

Issaquah High PTSA 2.6.45 - Conflict of Interest Policy

1. The purpose of this policy is to protect the Issaquah High PTSA'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 PTSA. 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 Issaquah High PTSA's board of directors and to all other persons who have been authorized to make purchases on behalf of the PTSA.
3. Any person covered by paragraph two (2) who has a direct or indirect interest in a business with which the PTSA is or may do business has a duty to disclose such interest to the board of directors.
4. After such disclosure of the financial interest and making any statement 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.
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, it will then determine whether the PTSA can 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 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 the PTSA's best interest and whether the terms are fair and reasonable. If so, the PTSA may proceed with the transaction.
8. Any member of the board who believes a person covered by paragraph two (2) has failed to disclose 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 four (4) through seven (7) above.
9. The minutes of the board of directors' meetings shall include a summary of all discussions of potential or actual conflict of interest, including the names of persons making a disclosure as requested by paragraph three (3) or making a motion under paragraph eight (8), the nature of the potential, alleged, or actual conflicts, and record 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 Issaquah High PTSA is precluded from voting on matters pertained 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 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.

12. At the beginning of each fiscal year, all members of the board shall sign a statement confirming they:
 - a. Have received a copy of the conflict of interest policy;
 - b. Have read and understand the policy;
 - c. Agreed to comply with the policy;
 - d. Understand that Issaquah High PTSA is a tax-exempt association and in order to maintain its federal tax exemptions, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.
13. To ensure that Issaquah High PTSA does not engage in activities that could jeopardize its tax-exempt status, the PTSA'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.

The Issaquah High PTSA Board of Directors adopted this policy on the 28th of August 2017.

Attest: _____, Secretary

Acknowledgement of Conflict of Interest Policy

I, _____, a member of the Issaquah High PTSA Board of Directors, confirm the following:

- a. Have received a copy of the conflict of interest policy;
- b. Have read and understand the policy;
- c. Agreed to comply with the policy;
- d. Understand that Issaquah High PTSA is a tax-exempt association and in order 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: _____