



LOVEJOY PTO

ETHICS POLICY

PTO NAME _____

DATE _____

Members of the board of this PTO serve in a fiduciary capacity and as representatives of this organization. They owe a duty of care, loyalty and adherence to the policies of this PTO. Board members will conduct themselves with integrity and honesty and act in the best interests of this PTO.

In consideration of our PTO, for the protection of its integrity and its 501c3 status, and for our protection, we, the undersigned board members, individually, during our terms of office will abide by the following **ETHICS POLICY**:

- Abide by the PTO bylaws, standing rules, policies, procedures, purposes and mission statement
- **Maintain confidentiality as a member of the board**
- Publicly present a united front on decisions made as a board
- Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty
- Refrain from making slanderous comments in person or online regarding any individual or organization
- Refrain from making personal social media posts which show lewd, reckless, or illegal behavior
- Refrain from misuse of the PTO's federal or state tax-exempt status for personal or unauthorized purposes
- Not disburse funds for any purpose other than authorized, budgeted PTO expenses
- Follow the PTO's policies and procedures for management of funds
- Not use the relationship to this PTO for financial, professional, business, employment, personal or political gain. This applies to board members and their families.
- Seek proper conflict resolution to promote PTO unity when grievances arise
- Not use the PTO's name, influence, or resources when running for any public, elected office or while serving as an elected official.
- Not use the current PTO position or PTO name, directly or indirectly, for or against any specific candidate for elected public office as prohibited by federal tax laws and the policies of this PTO.

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 PTO and protection of each individual. A conflict of interest exists when a board member or their extended family has financial, professional, business, employment, personal or political interests outside the PTO that could predispose or bias the board member to a particular view, goal or decision in PTO deliberations or decision making on any issue.

If this conflict exists, the board member will:

- Declare to the officers of this PTO the conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTO and their and their extended families' financial, professional, business, employment, personal or political interests.
- When a conflict of interest is declared, the board members will not use his/her influence to affect the outcome of this vote and will leave the room during deliberations and the vote.
- The minutes of the meeting will reflect that a conflict of interest was declared.

PTO ETHICS POLICY

We, the undersigned board members, have read and agree to abide by these policies 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 PTO property, documents and materials belonging to this PTO.

[illegible]