



**WEDGWOOD PTA**

Standing Rules, Policies & Procedures

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## **STANDING RULES (APPROVED 5/16/2024)**

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### **1. NAME AND IDENTITY**

The name of this unit shall be Wedgwood PTA local unit number 6.15.355 of the WSPTA. Its National PTA number is 00023222. It was chartered in 1978.

### **2. PTA PURPOSE AND COMMUNITY**

This PTA serves the children in the Wedgwood Elementary school community in Seattle, Washington, which includes the residences and businesses in the Wedgwood Elementary school enrollment area.

### **3. INCORPORATION**

This unit is a non-profit corporation recognized by the State of Washington. This PTA was incorporated on November 6, 1978, and assigned Unified Business Identifier (UBI) 601629167. It is the responsibility of this unit to renew the Articles of Incorporation annually, prior to March 1. The incorporation number of 2-283740-5. The **Treasurer** is responsible for filing the annual corporation report. This unit's Employer Identification Number is 91-1260518. The EIN is kept in the legal document notebooks in the custody of the **President** and **Secretary**.

### **4. CHARITIES PROGRAM**

This PTA is registered with the Washington Secretary of State Charities program, registration number 1105196. The **Treasurer** is responsible for filing the annual renewal by May 31 to avoid penalties.

### **5. TAX-EXEMPT STATUS**

This unit is recognized by the Internal Revenue Service as a non-profit, tax exempt organization under Section 501(c)3 of the Washington State tax code. A copy of the letter of determination is filed in the legal document notebooks maintained by the **President** and **Secretary**. [WSPTA Uniform Bylaws, Article 1, Section 3]

### **6. IRS FILING**

The **Treasurer** is responsible for filing the appropriate federal informational return prior to November 15 and providing a copy to the **Board of Directors** no later than December 1. Copies of the current and past years' returns are kept in the legal document notebooks maintained by the **President** and **Secretary**.

### **7. REGISTERED AGENT**

This PTA has designated Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document notebooks maintained by the **President** and **Secretary**.

### **8. WASHINGTON STATE PTA STANDARDS OF AFFILIATION**

The Standards of Affiliation (SOA) agreement is in place to ensure this PTA aligns with WSPTA's ethics, policies, and principles; maintains good business practices; and complies with applicable federal and state laws. [WSPTA Policy Manual, Section 3.1] This PTA will annually complete the WSPTA Standards of Affiliation agreement in its entirety, and we agree to abide by all requirements



and to uphold the ethics, policies, and principles of PTA. SOA Agreement requirements are outlined in the WSPTA Policy Manual, Section 3.1.1.

## **9. MEMBERSHIP**

### **A. WEDGWOOD PTA MEMBERSHIP**

Membership in this PTA shall be open to all people without discrimination. [WSPTA Uniform Bylaws, Article 4, Section 1] All paid members may make motions, participate in debate, and vote at PTA membership meetings. [WSPTA Uniform Bylaws, Article 4, Section 6]. The students of Wedgwood Elementary shall be considered honorary members of this unit without voice, vote or privilege of holding office.

### **B. DUES**

The membership fee of this organization shall be at least \$5.00 above the combined national, state and Seattle Council PTA fees. [WSPTA Uniform Bylaws Article 4, Section 4] [WSPTA Policy Manual Section 3.3]. This PTA may use scholarship funds for full or partial membership subsidy upon request.

### **C. MEETINGS**

Membership meetings of this unit shall be held a minimum of two times during the school year. Additional meetings shall be held at the direction of the **Board of Directors**. A quorum shall consist of 10 or more PTA members [WSPTA Uniform Bylaws, Article 5, Section 10] Membership meetings shall be open to all; however, only dues-paying PTA members may vote at the meetings. The first membership meeting shall be held for purposes of but not limited to adoption of the standing rules, review of policies, and election of the nominating committee and the last membership meeting for election of officers and adoption of the next year's budget. Parliamentary authority shall be Robert's Rules of Order, Newly Revised.

## **10. BOARD OF DIRECTORS**

### **A. WEDGWOOD PTA BOARD OF DIRECTORS**

The **Board of Directors**, hereafter referred to as the **Board**, shall consist of the **elected officers** and **standing director positions as designated below:**

- Specialist Liaison
- Communication
- Diversity, Equity, & Inclusion (DEI)
- Events and Volunteers
- Fundraising
- Garden and Playground
- Legislative Liaison
- Membership and Staff Appreciation
- Scholarship
- Special Education Liaison
- Classroom Teacher (Must be a teacher at Wedgwood Elementary at 1.0FTE).



**The director positions** are appointed by the Executive Officers. Directors may be represented by more than one individual in a co-position, where each is entitled to make motions, participate in debate, and vote at **Board of Director** meetings. A director may hold a position no more than three consecutive school years. All PTA **Board members** must be members in good standing.

## **B. MEETINGS**

**Board of Director** meetings of this unit shall be held monthly during the school year by the **President** hereafter referred to as Board meetings. The **Executive Committee** shall set a calendar of regular Board meeting dates and times. Special meetings of the **Board** may be called by the **President** or upon written request of the majority of members of the **Board**. Board meetings may be held in person or by remote communications. Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the **Board** via email at least five (5) days prior to the meeting. A majority of those on the **Board** shall constitute a quorum [WSPTA Uniform Bylaws, Article 5, Section 9]. All invited to attend the board meeting. The right to make motions, participate in debate, and vote at Board meetings shall be limited to members of the **Board**, unless a motion to suspend the rules is approved by a two-thirds vote. Business of the **Board** which occurs between Board meetings may be conducted by email following regular approval procedure. This business shall be captured by the **Secretary** as an addendum to the previous month's minutes for approval at the next board meeting. Parliamentary authority shall be Robert's Rules of Order, Newly Revised.

## **11. ELECTED OFFICERS**

### **A. WEDGWOOD PTA ELECTED OFFICERS**

The elected officers of this unit shall be **President, Vice President, Secretary, Treasurer, and Past Executive Committee Member** [WSPTA Uniform Bylaws, Article 5, Section 6]. Any elected position may be held jointly by two people. Each co-position holder shall be entitled to make motions, participate in debate, and vote at a meeting of the **Executive Committee** or **Board of Directors**. Officer duties shall align with WSPTA Uniform Bylaws Article 5, Section 7.

### **B. WEDGWOOD PTA EXECUTIVE COMMITTEE**

These elected officers shall constitute the **Executive Committee**. This PTA will ensure that each **Executive Committee** member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the Executive Committee will attend PTA and the Law during the fiscal year. [WSPTA Policy Manual 3.1.1]

### **C. NOMINATING COMMITTEE**

This PTA shall elect a nominating committee to recruit candidates for elected officer positions at the first membership meeting of the school year. The **President** and **Principal** may not be members of the nominating committee. Before the election, the nominating committee shall submit a report naming one or more candidates for each office to be elected. Co-officers must declare their intent to be co-officers before the election. A position may be listed as "open" if the committee is unable to find a qualified candidate.

### **D. ELECTION PROCESS**

Voting may be by mail or electronic transmission. If only one candidate is nominated, the election may be by voice. Only paid PTA members may vote. [WSPTA Nominating Committee & Elections



Handbook] The elected officers shall be elected during the second half of the school year, prior to the last day of school. The **secretary** shall record the election outcome in the minutes.

### **E. OFFICER REQUIREMENTS**

Officers shall assume their duties on July 1 in the year elected. An officer may hold a position no more than two consecutive school years [WSPTA Uniform Bylaws, Article 5, Section 6]. The nominating committee shall be elected according to the Bylaws [WSPTA Uniform Bylaws Article 5 Section 5]. An office shall be declared vacant if that person misses three (3) consecutive meetings, unless excused by the **President**. For resignation of an officer, see WSPTA Policy Manual, Section 3.6.3. For removal of an officer, see WSPTA Uniform Bylaws Article 5, Section 6.

### **F. MEETINGS**

The **Executive Committee** shall meet once per month. Additional meetings may be called by a majority of the Executive Committee. These meeting dates and times shall be set by the Executive Committee. A majority of those on the Executive Committee shall constitute a quorum. Parliamentary authority shall be Robert's Rules of Order, Newly Revised.

## **12. COMMITTEES**

The **Executive Committee** shall establish committees, which includes events and programming, led by directors. Directors shall be appointed by the **President** and approved by the Executive Committee. All directors must be current members of this PTA. Directors shall be appointed annually for a one-year term. A director may be removed from their position by a vote of the **Board**.

## **13. AWARDS**

Golden Acorn Award, Outstanding Educator Award and Honorary Lifetime Memberships may be given annually. Multiple awards may be given. Executive members are not eligible to receive the award.

## **14. FINANCE**

### **A. BUDGET**

This PTA shall approve its annual operating budget prior to July 1 each year. The **Board** may reallocate funds as needed up to a limit of \$5,000 annually by majority vote of the **Board**. PTA Scholarship funds will be used to create equity and accessibility for students and families in need of assistance. School classroom supplies funds will be used for books, binders, give-a-ways or consumables such as pencils or snacks or materials that benefit student learning. The annual PTA budget will include Equity, Diversity, Inclusion & Anti-racist training and programming. This amount should be relevant as to show this as a priority. This PTA may provide Mini Grants to school staff available via application to the PTA. Any PTA funds provided for school staff shall be given as a staffing grant with funds distributed through the district. This PTA shall not earmark funds within the school's self-help account.

### **B. FINANCIAL REVIEW**

An annual audit of financial records shall be performed as outlined in the Uniform Bylaws annually [WSPTA Uniform Bylaws, Article 5, Section 9.F.2]. The financial review report will be presented at



the next following membership meeting by the **Treasurer**. The **Treasurer** shall present a monthly financial report to the **Board**.

### **C. BANK ACCOUNTS**

This PTA will utilize one account as the operating cash account and a separate account as the reserves. The reserves should be kept at a level to fund all liabilities in a year. These liabilities are defined as Fees, Licenses, School Operations and Staff. The **Treasurer(s)** shall have the authority to disburse funds, from the PTA reserves, prior to the first Membership meeting in fall; these funds shall be used to meet PTA financial obligations which occur during the summer and at start of school events; the total amount of the funds shall not exceed \$10,000. This PTA shall require the approval of at least two elected officers to make a withdrawal. The **President** and **Treasurer** shall have signing authority on the PTA bank account.

### **D. NON-SUFFICIENT FUND (NSF) CHECKS**

Should the PTA receive an NSF check, any fees imposed by the PTA's bank may be charged to the individual. If more than three NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

### **E. PAYMENTS & REIMBURSEMENTS**

All payment and reimbursement requests shall require an invoice or receipt to justify payment and should be submitted to the **Treasurer** within the fiscal year. All outgoing payments shall be reviewed by at least two members of the executive committee, neither of whom may be a recipient of the payment. PTA funding for staff shall be given as a Staffing Grant with funds distributed through the district. Any items purchased with Mini Grant or stipend funds are considered property of Wedgwood Elementary or Wedgwood PTA.

## **15. LEGAL DOCUMENTS**

This PTA shall keep at least two (2) copies of each of its legal documents. These include items such as evidence of corporate status, charitable solicitations act compliance, tax exempt status, governance, insurance and other finance or federal tax related documents. All elected officers shall have access to the contents of online legal document storage.

## **16. VOTING DELEGATES**

Voting delegates to the State PTA/PTSA Council shall be the **President**, and authorized delegates as necessary [WSPTA Uniform Bylaws, Article 5, Section 3].

## **17. POLICY REVIEW**

This PTA shall maintain policies. These policies shall be reviewed and approved yearly by the Board of Directors. These policies shall reside with the Secretary. Policies may be approved, amended, or revoked by a majority vote of the **Board**.

## **18. ACCOUNTS**

A list of all active online accounts and programs is kept with the Executive Committee. The **Treasurer** will maintain control of all Web passwords including Bank of America, QuickBooks, WA Sec of State Corp & Charities Filing System, Dept Revenue WA State.



**19. COLLABORATION WITH OTHER ORGANIZATIONS**

This PTA may collaborate with non-PTA organizations. This PTA will handle only PTA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTA activity or the other organization’s activity.

**20. CODE OF CONDUCT**

**Elected officers** of this PTA shall follow a Board code of conduct. Officers, directors, and volunteers shall adhere to the Seattle Public Schools Volunteer Handbook policies. This PTA shall have a social media policy.

**21. STANDING RULES**

These standing rules are supplemental to the Uniform Bylaws of the Washington State PTA, or Bylaws. The standing rules shall be adopted annually by a majority vote at the first membership meeting of the school year. The standing rules may be amended at any regular membership meeting by two-thirds (2/3) vote, or if previous notice has been given, by majority vote.

**REVISION HISTORY**

April 27, 2017	1. Added Past President role
April 25, 2018	1. Revised #21 value from \$1,000 to \$5,000 2. Add new #24 on transferring funds from PTA reserves
Sept 27, 2018	1. Revised #9 by adding “one vote at the Board Meetings regardless if there is more than one person fulfilling the duties of that director position” 2. Revised #16 by removing Hospitality, Teachers’ Liaison
Sept 26, 2019	1. Added #25 on definitions of Checking and Savings account and at what level Savings account should be kept at. 2. Added #26 on Treasurer control of Web passwords
May 21, 2021	1. Added #27 on scholarship usage criteria 2. Added #28 on classroom supplies 3. Added #29 on EDI, Anti-racist programming
October 21, 2022	1. Added #8 an office cannot be a school employee 2. Added #17 Executive members are not eligible 3. Revised #23 value from \$5,000 to \$10,000 4. Revised #24 value from \$5,00 to \$10,000 5. Revised #27 Funds are used to ensure equity and accessibility
May 16, 2024	For detailed changes, see tracked changed document. Standing rules updated per WSPTA Sample Standing Rules (2022). Overview of major changes: 1. Added that membership in this PTA shall be open to all people without discrimination 2. Changed Board position of “Arts Liaison” to “Specialist Liaison” 3. Added Board position of “Classroom Teacher” 4. Added that Scholarship Funds may be used to subsidize membership fees as needed. 5. Added that elected officers may be jointed held by co-officers with each entitled to vote.



	<ol style="list-style-type: none"><li>6. Removed that the board may transfer from reserves up to \$10,000 per year.</li><li>7. Added that all payments and reimbursements shall require a receipt or invoice to justify payment.</li><li>8. Added that PTA funding for staff shall be given as a Staffing Grant with funds distributed through the district.</li><li>9. Added that any items purchased with Mini Grant or stipend funds are considered property of Wedgwood Elementary or Wedgwood PTA.</li><li>10. Added that Wedgwood PTA may collaborate with other organizations.</li><li>11. Added Nominating Committee and election procedures.</li><li>12. Removed that school employees may not serve as elected officers.</li><li>13. Added procedures for Non-Sufficient Fund checks.</li><li>14. Added that co-directors are each entitled to vote at board meetings.</li><li>15. Added that Wedgwood PTA may utilize policies</li><li>16. Added that this PTA shall not earmark funds within the school's self-help account.</li></ol>
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## **STIPENDS, MINI GRANTS & FUND REQUESTS POLICY & PROCEDURE (APPROVED 5/16/2024)**

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### **BACKGROUND**

The Wedgwood PTA has established a process to make funds available to staff at Wedgwood Elementary via stipends and grants. These funds will support activities and projects that align with the PTA's mission and vision.

### **PURPOSE**

Funds are intended to be used for classroom supplies and short-term projects designed to positively impact the students and families at Wedgwood Elementary.

### **STIPENDS POLICY**

- 1. Who is eligible?** Teachers and certain staff at Wedgwood Elementary have a PTA stipend. Funds are available automatically. Receipts will be used to justify payment.
- 2. How does this work?** Teachers and staff may draw on their stipend up to the allotted amount via reimbursement. To ensure reimbursement, staff are encouraged to review this document or contact the PTA prior to purchasing.
- 3. How are recipients reimbursed?** Submit the PTA Reimbursement Form along with receipts, available on the website.
- 4. How much money is available?** The budget is available online. For an updated budget, contact the PTA treasurer.
- 5. When are stipends available?** Anytime between the first and last day of school for the current school year.

### **MINI GRANTS & FUND REQUESTS POLICY**

- 1. Who is eligible?** All Wedgwood Elementary staff. Applicants are encouraged to engage with the PTA and school leadership in project development. Applications may be submitted by individuals or as collaborations between multiple staff. All staff who will be using mini grant funds should be listed as co-applicants.
- 2. What can these funds be used for?** Mini Grant funds are intended to provide new opportunities for staff and students that may involve supplementing existing programs or adding new programs, subscriptions or materials, supplies or new technology. For an example of previous awards, please see the PTA website or discuss with members of the PTA executive board.
- 3. How are applications reviewed?**
  - a. Applicant:** Applications are submitted to the principal for review. Website applications are automatically sent to the Principal.
  - b. Principal Review:** The principal will answer if they recommend funding, if there's any alternative funding, and may add comments. The principal will then send applications to the Executive Board ([exec@wedgwoodpta.org](mailto:exec@wedgwoodpta.org)).
  - c. Executive Committee Review:** The Executive Board will score applications (see rubric below), determine if application should be funded as a mini grant or other line item in the budget worksheet, and then present it to the Board.
  - d. Board Review:** The Board will review the application and vote whether to approve or deny the application. Optional: Applicants are encouraged to attend the PTA Board meeting where their application will be discussed.



**4. The PTA suggests that funding aligns within these bands:**

<b>Number of Students Served</b>	<b>Suggested Funding</b>
1-35 (~1 class)	Less than \$249
36-89 (~1 grade)	Up to \$749
90-179 (~2 grades)	Up to \$1499
180 or more students (>3 grades)	Up to \$2500

- 5. When will the PTA review applications?** At the next regularly scheduled executive committee and PTA Board meetings.
- 6. How is funding awarded?** Partial funding may be offered unless full funding is required. Up to one-half of the “Mini Grants” funding will be awarded through 12/31. Prior to 12/31, any application not fully funded, may reapply after 12/31. From February thru June, the PTA will award grants as long as money remains in the fund.
- 7. How much money is available?** The PTA budget is available for review online. For an updated budget, contact the PTA treasurer. Grants are limited to \$2500; applications over \$2500 will not be considered. For requests over \$2500, contact the Executive Committee ([exec@wedgwoodpta.org](mailto:exec@wedgwoodpta.org)).
- 8. How do awardees access funds?** Mini Grant funds will be reimbursed based on receipts. Mini Grants may not carry over funds to the next school year. All purchases must be completed (receipts submitted) by the last day of school.
- 9. How do staff apply?** Complete the online application. All questions required, unless otherwise stated. Incomplete applications will be returned. Incomplete applications may be resubmitted.
- 10.** Staff who would like to make other funding requests may be directed to complete a Mini Grant Application by the PTA. The PTA may use the Mini Grant Application to facilitate review of funding requests.

**ALL FUNDING RECIPIENTS AGREE TO THE FOLLOWING:**

- Funds will not be used for the following: to replace emergency funds, scholarships, professional development, facilities modifications, or staff salaries.
- Keep receipts for related purchases for reimbursement; or arrange for direct payment prior to purchasing.
- A brief description of stipends and awarded grants will be posted to the PTA website.
- All items purchased via classroom stipend or grant funds remain property of Wedgwood Elementary.
- All purchases must be completed by the last day of school.
- For Grant Awardees Only: Notification of Building Leadership Team by the PTA that the award was granted.
- Upon request, submit a report to the PTA with updates of project results, outcomes, and photos.

Email [exec@wedgwoodpta.org](mailto:exec@wedgwoodpta.org) with questions.



**MINI APPLICATION QUESTIONS & SCORING RUBRIC**

-	Question	Scoring Guidelines (# of points)	Score
Applicant	Primary Applicant Name	-	-
Applicant	Primary Applicant Job Title	-	-
Applicant	Primary Applicant Email	-	-
Applicant	Co-Applicant(s) Name, Job Title	-	-
Applicant	Applicant(s) PTA members?	No Yes (5)	/5
Applicant	Applicant(s) received other mini grants	Yes (0) No (5)	/5
Applicant	Applicant(s) receives a PTA stipend	Yes (0) No (5)	/5
Applicant	Applicant(s) position funded via PTA Staffing grant	Yes (0) No (5)	/5
Applicant	Project Title	-	-
Applicant	Total Amount	-	-
Applicant	Funding Level	Full Funding Only Partial Funding OK	-
Applicant	Partial Funding Minimum, if applicable	-	-
Applicant	Beneficiaries (Choose all that apply)	Students (8 pts) Families (5 pts) Staff (2 pts)	/15
Applicant	# Students Served	<15 (0 pts) 16-35 (2 pts) 36-89 students (5 pts) 90-179 students (10 pts) 180+ students (15 pts)	/15
Applicant	Align with Funding Bands	Yes (20) No (0)	/20
Applicant	Beneficiary Details: Describe which students/families/staff are served.	-	-
Applicant	Project Description	-	-
Applicant	Timeline of purchases, events, or deadlines.	-	-
Applicant	Budget of items to be purchased and their cost.	-	-
Applicant	Consumables: what best describes this project?	Use a limited number of times this school year (0) Use recurrently throughout this school year (10) Use recurrently over several school years. (15)	/15
Applicant	Including Attachments	-	-



Applicant	Align with PTA Mission & Vision	Yes (10) No (0)	/10
Applicant	Grant Awardee Agreement	I Agree	-
Principal	Recommend project for funding	Yes No	-
Principal	Alternative Funding Available	Yes (0) No (5)	/5
Principal	Comments	-	-
Exec	Rubric Score (Note in minutes)		<b>/100</b>
Exec	Comments		
Board	Comments		
Board	Vote (Note in minutes)		
Follow-up	Notify Applicant, Principal and Building Leadership Team informed of outcome. If awarded: -Treasurer: note award in budget, if applicable. -Communications: update website, announce in newsletter & social media		

**REVISION HISTORY**

12/5/2022	PTA executive board agrees to review and revise current grants process
1/9/2023	PTA executive board reviews draft of proposed grants process; agrees to proceed with seeking feedback from staff, and then will present to the board for voting.
2/16/2023	PTA presents summary of proposal to Principal
2/19/2023	PTA sends draft proposal sent to Principal for staff feedback
3/6/2023	PTA executive board reviews final draft for presentation to board at next meeting
3/13/2023	Draft presented to the PTA Board with the Principal and a teacher present. Feedback from parents & teachers requested.
4/17/2023	Approved by the board.
5/16/2024	Removed review of applications in Nov and Feb. Added that up to one half of budgeted amount be may awarded through 12/31. Removed rubric score for “Project Description” and “Budget” Redistributed rubric points. Added that the Mini Grant Application may be used to review other PTA funding requests. Removed that funds may be used for transportation.



## **CONFLICT OF INTEREST POLICY (APPROVED 5/16/2024)**

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### **PURPOSE**

The purpose of this policy is to protect the Wedgwood 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.

### **POLICY**

1. This policy applies to all officers or members of the Wedgwood PTA's board of directors and to other persons who have been authorized to make purchases on behalf of the PTA.
2. Any person covered by paragraph one 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. Any COI or potential COI shall be disclosed as soon as known by sending an email to the Executive Committee. The Executive Committee shall present the COI or potential COI to the Board, and the person making the disclosure shall be invited, though their attendance is optional.
3. 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.
4. The remaining board members will decide if a conflict of interest exists, if a management plan is warranted, and what that plan is by a majority vote that will be recorded in the minutes of the meeting. If the interested member is an employee of Wedgwood Elementary, the management plan may include recusal of voting on budget matters as a board member.
5. 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.
6. 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.
7. Any member of the board who believes that a person covered by paragraph one 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.
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 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.
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 of directors has reason to believe that a person covered in paragraph one 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 confirm in writing (wet ink or electronic via email or online form i.e. google form) or verbally as noted in the meeting minutes 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 Wedgwood 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 Wedgwood 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.

**REVISION HISTORY**

3/13/2023	Approved by the board
5/16/2024	<p>Added to #3: Any COI or potential COI shall be disclosed as soon as known by sending an email to the Executive Committee. The Executive Committee shall present the COI or potential COI to the Board, and the person making the disclosure shall be invited, though their attendance is optional.</p> <p>Added to #5: if a management plan is warranted, and what that plan is</p> <p>Added to #5: If the interested member is an employee of Wedgwood Elementary, the management plan may include recusal of voting on budget matters as a board member.</p>



**SOCIAL MEDIA POLICY (APPROVED 5/16/2024)**

**PURPOSE**

Wedgwood PTA recognizes social media as a communication tool to encourage participation and membership; promote events organized or sponsored by the PTA; provide accurate, relevant up-to-date information regarding the PTA; and share district, community, and school information that impacts Wedgwood families.

**POLICY**

1. Members of this PTA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals that are associated with Wedgwood Elementary.
2. The COMMUNICATIONS director shall maintain the login and password information for all Wedgwood PTA social media accounts. They may share login information or add administrators with the delegation of duties. The COMMUNICATIONS director may delegate management of Wedgwood PTA social media accounts to the SOCIAL MEDIA LEAD, as needed, while maintaining administrative access.
3. Social media account passwords shall be changed annually.
4. The COMMUNICATIONS director shall review who has administrative access to all social media accounts at least annually.
5. All social media posts represent the person posting, unless otherwise specified.
6. Wedgwood PTA social media accounts may only be used for PTA and school-related business.
7. Photos on public Wedgwood PTA social media posts shall not be personally identifiable, unless permission has been given by the parent/family.

**REVISION HISTORY**

10/12/2023	Approved by the board
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