



# Conflict of Interest Agreement

Conflict of Interest means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.

A conflict of interest exists when a board members would have to participate in the deliberation or decision of any issue of this PTA while, at the same time, the board member and/or his/her extended family has financial, professional, business, employment, personal and/or political interests outside the PTA that could predispose or bias the board member to a particular view, goal or decision.

Members of the Executive Committee and Executive Board (board members) of this Council or Local PTA/PTSA (hereinafter referred to as "PTA") serve in a fiduciary capacity and owe a duty of care, a duty of obedience, and a duty of loyalty to this PTA.

Board members, including Committee Chairs and Committee Members shall conduct themselves with integrity and honesty and act in the best interests of PTA in all aspects. Disclosure by a board member or committee member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and protection of each individual.

PTA representatives should conform to the requirements of the law, both in service to the PTA and in their personal affairs. They should observe high standards of conduct so that the integrity, independence, and tax exemption of the PTA may be preserved.

In consideration of our PTA affiliation with the Virginia Congress of Parents and Teachers, commonly known as Virginia PTA, for the protection of its integrity and its 501(c)(3) status, and for our protection, we, the undersigned officers, committee chairs and committee members, individually, during our terms of office, shall:

1. Abide by and represent the PTA Mission, Values, Purposes and Principles as provided in our bylaws and abide by and honor all Virginia PTA policies, procedures, positions and resolutions.
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare any and all personal and/or extended family conflicts of interest when PTA issues, decisions, and funds are involved;
3. Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate, even though not necessarily obliged to do so by law, regulation, or custom.
4. Not misuse the PTA's federal tax-exempt status or exemption from sales tax for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted PTA programs, projects, and activities.
5. Refrain from making slanderous or defamatory comments regarding any individual, the PTA, elected official, or unaffiliated organization.
6. Adhere to Virginia PTA and school district guidelines for fund raising.
7. Board members and/or their families shall not use their relation to the PTA for financial, professional, business, employment, personal, and/or political gain.

8. Not directly or indirectly use their current PTA position, the PTA name or organization for or against any specific candidate for elected public office, which is contrary to federal tax laws and the guidelines and policies of the PTA.
9. Not use the PTA’s name, influence, or resources for their benefit or gain related to any political campaign and while serving in one’s official capacity as a PTA officer, may not make speeches for a partisan political association or candidate, publicly endorse a candidate for public office or make contributions to a political gathering.
10. Disclose to the officers of this PTA and General Membership conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA and their and/or their extended families’ financial, professional, business, employment, personal and/or political interests.
  - a. When a conflict of interest is declared, the board members shall not use his/her personal influence of position to affect the outcome of this vote and shall leave the room during deliberations and the vote.
  - b. The minutes of the meeting shall reflect that a conflict of interest was declared.

We, the undersigned board members, have read and agree to abide by this policy and understand that the failure to adhere to the above guidelines may result in the termination of the undersigned as board members and will require the immediate return of all PTA property, documents and materials belonging to this PTA.

- ✓ Have received a copy of this Conflict of Interest Policy,
- ✓ Have read and understand the policy,
- ✓ Have agreed to comply with the policy, and
- ✓ Understand that \_\_\_\_\_ PTA is a subsidiary of the Virginia PTA, and as a nonprofit corporation and in order to maintain its federal tax exemption the PTA must engage primarily in activities which accomplish the stated purposes of our tax exemption.

SIGNATURE	NAME	TITLE
		PRESIDENT
		TREASURER
		SECRETARY