February 29.
    - i. The budget request form will be reviewed and updated annually by the president and the treasurer in concert with the principal or school representative to confirm that it is current.
    - ii. Budget Requests will be reviewed first by the PTO president and then by the PTO treasurer

### **Community Support Fund.**

The [Community Support Fund \(CSF\)](#) was created in 2020 in response to the impact of the COVID-19 pandemic in our community, a separate account - the minimum balance of which is \$2500.

When the need arises for the Community Support Fund to be replenished in order to meet its minimum balance and/or to serve the community, funds can be allocated in one of two ways:

- 1) From the general fund during the budget cycles (as defined above); or
- 2) From a Special Need Fundraising campaign (as defined below).

Monies are distributed from the Community Support Fund by the school's Family Partnership Advocate (FPA) with the explicit direction to help cover the costs of utility bills and/or rent for families of Bridgeport Elementary School students.

Before distributing funds, the FPA works as a liaison to connect our families in need with community resources and partners. When all other community resources have been exhausted, the FPA personally makes a direct call to the provider to complete the payment. No funds are ever distributed directly to families. Any and all families in our school community can connect with the FPA to find support.

### **Special Need Fundraising.**

The need may arise for the PTO to raise funds outside of its standard fundraisers. This need may arise because of:

- 1) a need to replenish Community Support Fund in order to keep its minimum balance;
- 2) a response to a request by the school's Family Partnership Advocate to support a specific family's needs that are beyond the scope of the Community Support Fund;
- or
- 3) for special projects or capital campaigns.

The board can vote to create a separate fundraiser for any of the above scenarios. The board retains the right to use online crowdsourcing tools (such as Go Fund Me) for any special need fundraising.

Creation of the fundraiser as well as distribution of the funds raised will be overseen by the Treasurer(s).

All fundraisers shall be created using the PTO business and contact information. Members of the PTO or PTO board shall not facilitate fundraising for the school, its community, or the PTO on a personal or individual basis.

**Standing Committees.** The standing committees of this organization shall be determined yearly by the executive board. The president of this organization may, with the approval of the executive board, appoint special committees as deemed appropriate.

**Communication.** Committee chairs must communicate regularly with the executive board and Bridgeport Office regarding expenditures, planning, and approvals. Special committees disband when the work is completed and the final report is received by the executive board.

**Meetings.** Committee meetings of this association shall be held as needed depending on the date of function and magnitude of scope. It is understood

that some committees require monthly meetings, while others may only meet one time per school year. Date and time of those meetings is to be determined by the committee chairs.

**Election Timing.** Elections of the officers shall be in May; and the officers shall assume their duties on July 1.

**Meeting Order of Business.** The order of business for meetings of this association shall be:

- Call to order
- Land Acknowledgement (see below)
- Approval of consent agenda (includes approval of minutes and other general announcements)
- Principal Report
- Announcements
- Financial Report
- New Business
- Committee Reports
- Adjournment

**Land Acknowledgement.** General meetings will begin with an acknowledgement of native/indigenous people and land. Land acknowledgement is a respectful public recognition of the Indigenous history of the land given by the host or facilitator of an event or gathering. It is given regardless of whether Indigenous individuals are present. The person giving the acknowledgement should practice reading the statement so that it flows effortlessly and navigate any pronunciation concerns before it is given. The acknowledgement may cause discomfort on the part of the person giving it and/or the people hearing it. This discomfort is expected but not intended to be off-putting, divisive, or a trigger. Rather, it is an opportunity to sit with those feelings, raise awareness of similar feelings felt by our Indigenous community members, and ultimately inspire ongoing awareness and action. A sample acknowledgement is as follows: *“We acknowledge that we are gathered on the ancestral lands of many tribal nations who made their home here and/or traveled the Columbia River seasonally. The Confederated Tribes of Warm Springs, the Umatilla, and the Yakama Nation have a strong relationship to this region as do the Confederated Tribes of Siletz, the Confederated Tribes of Grand Ronde and the Chinook Tribe. In Tigard-Tualatin we are situated on traditional Tualatin (Atfalati) Kalapuya homelands.”*

**Outside Vendors.** Any outside vendor hired to provide services or goods at a PTO sponsored event is required to be under contract with the Tigard-Tualatin School District. Vendors must comply with the district policy and provide any necessary documentation or proof of professional licensing/insurance prior to being allowed to participate in PTO sponsored events or be on school property. No PTO executive board member or representative should sign their personal name to any vendor

contract.

**Emergency Response.** In the event of an emergency or circumstance that makes in-person meetings or personal interactions impractical or inadvisable (such as a public emergency, pandemic, or other event that would normally constitute a force majeure), the president will notify the members that this provision is temporarily in effect, during the pendency of the emergency or circumstance, and the following provisions will apply:

- General (regular) meetings of the association may be suspended by the President pending the emergency or other circumstance;
- In lieu of general meetings, business may be conducted by email, phone call, or any other format that allows for the clear communication of proposed actions, and which allows members to indicate their support or opposition;
- Any check may be signed by one authorized signee on the account for the main PTO bank account (instead of two);
- Funds from any events or fundraisers may be counted by one member (instead of two); and
- The formalities described above for the order of business of meetings may be set aside, and such meetings will be conducted (by email, phone, or otherwise) as is reasonable under the circumstances.

### **Support Services.**

#### **a. Translations.**

- i. **Meetings.** General meetings will be offered bilingually in Spanish and English. The president, secretary, and/or community liaison will work with the school to identify a translator prior to the first general meeting. The president will coordinate with the translator to confirm logistics and fluidity of the meeting. Funds will be allocated to help pay for translation services.
- ii. **Written Communications.** Unless not possible, all written communications (print and electronic) associated with the PTO will be offered bilingually in Spanish and English. The president, secretary, and/or community liaison will work with the school to identify (a) translator(s) from the school who can support translation requests.
  1. The process by which text is submitted for and received from translation will be established annually by the president, secretary, and translator(s). This process will be added to/updated on the [Communications Template/Flowchart](#).
- iii. Funds will be allocated to help pay for translation services.

- b. **Child Care.** General meetings will offer, at the expense of the PTO, safe childcare by (a) qualified provider(s) for any members who wish to use it. The

president or vice president shall work with the school to recruit and pay qualified (a) provider(s).

- c. **Virtual Access.** When necessary and/or deemed appropriate by the Board, general meetings will be offered, at the PTO's expense, via a virtual means (e.g., Zoom, Google Meets, etc.). The virtual meeting link and associated passcodes will be shared with the general assembly via routine communication methods such as but not limited to emails, text messages, newsletters, and social media.

**Volunteer Requests** Members of the Bridgeport Elementary School community who wish to request volunteer support for their event(s) or initiative(s) can [complete this Volunteer Request Form](#).

Upon receipt of requests, the volunteer coordinator will draft a brief overview of the volunteer request and submit it for translation. Once translation has been received the volunteer coordinator will work to communicate the request via the established channels including but not limited to a weekly email to all eligible volunteers listed in the school's HelpCounter account.

The volunteer coordinator, in concert with the school principal or school representative, will review and update this form annually to confirm that it is current.

**Communications Template and Flowchart.** PTO members and committee chairs wishing to communicate about/promote their events can [use this flowchart](#) to ensure that they have completed all the necessary steps for clear and thorough communication.

The president and secretary, in concert with the school principal or school representative, will review and update this flowchart annually to confirm that all the steps are current.

**Review of Standing Rules.** These standing rules shall be read at the first general membership meeting of the school year and may be read by request at any meeting. They may be amended or rescinded by a two-thirds (2/3) vote at any general meeting. If notice of the proposed action is given at a previous meeting or in the call for the meeting, they may be amended or rescinded by a majority vote.

Date Approved: \_\_\_\_\_

Signature of President: \_\_\_\_\_