

Norman Rockwell PTA Conflict-of-Interest Policy

Statement for Norman Rockwell PTA

1. The purpose of this policy is to protect the Norman Rockwell 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 applicable state and federal laws governing conflict of interest.
2. This policy applies to all officers or members of the Norman Rockwell PTA's board and to other individuals who have been authorized to make purchases on behalf of the PTA.
3. Any person covered by paragraph two who has a direct or indirect interest in a business (contractor or vendor) with which the PTA is doing or may do business has a duty to disclose such interest to the members of Norman Rockwell PTA Board.
4. After disclosure of the financial interest and explanation, such person should not participate while the remaining board members discuss the circumstances and determine whether in fact a conflict of interest exists.
5. 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.
6. If the board determines that a conflict of interest exists, the board may obtain a more advantageous transaction or arrangement that would not give rise to a conflict of interest. The board may also determine by a majority vote of its disinterested members whether the proposed transaction is in the PTA's best interest and whether the terms are reasonable and fair. If so, the PTA may proceed with the transaction.
7. Any member of the board who believes that a person covered by paragraph two has failed to disclose an actual or possible conflict of interest shall inform that person of the basis for such belief and give her or him an opportunity to respond. If that 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 four through six above.
8. The minutes of meetings of the board of directors shall include a summary of all discussions of potential or actual conflicts of interest, including the names of people making a disclosure as required by paragraph three, or making a motion under paragraph seven, the nature of the potential, alleged or actual conflicts, and records of the actions taken by the board, including vote totals on any motions.
9. A voting member of the board who receives compensation from funds provided by PTA is prohibited from voting on matters pertaining to such funding. This does not apply to reimbursement of allowable expenses.
10. If the board members have reason to believe that a person covered in paragraph two has violated this conflict-of-interest policy, he or she shall be notified and given an opportunity to respond to the allegation. After reviewing the response, the board shall determine whether a violation occurred 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:
- Have received a copy of the conflict-of-interest policy.
 - Have read and understood the policy.
 - Agree to comply with the policy.
 - Understand that Norman Rockwell PTA is a tax-exempt association and therefore must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
12. To ensure that Norman Rockwell PTA does not engage in activities that could jeopardize its tax-exempt status, the PTA's annual financial review will include a review of business arrangements to determine whether the terms of agreement and services were reasonable.

This policy was unanimously adopted by the Norman Rockwell PTA Board Members on Aug 11, 2024.

PTA Board Member Acknowledgment Conflict-of-Interest Policy

_____, a member of the board for Norman Rockwell PTA, confirms as follows:

- I have received a copy of the conflict-of-interest policy.
- I have read and understand the policy.
- I agree to comply with the policy.
- I understand that Norman Rockwell PTA is a tax-exempt association and, to maintain its federal tax exemptions, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(Signature)

(Date)

(Printed Name)

(Position)