



Confidentiality, Ethics, and Conflict of Interest Agreement For Local PTA or Council PTA Executive Board Members

To Translate
Adapted Translation

Name of PTA	
Name of School District	
Name of PTA President	

Executive 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. Executive board members shall conduct themselves with integrity and honesty and act in the best interests of this PTA. Disclosure by an executive 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 the protection of each individual.

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

1. Abide by and represent our PTA bylaws, the Texas PTA policies, positions, procedures, and National PTA purposes and mission statement;
2. Discharge the duties and responsibilities of our offices with fidelity, integrity, and honesty and declare all personal and/or extended family conflicts of interest when PTA issues, decisions, and funds are involved;
3. 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.
4. Refrain from making any slanderous or defamatory statement(s) that will, in all likelihood, harm the PTA name or brand.
5. Publicly present a united front on all decisions made as an executive board.
6. Maintain confidentiality as a member of the executive board.
7. Follow the Texas PTA and school district guidelines for fundraising.
8. Abide by the following conflict of interest policy:
 - a. Executive board members and/or their families shall not use their relationship with this PTA for financial, professional, business, employment, personal, and/or political gain.
 - b. A conflict of interest exists when an executive board member would have to participate in the deliberation or decision of any issue of this PTA while, at the same time, the executive board member and/or their extended family has financial, professional, business, employment, personal and/or political interests outside the PTA that could predispose or bias the executive board member to a particular view, goal or decision.
 - c. Executive 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 and/or their extended families’ financial, professional, business, employment, personal, and/or political interests.

- d. When a conflict of interest is declared, the executive board members shall not use their influence or position to affect the outcome of this vote. They shall leave the room during deliberations and the vote.
- e. The minutes of the meeting shall reflect that a “conflict of interest” was declared.
- f. Executive board members shall not:
 - i. 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.
 - ii. 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.

We, the undersigned executive 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 executive board members and will require the immediate return of all PTA property, documents, and materials belonging to this PTA.

[illegible]

The PTA Secretary shall obtain the signatures of all executive board members on this form, provide a copy for all signers, and keep the original signed document. PTAs may use additional signature pages if needed.