

**Executive Committee**

**President**  
Bruce Bohren

**President-Elect**  
Peg Staehlin

**Vice President of  
Field Operations**  
Kathy Meitzler

**Vice President of Programs**  
Rhonda Jenkins

**Secretary**  
Darcy Killigrew

**Treasurer**  
Nan Tharp

**Executive Director**  
Jolene Lowder

August, 2011

To: Local Unit Presidents  
Council Presidents

RE: Codes of Conduct for Board Members

To provide assurance that our members are fulfilling their responsibilities, adhering to the guidelines of membership on a not for profit board, and upholding the Mission and Purposes of the Illinois PTA through compliance with the bylaws, following established procedures and showing respect for all members, we require that each member of the State Board sign an Ethical Conduct Agreement. We believe that this agreement is a reminder of our duty to the association and its membership.

Attached is a draft copy of such an agreement. The executive committee of the Illinois PTA strongly recommends that every local PTA unit consider adopting such a procedure as a means of establishing an appropriate code of conduct for board members. This agreement can be adapted to fit the needs of your PTA and should serve as a reminder that each of us has a responsibility to each other and the association as well. Having a policy in place before an issue arises allows you to deal with the issue rather than any individual in a time that could be emotionally charged.

If you would like additional information, please do not hesitate to contact the Illinois PTA.

Bruce Bohren  
Illinois PTA State President

## Ethical Conduct Agreement for \_\_\_\_\_ PTA

Board Members must:

1. Uphold the Bylaws, Purposes, and Basic Policies of the Illinois PTA.
2. Respect all members of the board, and refrain from comments, public and private, which defame the work or character of any board member.
3. Respect the confidentiality of all information, both oral statements and written materials. Materials and statements designed to be shared with the membership are not considered confidential.
4. Respect and support decisions adopted by the board and made within the parameters of the Bylaws and Robert's Rules of Order. Disagreements with those decisions need to be brought before the PTA board. Decisions deserve the respect and confidentiality of each member of the board.
5. Recognize that the president is the official spokesman of the \_\_\_\_\_ PTA.
6. When making statements based on personal opinions, declare publicly that the statements are personal and are not being offered as the position of the PTA.
7. Respect the \_\_\_\_\_ PTA and not make statements that will undermine the public confidence in the association or damage its reputation.
8. Acknowledge that the dignity of each individual is a right that needs to be recognized and protected by contributing to a board environment that is fair and democratic.
9. Respect the board and the president by providing adequate information concerning an absence or resignation.
10. Resign when unable to fulfill the duties of the position.
11. Recognize that when conflict arises, it is the obligation of each board member to address that conflict in an atmosphere of respect and democracy. When the conflict becomes harmful to the \_\_\_\_\_ PTA, it is the duty of a board member to resign.
12. Refrain from using one's position for the personal financial gain of self, family or personal friends.
13. Acknowledge acceptance of these guidelines by signing the agreement. Signed copies will be retained by the board member and the president.

**Any infraction of this ethics statement shall be reviewed by the executive committee of \_\_\_\_\_ PTA. If further action is deemed appropriate by the executive committee, recommendations of the executive committee may be referred to the full board for consideration.**

The board of \_\_\_\_\_ PTA may make additions or revisions to this statement at their scheduled meetings as part of the review of standing rules. Board members who are in violation the Bylaws, or not upholding the OBJECTS or Basic Policies of the \_\_\_\_\_ PTA may be subject to dismissal.

**As a member of the \_\_\_\_\_ PTA board, I agree to the above.**

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Date