

CONFIDENTIALITY, ETHICS, AND CONFLICT OF INTEREST POLICY

Members of the Board of Directors serve in a **fiduciary capacity** and owe a **duty of care**, a **duty of obedience**, and a **duty of loyalty** to the PTA. Board Members shall conduct themselves with **integrity** and **honesty** and act in the **best interests** of the PTA. Disclosure by a Board 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 everyone.

In consideration of the PTA's affiliation with Louisiana PTA, for the protection of its integrity and its 501(c)(3) nonprofit status, and for our protection, we, the undersigned officers, during our terms of office, shall:

1. Abide by and represent our PTA Bylaws, LAPTA policies, positions, procedures, and National PTA purposes and mission statement.
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare all personal and extended family conflicts of interest when PTA issues and funds are involved.
3. Not misuse the PTA's federal tax-exempt status for personal or unauthorized purposes nor disburse funds for any purpose other than the authorized budgeted items.
4. Refrain from making any slanderous or defamatory statements that could result in harm to the PTA.
5. Publicly present a united front on decisions made as a Board.
6. Maintain confidentiality as a member of the Board.
7. Follow the LAPTA and school district guidelines for fundraising.
8. Abide by the following **Conflict of Interest Policy**:
 - a. Board Members and their families shall not use their relation to this PTA for financial, professional, business, employment, personal, or political gain.
 - b. A conflict of interest exists when a Board Member would have to participate in the deliberation or decision of any issue of this PTA while, at the same time, the Board Member and their extended family has financial, professional, business, employment, personal or political interests outside the PTA that could predispose or bias the Board Member to a particular view, goal, or decision.
 - c. Board Members shall declare to the officers of this PTA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA and their or their extended families' financial, professional, business, employment, personal or political interests.
 - d. Board Members shall not use PTA's name, influence, or resources for their benefit or gain when running for any publicly elected office or while serving as an elected official.
 - e. Board Members shall not directly or indirectly use their current PTA name or position for or against any specific candidate for elected public office, as that would be contrary to federal tax laws and PTA policies.
 - f. **At a Board Meeting, the conflict of interest is declared and debated.** During discussion and deliberation, the person temporarily leaves the meeting. The Board Member with the conflict may not use their personal influence of position to impact the outcome of a vote. The Board discusses the conflict and then makes a motion to allow the Board Member to continue on the Board or to be removed from the Board. The person returns after the vote is complete and informed of the results. **The minutes of the meeting shall note any declared conflict of interest, the motion made to accept or remove the person from their position on the Board, and the resulting vote. Removal of a Board Member is effective immediately. They shall turn over to a member of the Executive Committee all records, books, PTA account access, and any other PTA materials pertaining to their position.**

See the Local PTA Unit Bylaws Template, Revised April 2024 in Article V, Section 4: **Termination of Membership** for details on how to address a member who has conduct that damages the value and goodwill associated with PTA or violates the purposes, policies, or Bylaws of PTA.

We, the undersigned Board Members of _____ PTA, 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.

Date	Position	Printed Name	Signature