



## **PLEASANT VALLEY PTA CONFLICT-OF-INTEREST POLICY STATEMENT**

1. The purpose of this policy is to protect the Pleasant Valley PTA's interest when decisions are made that might benefit the private interests of an officer, member of the board, or other person authorized to make purchases on behalf of the PTA. This policy is in addition to any application of state and federal laws governing conflict of interest.
2. This policy applies to all officers or members of the Pleasant Valley PTA's board of directors and to other persons who have been authorized to make purchases on behalf of the PTA.
3. Any person covered by paragraph 2 who has a direct or indirect interest in a business with which the Pleasant Valley PTA is or may do business has a duty to disclose such interest to the board of directors.
4. After disclosure of the financial interest and making any statement that s/he desires, such person should leave the meeting while the remaining board members discuss the circumstances and determine whether in fact there is a conflict of interest. The remaining board members will decide if a conflict of interest exists by a majority vote that will be recorded in the minutes of the meeting.
5. If the board determines that a conflict of interest exists, it will then determine whether PVPTA can obtain a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
6. If a more advantageous transaction or arrangement from a different person or entity is not reasonably possible, the board shall determine by a majority vote of the disinterested members of the board whether the proposed transaction or arrangement is in PVPTA's best interest and whether the terms are fair and reasonable. If so, PVPTA may proceed with the transaction.
7. Any member of the board who believes that a person covered by paragraph 2 has failed to disclose an actual or possible conflict of interest shall inform that person of the basis for such belief and afford the person an opportunity to respond. If the person's response does not eliminate the potential conflict of interest, the board member may bring a motion to have the board determine how to proceed following the process outlined in paragraphs 4 through 6 above.

8. The minutes of the meeting of the board of directors shall include a summary of all discussions of potential or actual conflicts of interest, including the names of persons making a disclosure as required by paragraph 3 or making a motion under paragraph 8, the nature of the potential, alleged or actual conflicts, and records of the actions taken by the board, including voting totals on any motions.
9. A voting member of the board who receives compensation from funds provided by Pleasant Valley PTA is precluded from voting on matters pertaining to such funding. This does not apply to reimbursement of allowable expenses.
10. If the board of directors has reason to believe that a person covered by Paragraph 2 above has violated this policy, the person shall be notified and given an opportunity to respond to the allegation. After reviewing the response, the Board shall determine whether in fact the policy has been violated and shall take appropriate corrective action.
11. At the beginning of each fiscal year, all members of the board shall sign a statement confirming that they:
  - a. Have received a copy of the conflicts of interest policy,
  - b. Have read and understands the policy;
  - c. Agree to comply with the policy; and
  - d. Understand that Pleasant Valley PTA is a tax-exempt association and that to maintain its federal tax exemptions it must engage primarily in activities that accomplish one or more of its tax-exempt purposes
12. To ensure that Pleasant Valley PTA does not engage in activities that could jeopardize its tax-exempt status, PVPTA's financial review will include a review of business arrangements to determine whether the terms, including the price paid for goods and services, were reasonable.

This policy was adopted by the Elected Committee of The Pleasant Valley PTA

on \_\_\_\_\_, 20\_\_\_\_\_.

Attest: \_\_\_\_\_, Secretary

## **CONFIDENTIAL REPORTING AND NO RETALIATION**

Reports and complaints will be kept confidential to the extent permitted by law and by the organization's need to thoroughly investigate a situation. PVPTA volunteers must cooperate completely in any investigation relating to PVPTA and be always truthful. PVPTA volunteers may never interfere with or obstruct an investigation conducted by the organization or any government agency. In addition, we may never disclose or discuss an investigation with unauthorized persons. PVPTA prohibits retaliation against anyone who, in good faith, submits or participates in the investigation of any complaints.



## ACKNOWLEDGEMENT OF CONFLICT-OF-INTEREST POLICY

I, \_\_\_\_\_, a member of the  
Board of Directors of Pleasant Valley PTA, confirm as follows:

1. I have received a copy of the conflicts of interest policy.
2. I have read and understand the policy.
3. I agree to comply with the policy.
4. I understand that Pleasant Valley PTA is a tax-exempt association and that to maintain its federal tax exemptions it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_