



**Everett High School PTA  
Conflict-of-Interest Policy**

1. The purpose of this policy is to protect the Everett High School 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 Everett High School PTA's Board of Directors 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 with which the PTA is doing 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 he or she desires, such person should leave the meeting 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 will then determine whether the PTA may obtain a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict-of-interest.
7. If a more advantageous transaction is not reasonably possible, the board shall 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.
8. 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 seven above.
9. 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 persons making a disclosure as required by paragraph three, or making a motion under paragraph

eight, the nature of the potential, alleged or actual conflicts, and records of the actions taken by the board, including vote totals on any motions.

10. 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.
11. If the board of directors has 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.
12. To ensure that Everett High School 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, including the price paid for goods and services, were reasonable.

11/7/23 Updated

12/23 Legal Review