

**AMENDED AND RESTATED BYLAWS**  
**OF**  
**WHEATLAND ELEMENTARY PARENT TEACHER ORGANIZATION, INC.**  
**(A Not-For-Profit Corporation)**

**ARTICLE I            NAME**

The name of this organization shall be the Wheatland Elementary Parent Teacher Organization, Inc. (hereinafter referred to as the PTO).

**ARTICLE II            MISSION STATEMENT**

The mission of the PTO is to promote the growth and education of all children attending Wheatland Elementary School (hereinafter referred to as WES). It will encourage the partnership of parents and teachers to benefit these students in their homes, school, and community.

**ARTICLE III            GENERAL POLICIES**

- A. The programs of the PTO shall be educational and developed through coordinating efforts of the Executive Board.
- B. The PTO shall be a non-commercial, non-sectarian, and non-partisan organization. It shall not endorse a commercial enterprise or a candidate. The PTO's name and the names of its members in their official capacities shall not be used in connection with any commercial concern, with any partisan interest, or for any purpose other than the regular work of the PTO.
- C. The PTO shall not seek to direct the administrative activities of WES or to control its policies.
- D. The PTO may cooperate with other organizations and agencies active in child welfare, such as conference groups and coordinating councils, provided the PTO's representative makes no commitments that bind the PTO, unless specifically authorized.

- E. The PTO shall be representative of group concerns pertaining to the general welfare of all WES students, rather than individual issues.
- F. The PTO shall act as liaison between home and WES in the presentation and communication of issues.

#### **ARTICLE IV MEMBERSHIP**

Membership is automatically granted to: (1) all parents, guardians, and adults standing in loco parentis (primary caregiver) of children attending WES and (2) teachers, administrators, and staff of WES. The PTO does not discriminate in membership. Members shall promote the mission statement, uphold the policies, and subscribe to the bylaws of the PTO.

#### **ARTICLE V OFFICERS AND ELECTIONS**

**Section 1 Elected Officers and Duties.** The officers shall be a President, Vice President, Secretary, and Treasurer. Officer positions may be shared, *e.g.*, co-secretaries.

- A. President.** The president shall serve as the official representative of the PTO and preside at all meetings of the Executive Board and the PTO.
- B. Vice President.** The Vice-President shall act as an aid to the President, perform the duties of the President in the absence or inability of the President to serve, and oversee the committee system of the PTO.
- C. Secretary.** The Secretary shall record the minutes of all meetings of the Executive Board and the PTO, maintain the corporate minute book, and maintain copies of Executive Board policies.
- D. Treasurer.** The Treasurer shall receive all monies of the PTO, keep an accurate record of receipts and expenditures, pay out funds in accordance with the approved budget, and serve as chairperson of the Allocations Committee. The Treasurer shall present a financial statement at every meeting of PTO and at other times when requested by the Executive Board, and shall make a full report at the end of the school year. The Treasurer is responsible

for completing and filing all tax returns and other forms required by government agencies.

**E. Other Duties.** All officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws or as may be delegated to him or her. They will deliver to their successors all official materials on or before June 30. After their terms have ended, they will continue to assist the Treasurer in completing and filing all tax returns and other forms required by government agencies.

**Section 2 Qualifications.** Any PTO member in good standing may become an officer of the PTO.

**Section 3 Nomination and Elections of Officers.** The Executive Board will appoint a nominating committee made up of the Vice-President and two (2) members at large prior to the next to the last meeting of the school year. The nominating committee will (1) report any vacancies at the next to the last meeting of the year, (2) receive all nominations, and (3) verify all nominations. Nominations also will be accepted from the floor at the second to the last meeting and the last meeting of the year.

Elections of officers will be held at the last meeting of the school year. If a position is contested, the election will be by ballot.

**Section 4 Term of Office.** Officers shall assume their official duties on July 1. They shall serve for a term of one (1) year ending on June 30.

**Section 5 Vacancies.** A vacancy occurring in any office except President shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board, with seven (7) days notice of such election to PTO members. Such notice shall be posted on WES bulletin boards, on the WES website, and delivered via the PTO newsletter. A vacancy occurring in the office of President shall be filled by the Vice-President. The replacement officer shall serve for the remainder of the existing term.

**Section 6 Resignation.** An officer may resign at any time by giving written notice to the President or the Secretary. The resignation will be effective upon receipt of the notice by the PTO.

**Section 7**      **Removal.** An officer can be removed from office for failure to fulfill the officer's duties, after reasonable notice, by a majority vote of the Executive Board. Removal will occur automatically upon the date of the action by the Executive Board.

**ARTICLE VI                      EXECUTIVE BOARD**

**Section 1**      **Membership.** The Executive Board consists of the elected officers: President, Vice-President, Secretary, and Treasurer.

**Section 2**      **Duties.** The duties of the Executive Board shall be:

- A. To transact necessary business in the intervals between general PTO meetings and such other business as may be referred to it by the PTO.
- B. To approve the work plans of committees.
- C. To present reports at general PTO meetings.
- D. To appoint an auditor at the next to the last meeting of the school year.
- E. To prepare a proposed budget and recommend acceptance of the budget to the PTO.
- F. The Executive Board has the authority to approve expenditure of up to \$500, up to a yearly maximum of \$2,000. For purposes of such approval, two-thirds (2/3) of the Executive Board shall constitute a quorum.

**Section 3**      **Meetings.** Meetings of the Executive Board may be held during the school year. A majority of the Executive Board shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by any two (2) members of the Executive Board.

**Section 4**      **Cooperation with School Officials.** The Executive Board will seek the input and opinions of WES teachers, administrators, and staff. The WES Principal will be invited to attend Executive Board meetings unless the Principal's presence is unnecessary.

**ARTICLE VII COMMITTEES**

- Section 1 Standing Committees.** The Executive Board will create standing committees to promote the objectives of the PTO.
- Section 2 Special Committees.** The Executive Board may form special committees. Because a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report received.
- Section 3 Committee Membership.** Committees may consist of PTO members, with the President acting as an ex-officio member of all committees except the nominating committee.
- Section 4 Guidance.** The chairperson of each committee shall receive instruction and guidance through the Executive Board. No committee work shall be undertaken without the approval of the Executive Board. No committee may be formed without the approval of the Executive Board.

**ARTICLE VIII MEETINGS**

- Section 1 General PTO Meetings.** General meetings of the PTO shall be held to conduct the business of the PTO. Meetings will be held at least five (5) times throughout the school year, as agreed upon by the Principal and the Executive Board. The time and place of the meeting shall be announced at least seven (7) days prior to the meeting. Notice will be given through posting on WES bulletin boards, on the WES website, and in the PTO's newsletter.

The last meeting of the school year will be the annual meeting for receiving reports, electing officers, and conducting other business that should arise.

- Section 2 Special PTO Meetings.** Special meetings of the PTO may be called by the Executive Board or by petition of at least ten (10) PTO members. The time, place, and purpose of all Special PTO Meetings shall be announced at least seven (7) days prior to the meeting. Notice will be given through posting on WES bulletin boards, on the WES website, and in the PTO's newsletter.

The only business to be conducted during Special PTO Meetings shall be directly related to the purpose stated when the meeting was announced and shall consist of business that cannot wait until the next regularly scheduled meeting.

**Section 3**     **Participation.** The privilege of introducing motions, debating, and voting is limited to PTO members.

**Section 4**     **Voting.** All PTO members in attendance are eligible to vote. Absentee and proxy votes are not allowed.

**Section 5**     **Quorum.** Six (6) members of the PTO present and voting constitute a quorum for the purpose of voting. To pass a motion requires a majority vote of those in attendance.

**ARTICLE IX           FINANCIAL POLICIES**

**Section 1**     **Fiscal Year.** The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

**Section 2**     **Banking.** All funds shall be kept in a checking account in the name of Wheatland Elementary Parent Teacher Organization, Inc., requiring two (2) signatures of the Executive Board and held at a local financial institution. There shall be no pre-signing of checks by any authorized signer.

**Section 3**     **Reporting.** All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity to the President to review. Both the Treasurer and the President will sign the bank statement.

The PTO shall arrange an independent review of its financial records each year.

**Section 4**     **Ending Balance.** The PTO shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

**Section 5**     **Contracts.** Authority to sign contracts is limited to the President or the President's designee.

**ARTICLE X            PARLIAMENTARY AUTHORITY**

Robert's Rule of Order Newly Revised shall govern the PTO in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE XI            AMENDMENTS**

These bylaws may be amended at any duly called meeting of the PTO. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

**ARTICLE XII            EFFECTIVE DATE**

These Amended and Revised Bylaws were adopted by the membership during a General PTO Meeting properly called on August 26, 2014, and shall take effect immediately.

**WHEATLAND ELEMENTARY PARENT TEACHER ORGANIZATION, INC.**  
**BY-LAWS**  
Passed 10/14/08

**ARTICLE 1 – Name**

The name of this association shall be the Wheatland Elementary Parent Teacher Organization, Inc. hereinafter referred to as the PTO.

**ARTICLE II – Mission Statement**

The mission of the Parent Teacher Organization is to promote the growth and education of all children attending Wheatland Elementary School. We will encourage the Partnership of parents and teachers to the benefit of the children and youth in the home, school, and community.

**ARTICLE III – Policies**

**Section 1.**

The programs of the Wheatland PTO shall be educational and developed through coordinating efforts of the Executive Board.

**Section 2.**

Wheatland PTO shall be a non-commercial, non-sectarian, and non-partisan organization. It shall not endorse a commercial enterprise or a candidate. Wheatland PTO's name or the names of any of the members in their official capacities shall not be used in connection with any commercial concern or with any partisan interest, or for any purpose other than the regular work of the organization.

**Section 3.**

Wheatland PTO shall seek neither to direct the administrative activities of the school nor to control its policies.

**Section 4.**

Wheatland PTO may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representative makes no commitments that bind the group he or she represents.

**Section 5.**

Wheatland PTO shall be representative of group concerns rather than individual issues pertaining to the general welfare of all children.

**Section 6.**

Wheatland PTO shall act as liaison between home and school in the presentation and communicational issues.

**ARTICLE IV – Membership**

All parents and guardians of children attending Wheatland Elementary and members on the staff are considered members of the PTO. Members shall promote the mission statement, uphold the policies, and subscribe to the by-laws of this organization. Membership shall be available without regard to race, sex, color, creed, national origin, handicap/disability, or age.



## **ARTICLE V – Officers and Elections**

### **Section 1.**

- a) The officers of Wheatland Elementary shall be President, Vice President, Secretary, and Treasurer.
- b) A nominating committee with the Vice President and two members at large shall be appointed at the March meeting by the executive board of the PTO. This committee shall be introduced to the general membership at the March meeting and nominations shall be accepted at that time through the May meeting. The responsibilities of the nominating committee shall be:
  - 1. Accept all nominations
  - 2. Verify all nominations
  - 3. Report any vacancies at the April meeting.
- c) Nominations will be accepted by any of the following:
  - 1. From the floor.
  - 2. Contacting any member of the nominating committee.
- d) All nominations shall be presented at the May meeting at which time nominations will be accepted from the floor.
- e) Elections by ballot for new officers will be held during the May meeting in the event there is a run off.
- f) Officers shall be installed at the regular meeting in May, shall assume their official duties on July 1, and shall serve for a term of one year ending June 30<sup>th</sup>.

### **Section 2.**

A vacancy occurring in any office shall be filled for the un-expired term by a person elected by a majority vote of the remaining members of the executive board with notice of such election having been given.

## **ARTICLE VI – Duties of the Officers**

### **Section 1.**

The president shall preside at all meetings of the organization and of the executive board; shall perform other duties as prescribed in these by-laws or assigned by the organization or by the executive committee in order that the objectives of the organization may be promoted.

### **Section 2.**

The Vice President shall be program chairperson and act as an aid to the President, shall perform the duties of the President in the absence of inability of the officer to serve, and shall perform other duties as delegated. In case a vacancy occurs in the office of President, the Vice President shall serve.

### **Section 3.**

The Secretary shall record the minutes of all meeting of the organization, shall keep for reference the current approved copy of the by-laws, and shall perform other duties as delegated.

## **ARTICLE VI – Duties of the Officers (continued)**

### **Section 4.**

The treasurer shall receive all monies of the organization; shall keep an accurate record of the receipts and expenditures; and shall pay out local funds in accordance with the approved budget as authorized by the organization; serve as chair to the budget committee and be responsible for completing and filing all tax returns and other forms required by government agencies; and shall secure two signatures on all checks as there shall be no pre-signing of checks by any authorized signer. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive board, and shall make a report at the end of the school year. An outside auditor shall audit the Treasurer's accounts annually. Accounts should be in the Treasurer's name and the President's name as and/or. Monthly statements sent to the school will be reviewed at monthly meetings by the treasure and president.

### **Section 5.**

All officers shall perform the duties as prescribed in the parliamentary authority in addition to those outline in these by-laws and those assigned from time to time. They will also deliver to their successors all official materials on or before June 30<sup>th</sup> and will assist the new treasurer in completing and filing all tax returns and other forms required by government agencies.

## **ARTICLE VII – PTO Board**

### **Section 1.**

The PTO Board shall consist of the elected officers of this organization, all committee chairpersons, and the building administrator. Each member of the PTO Board shall fulfill the duties of their office and other duties outlined within these by-laws.

### **Section 2.**

The executive board shall consist of President, Vice President, Secretary, and Treasurer. They shall be referred to as officers. The members of the executive board shall serve until their successors are elected and/or appointed.

### **Section 3.**

The duties of the executive board shall be:

- a) To transact necessary business in the intervals between organization meetings and such other business as may be referred to by the organization as stated in Article VII, Section 3.
- b) To approve the work plans of the committee.
- c) To present a report at the regular meetings of the organization when required.
- d) To appoint an auditor at the April meeting.
- e) To approve the budget prepared by the elected officers and recommend acceptance of the budget by the organization.

### **Section 4.**

Meetings of the executive board may be held during the school year. A majority shall constitute a quorum. Special meeting of the executive board may be called by the President or by a majority of the members of the board.

## **ARTICLE VIII – Meetings**

### **Section 1.**

Regular meetings of the Wheatland PTO shall be held every month as agreed upon by the school administrator and the executive board.

### **Section 2.**

Special meetings may be called by the executive board.

### **Section 3.**

Two thirds of the PTO executive board shall constitute a quorum for the transaction of business in any meeting of this organization of up to \$100.00. Any expenditure over \$100.00 must be brought before a meeting for a vote.

### **Section 4.**

All PTO members in attendance are eligible to vote. To pass a motion requires a majority vote of those in attendance.

### **Section 5.**

The privilege of holding office, introducing motions, debating and voting shall be limited to the members of the organization (as defined in Article IV).

## **ARTICLE IX – Committee**

### **Section 1.**

Committees shall be created by the executive board to promote the objectives of the PTO. No committee shall be formed without the approval of the executive board.

### **Section 2.**

The chairperson of each committee shall receive instruction and guidance through the executive board. No committee work shall be undertaken without the approval of the executive board.

### **Section 3.**

The power to form special committees and appoint their members rests with the executive board. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

### **Section 4.**

The president and/or Vice President shall be the ex-officio a member of all committees with the exception of the President and the nominating committee.

## **ARTICLE X – Parliamentary Authority**

Robert's Rule of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

## **ARTICLE XI – Amendments**

These by-laws may be amended at any regular meeting of the PTO.

**Wheatland Elementary Parent Teacher Organization, Inc.  
Conflict of Interest Policy**

**Article I  
Purpose**

The purpose of the conflict of interest policy is to protect the interest of the Wheatland Elementary Parent Teacher Organization, Inc. (“Wheatland PTO”), a tax exempt organization, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Wheatland PTO or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Article II  
Definitions**

**1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

**2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Wheatland PTO has a transaction or arrangement,
- b. A compensation arrangement with the Wheatland PTO or with any entity or individual with which the Wheatland PTO has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Wheatland PTO is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## **Article III Procedures**

### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Wheatland PTO can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Wheatland PTO's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### **4. Violations of the Conflicts of Interest Policy**

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Article IV**  
**Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

**Article V**  
**Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Wheatland PTO for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Wheatland PTO for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Wheatland PTO, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Article VI**  
**Annual Statements**

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Wheatland PTO is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Article VII**  
**Periodic Reviews**

To ensure the Wheatland PTO operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Wheatland PTO's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

**Article VIII**  
**Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Wheatland PTO may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Adopted August 30, 2016

## POTENTIAL CONFLICT OF INTEREST DISCLOSURE STATEMENT

Director/Officer/Coordinator

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

*If you **have** a potential conflict of interest, please complete and sign **Section A**.*

*If you **do not** have a potential conflict of interest, please complete and sign **Section B**.*

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### Section A:

Business and professional activities in which you or a family member currently hold a financial interest as an owner, director, officer, partner, member, or employee that have a business relationship or potential business relationship with the Wheatland PTO.

Name of business with which your or family member are associated	Position	Percentage of Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I acknowledge that I have read the Wheatland Elementary Parent Teacher Organization, Inc., Conflict of Interest Policy and that I am in no other undisclosed position which may create a conflict of interest with the Wheatland PTO or any of its subordinates or affiliates.

\_\_\_\_\_  
Director/Officer/Coordinator (Signature)

\_\_\_\_\_  
Date

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### Section B:

If you **do not** have a potential conflict of interest, please sign below:

I acknowledge that I have read the Wheatland Elementary Parent Teacher Organization, Inc., Conflict of Interest Policy and that I am in no undisclosed position which may create a conflict of interest with the Wheatland PTO or any of its subordinates or affiliates. I will update this Disclosure Statement immediately with any changes.

\_\_\_\_\_  
Director/Officer/Coordinator (Signature)

\_\_\_\_\_  
Date

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# Wheatland Elementary Parent Teacher Organization, Inc.

## Social Media Policy

### **Purpose**

The purpose of this policy is to provide guidelines for the appropriate use of social media by the members and volunteers, of the Wheatland Elementary Parent Teacher Organization, Inc. (“Wheatland PTO”) in alignment with our mission and values.

### **Scope**

This policy applies to all individuals representing Wheatland PTO on any social media platform, including but not limited to Facebook, X (formerly Twitter), Instagram, and LinkedIn.

### **Guidelines**

1. **Confidentiality:** To ensure the safety of our community, Wheatland PTO will never post or release information that is considered private and confidential. This includes posting conversations, names, personal schedules, addresses, phone numbers. Photos of students will not be posted on Wheatland PTO social media accounts.
2. **Privacy and Access:** The official social media accounts of Wheatland PTO shall be set to private or restricted access to limit the audience to approved followers or members. This is to maintain control over the dissemination of official information and to protect the privacy and security of our students, Wheatland PTO, its members, volunteers, Wheatland Elementary School and Andover USD385. All Executive Board Members will have access to the logins and passwords for all social media accounts owned by Wheatland PTO. This access will enable board members to oversee and manage the accounts when necessary
3. **Professionalism:** All social media posts and interactions should reflect the positive and professional image of Wheatland PTO, its members, Wheatland Elementary School and Andover USD385. Engaging in online disputes or negative remarks of any kinds especially those about Wheatland PTO or its members, or any individuals associated with Wheatland PTO should be avoided.
4. **Transparency:** When posting about Wheatland PTO, members should clearly state their affiliation with Wheatland PTO to maintain transparency and avoid misinterpretation of personal views as organizational endorsements.

5. **Respect:** Members should engage in respectful and courteous interactions on social media, refraining from any form of discriminatory, defamatory, or harassing behavior.
6. **Compliance:** All social media activity should comply with relevant laws, including copyright, privacy, and anti-discrimination legislation, and adhere to the terms of service of the social media platforms used.
7. **Official Communication:** Only designated individuals authorized by the organization should communicate official organizational positions or announcements on social media.

### **Accountability**

Members found in violation of this policy may be subject to disciplinary action, up to and including removal from their association with the organization.

### **Review**

This policy will be reviewed as needed to ensure it remains aligned with the evolving landscape of social media and organizational needs.

*APPROVED and ADOPTED SEPTEMBER 24, 2024*