WSPTA POLICY
MANUAL

WSPTA Board of Directors
The WSPTA board of directors owns the WSPTA policy and is charged with revising and updating to reflect current business practices. Policy shall address how things shall be done but should allow for some flexibility and nimbleness to address opportunities that may arise.

Washington State PTA
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Appendix K: Investment Fund Policy
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The WSPTA board of directors shall approve all changes to this document of a substantive nature. The WSPTA policy committee shall be authorized to make minor corrections in spelling, numbering, and other non-substantive matters as necessary. In addition, they may make necessary adjustments to references to the WSPTA Uniform Bylaws, if the members approve amendments.
Section One: Guiding Principles

1.1 PTA Vision
Making every child’s potential a reality.

1.2 PTA Mission
PTA is
- A powerful voice for children,
- A relevant resource for families, schools and communities, and
- A strong advocate for the well-being and education of every child.

The Washington State PTA accomplishes the mission of PTA by:
- Speaking on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children;
- Supporting parents* in developing skills to raise, protect and advocate for their children;
- Encouraging parent*, teacher, student and community involvement;
- Promoting opportunities for positive outcomes for children; and
- Being a financially stable, well-managed organization that promotes diversity, provides quality service, models best practices and values its members and employees.

*Parent may include adults who play an important role in a child’s family life since other adults (grandparents, aunts, uncles, or guardians) may carry the primary responsibility for a child’s health, welfare, education and safety.

1.3 Strategic Plan
The components of the Washington State PTA Strategic Plan are created to ensure the association’s relevance and sustainability. The alignment of core values, goals, objectives and business practices with our vision and mission creates a successful roadmap for the future.

1.3.1 Core Values
The core values of Washington State PTA are the principles that represent the internal conduct of the association, as well as the relationship with external stakeholders.
Integrity – aspiring to a personal quality of fairness and equity, being honest and truthful, doing the right thing, at the right time, for the right reason.

Respect – to ensure that everyone’s viewpoint is heard, and to hold in high regard and high esteem, the worth and value of another individual.

Commitment – being dedicated to the Association’s mission and vision, engaging in activities that ensure the sustainability of the Association beyond one’s own desires.

Collaboration – to work with one another, to cooperate, and to do one’s fair share of the work when on a team, committee, or in working initiatives.

Accountability – to be responsible, answerable for actions taken, to make informed decisions and providing stewardship by managing the data and information in making decisions.

Pioneering – being innovative, willing to take informed risks, to provide opportunities and ventures for growth and being open to, and endorsing creative ideas.
1.3.2 Strategic Objectives
The Washington State PTA Strategic Plan identifies the following strategic objectives as steps toward achieving the association’s mission and vision:

• Sustainability of the association.
• Financial stability.
• Ensuring leadership and management skill sets for members as we lead into the future.
• Alignment and integration strategies of the state-level mission with an emphasis on support functions and impacts across disciplines including membership, advocacy, and family and community engagement.
• Using social media, communications, and marketing plans, as a collective resource and management tool to enhance the WSPTA story.
• Utilizing technology as a collective resource and management tool.
Section Two: Organization Structure

National PTA
(Made up of 54 “PTA congresses” internationally)

Washington State PTA

Areas
(5 areas statewide)

Area A
Includes Regions 1 & 6

Area B
Includes Regions 2 & 5

Area C
Includes Regions 9 & 10

Area D
Includes Regions 3, 4, 11, & 12

Area E
Includes Regions 7, 8, & 15

Regions
(13 regions statewide)

Councils
(30+ councils statewide)

Local PTAs & PTSAs
(865+ local PTAs & PTSAs statewide - some are served by councils)

Membership
(134,000+ members statewide)
2.1 National PTA
National PTA policies are located in Section Eleven of this policy document.

2.2 Washington State PTA
Washington State PTA (WSPTA) is affiliated with National PTA and shall abide by the affiliation agreement as well as the National PTA bylaws and other relevant requirements. The association shall be led by any federal or state requirements, the WSPTA Uniform Bylaws as approved by the members, and this policy document.

2.3 Washington State PTA Areas
The state shall be comprised of five designated areas. The governance of the association shall be managed by an area vice president who shall represent the members in that area to the WSPTA board of directors. Policies for this group are located in Section Four of this policy document.

2.4 Washington State PTA Regions
The state shall be comprised of thirteen regions. Those regions shall be designated into one of the five defined areas. The regions shall be serviced by region directors who shall maximize the service to the region by developing a service delivery team that may help local PTAs and councils in their specific region. The area vice presidents shall identify the region directors with approval of the WSPTA executive committee. Region details are located as Article 6 of the WSPTA Uniform Bylaws and as Section Four of this policy document.

2.5 Councils
Councils may be organized under the authority of the WSPTA and consist of local PTAs as identified in Section Three of this policy document. The functions of a council are to promote the purposes of WSPTA; to provide services, information, support, and leadership training for local PTAs in their area. They promote cooperation among the local PTAs and encourage projects promoting children’s health, safety, welfare and/or education in the local PTAs and the community. They are comprised of each local PTA in their designated area. The local PTA, as an entity, not the individual members, comprise the membership of the council.

2.6 Local PTAs
Local PTAs may be chartered by any group interested in furthering the vision, mission and purpose of the National PTA and Washington State PTA. They shall be governed by the WSPTA Uniform Bylaws and the policies as laid out in Section Three of this policy document as well as their own standing rules and policies as approved by their membership. They are comprised of each individual who pays the applicable dues as prescribed by the standing rules of the local PTA.

Non-school-based PTAs may be established to meet the needs of children and families that are not addressed by school-based PTAs. The activities of non-school-based PTAs usually supplement, rather than replace, school-based PTA activities.

2.7 Members
Any person, without discrimination, who supports the purposes and basic policies of the National PTA, Washington State PTA and the local PTA and has paid dues required by the local PTA shall be considered a PTA member. Membership shall entitle that person to benefits, resources and services as available from the WSPTA and National PTA. Article 4 of the WSPTA Uniform Bylaws discusses membership.
Section Three: Local PTAs and Councils

A local PTA or council affiliated with the WSPTA promotes the purposes of the National PTA and is willing to uphold WSPTA policies and subscribe to the WSPTA Uniform Bylaws as voted on by the members.

The bylaws detail what a PTA is required to do and policy further details how those requirements shall be accomplished. Furthermore, the standing rules of the local PTA or council lay out the specific information and business practices that represent the culture and needs of that particular PTA.

This WSPTA policy section covers requirements for local PTAs and councils in their business practices. Where appropriate there shall be references to training materials or other sections of this policy document for further information.

3.1 Standards of Affiliation / Good Standing

The Standards of Affiliation (SOA) agreement requirements are in place to ensure local PTAs and councils align with WSPTA’s ethics, policies, and principles; maintain good business practices; and comply with applicable federal and state laws. Effective, well-run PTAs and councils are vital to fulfilling PTA’s purpose and mission.

A local PTA or council in good standing is one which meets the criteria in the SOA agreement adopted by the WSPTA board of directors. The SOA documentation is located on the WSPTA website.

3.1.1 SOA Agreement

The requirements in the SOA agreement reaffirm the initial Affiliation Agreement signed at the charter meeting of the local PTA or council.

The SOA agreement clarifies what is required for a local PTA or council to be considered “in good standing.” Certain services, support, programs or grants require a local PTA or council to be in good standing. This checklist is a way to help local PTA and council leaders ensure their independent nonprofit business remains current with all IRS, state, insurance, and PTA requirements.

The process is set up to be self-monitoring by each individual PTA or council and its board of directors. The SOA agreement checklist should be reviewed by the board of directors, reported to the membership, and recorded in the meeting minutes. This checklist is for internal monitoring purposes only and does not need to be turned in to WSPTA, unless your local PTA or council is selected for periodic review.

If a local PTA or council needs assistance with this checklist, or understanding any of the SOA agreement requirements, please contact your council (if applicable) or region director.

3.1.2 SOA Agreement Requirements

The specific SOA agreement requirements to be in good standing are:

<table>
<thead>
<tr>
<th>Required By</th>
<th>#</th>
<th>Requirement</th>
<th>Fiscal Year</th>
<th>Best Practice/Specifics</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Washington</td>
<td>1.</td>
<td>Officers elected</td>
<td>Current</td>
<td>Officers were elected at a membership meeting. RCW requires president, vice president, treasurer, and secretary (recommended before last fiscal year-end).</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td>Corporate renewal filed</td>
<td>Current</td>
<td>File by annual corporate renewal date – end of the month your PTA incorporated.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
<td>Charitable solicitations filed</td>
<td>Prior</td>
<td><strong>OPTION 1:</strong> More than $50,000 in gross receipts - required to file by May 31.</td>
</tr>
</tbody>
</table>
### Participation Eligibility Requirements

The following SOA agreement requirements may be verified by the WSPTA staff or executive committee throughout the year to confirm local PTA and council eligibility to:

- Receive grants or program participation funds from WSPTA or NPTA;
- Participate in WSPTA and NPTA awards and other programs, including the Reflections program at the national level;
- Send voting delegates to WSPTA convention and legislative assembly based on WSPTA Uniform Bylaws;
- Bring issues and resolutions to WSPTA for consideration.

#### Participation Eligibility Requirements:

1. Officer names/contact info: At a minimum WSPTA needs a president or primary point of contact.
2. 25-member minimum: Had at least 25 members (or approved waiver) the prior fiscal year. Enroll at least 25 members for the current fiscal year no later than June 30.
3. Membership invoices paid: Membership invoices paid in full for the previous fiscal year. Payment of current fiscal year membership invoices shall be current.

---

<table>
<thead>
<tr>
<th>IRS</th>
<th>4. 990 form filed</th>
<th>Prior</th>
<th><strong>OPTION 2:</strong> Not required to file - have or will file the free one-time optional filing. <strong>OPTION 3:</strong> Not required to file - choose not to do the free one-time optional filing. File the appropriate IRS 990 form no later than November 15 (or file the necessary extension and file by the deadline).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance</td>
<td>5. Year-end financial review</td>
<td>Prior</td>
<td>Year-end financial review was conducted for the fiscal year ending June 30 (recommended by August 31).</td>
</tr>
<tr>
<td><strong>WSPTA-Local PTAs &amp; Councils</strong> (Also agree to uphold the ethics, policies, and principles of PTA)</td>
<td>6. Officer names/contact info</td>
<td>Current</td>
<td>Enter names and contact information for all elected officers (as well as key non-elected positions such as membership, advocacy/legislative, Reflections, programs, and family &amp; community engagement) in the membership database (recommended prior to June 30 of last year update as needed).</td>
</tr>
<tr>
<td></td>
<td>7. Budget approved</td>
<td>Current</td>
<td>Budget approved by the membership (recommended prior to June 30 of last year).</td>
</tr>
<tr>
<td></td>
<td>8. Standing rules approved</td>
<td>Current</td>
<td>Standing rules were updated as needed and approved by the membership.</td>
</tr>
<tr>
<td></td>
<td>9. Insurance</td>
<td>Current</td>
<td>Evaluate and purchase appropriate insurance.</td>
</tr>
<tr>
<td></td>
<td>10. Training requirement</td>
<td>Current</td>
<td>Satisfy the annual training requirement (at least one elected officer attend PTA and the Law, and all other elected officers attend at least one WSPTA-approved training before this year’s WSPTA convention). Maintain documentation showing each elected officer satisfied the annual training requirement.</td>
</tr>
<tr>
<td><strong>WSPTA-Local PTAs only</strong></td>
<td>11. 25-member minimum</td>
<td>Current &amp; Prior</td>
<td>Had at least 25 members (or approved membership waiver) the prior fiscal year. Enroll at least 25 members for the current fiscal year no later than June 30.</td>
</tr>
<tr>
<td></td>
<td>12. Membership invoices paid</td>
<td>Current &amp; Prior</td>
<td>Membership invoices paid in full for the previous fiscal year. Current fiscal year membership invoices shall be paid upon receipt.</td>
</tr>
<tr>
<td><strong>WSPTA-Councils only</strong></td>
<td>13. Council Reflections program</td>
<td>Current</td>
<td>Offer a Reflections program for your local PTAs.</td>
</tr>
</tbody>
</table>
3.1.4 Training Requirement
To complete the annual training requirement, at least one elected officer shall attend PTA and the Law and all other elected officers shall attend at least one WSPTA-approved training before the current year’s annual WSPTA convention.

Training received at or after the annual WSPTA convention shall be counted toward the training requirement for the PTA year following convention. A person who attends a WSPTA-approved training and is an elected officer of two or more PTAs shall have fulfilled the training requirement for all positions held.

Each individual officer shall maintain proof of the training that he/she attended. The local PTA or council may develop its own system for maintaining records and proof of training for its officers. For a PTA selected to be audited, the proof of training shall be required.

3.1.5 Periodic Review Procedures
SOA agreement requirements are subject to periodic review at the discretion of the WSPTA executive committee. In a given year, if a periodic review is done, an equal percentage of local PTAs/councils will be selected from each region, based on the combined number of local PTAs and councils in each region. There shall be a minimum of one selected from each region.

Those selected shall show the region director and/or area vice president the requested documentation showing compliance with the following requirements:
1. Officers elected (meeting minutes).
2. Corporate renewal filed (receipt).
3. Charitable Solicitations filed (receipt).
4. 990 Form filed (receipt).
5. Year-end financial review (document).
6. Officer names and contact information (pulled from database by WSPTA).
7. Budget approved (meeting minutes and approved budget).
8. Standing rules updated (meeting minutes and updated standing rules).
10. Training requirement (proof for each officer).
11. 25-member minimum (pulled from database by WSPTA or show waiver).
12. Membership dues invoices (pulled from accounting system by WSPTA).
13. Council Reflections program (participation form, reception flier or other advertising of event).

3.1.6 Non-compliance Information/Procedures
This documentation details the various phases and steps for any local PTA or council that might be out of compliance.

The various phases include, but are not limited to:
1. Notification phase – WSPTA notifies the local PTA or council which standards have not been completed. They are given 30 days to come into compliance.
2. Intervention phase – If compliance is not met within 30 days, a support team is assigned to help the local PTA or council achieve compliance within an additional 30 days (60 days from initial notification).
3. Probation phase – The WSPTA support team shall continue to assist the local PTA or council but certain services and supports shall be suspended.
4. Restructuring phase - The WSPTA support team shall take a more active role in working directly with the membership.
3.2 Local PTA Membership

3.2.1 Enrollment
Each local PTA shall conduct an annual enrollment of members but may admit persons to membership at any time. All members are entitled to the benefits acquired by WSPTA and National PTA for its members. Benefits may be found on the WSPTA website and are listed in WSPTA communications to leaders and members.

3.2.2 Membership Database
Each local PTA shall be given access to the membership database (currently PT Avenue) set up specifically for their PTA. All local PTAs are required to use this database to enter their members. The basic system is provided complimentary to all local PTAs as a benefit of affiliation. A local PTA may choose to upgrade to more enhanced versions of the database. These are available by contacting the PT Avenue company and purchasing these other versions at a nominal cost.

Any dues collected shall be submitted to WSPTA by the deadlines established and detailed in Section 3.3 of this policy document.

Training materials and resources for the membership database may be found on the WSPTA website, at conferences and workshops, and limited support may be received by contacting the WSPTA office.

3.2.3 Membership Lists
Each local PTA shall have access to its membership list, which may only be used for PTA purposes. These lists shall not be shared across PTAs and shall not be released to outside interests.

3.2.4 Membership Voting
Only members of a local PTA who have paid dues for the current membership year shall be entitled to voice and one vote on each matter in the business of the local PTA.

Representatives from local PTAs whose fees are not paid may not participate in the business or activities of the council.

The local PTA standing rules should establish how a PTA member may be selected to serve as a voting delegate for state level events such as the annual WSPTA convention.

The number of voting delegates for the annual WSPTA convention shall be determined by membership paid and enrolled at the end of January (see WSPTA Uniform Bylaws, Article 10, Section 2). The number of voting delegates for legislative assembly is determined by the number of members paid and enrolled by the end of the previous fiscal year (see WSPTA Uniform Bylaws, Article 9, Section 2).

Electronic voting is only allowed for election of officers and nominating committee members as stated in the WSPTA Uniform Bylaws, Article 5, Section 4. The standing rules of the local PTA or council may provide for this process. More details on how to conduct electronic voting are located on the WSPTA website.

3.2.5 Membership Scholarships
A local PTA may NOT use its own funds to pay for or purchase PTA memberships. This includes using PTA funds for partial or full membership scholarships. A local PTA MAY set up a restricted line item in its budget specific to membership scholarships, which is funded solely by donations. These funds may be used to pay for partial or for full assistance of PTA memberships. Unused funds in the membership scholarship budget may carry over year to year but may only be used to cover the cost of PTA memberships.
3.2.6 WSPTA Membership Awards
Some membership awards are determined by enrolled or paid membership numbers by dates determined by the WSPTA membership committee and do not require an application. Other membership awards, also determined by the WSPTA membership committee, do require an application process. Details are located in the leadership resources section of the WSPTA website and in the *WSPTA Membership Handbook*.

3.2.7 Membership Waivers
If, due to extreme circumstances, a local PTA is unable to enroll 25 members by the end of December, it should plan to seek the additional needed members in January and request a waiver from the WSPTA executive committee during the waiver window of January 1 thru February 1. Refer to policy 3.12 Growth and Development, section 3.12.2 for membership waiver instructions.

3.3 Local PTA Membership Dues Collection
3.3.1 Local PTA Membership Dues
The WSPTA per capita membership dues shall be five dollars and seventy-five cents, and the National PTA per capita membership dues is two dollars and twenty-five cents. Increases to the WSPTA’s membership dues shall be determined by the voting delegates during the annual WSPTA convention. National PTA assessment increases shall be automatic according to changes made by National PTA.

Local PTAs that are within the designated area of a council shall also collect any council fees as stipulated in the council’s standing rules.

Local PTA membership dues shall be listed in the local PTA standing rules, either as a specific amount or an “up to $x” statement. The amount shall be at least the cost of the National PTA dues, WSPTA dues and any applicable council per-member fee. The membership shall approve the current amount each year as part of approving the standing rules.

3.3.2 Local PTA Invoices or Membership Dues Collection
Local PTAs shall receive an electronic invoice for WSPTA and National PTA membership dues and council fees (if applicable) by the second Friday of the month for the previous calendar month. Invoicing shall start annually in October. (For example, paid memberships entered in September shall be invoiced in October.) The invoice shall be sent via email to at least two elected officers of the PTA. Local PTAs shall remit payment to the WSPTA by the last day of the month that the invoice was received. Invoices shall only be sent for months when paid memberships were entered in the membership database (current vendor is *PT Avenue*). Those PTAs who have not paid membership dues after 6 months will be required to sign up for direct debit so that the WSPTA receives their monies.

3.3.3 WSPTA Outstanding PTA of the Year
The WSPTA program committee may choose up to two Outstanding PTAs of the Year, one in the elementary division and one in the secondary division (includes middle school, junior high school, high school, community PTAs and councils). No more than one winner per division shall be chosen in a given year. Winners shall meet all requirements, so it is possible there may not be a winner in both divisions each year.

The WSPTA grant line item for the WSPTA Outstanding PTA of the Year shall be used to pay for grants and plaques for the winner(s). The funds shall be used at the discretion of the WSPTA board of directors.
3.4 Council

3.4.1 Functions of a Council
The functions of a council are to promote the purposes of WSPTA; to provide services, information, support, and leadership training for local PTAs in their area. They promote cooperation among the local PTAs and encourage projects promoting children’s health, safety, welfare and/or education in the local PTAs and the community. Councils are comprised of each local PTA in their designated area as defined by their charter. The local PTA, as an entity, not the individual members, comprise the membership of the council. Councils are typically organized around a school district. However, other local PTAs may become members of councils with mutual consent.

3.4.2 Mutual Consent Agreement
The discussion to enter into a mutual consent agreement may be initiated by a council or by a local PTA outside of the council’s designated area. If both parties (local PTA and council) agree that there would be a benefit to including the local PTA as a member of the council, then a more formalized agreement shall be created by the council. Each party shall take the agreement to its membership for a vote to approve the mutual consent agreement. The vote shall be recorded in the meeting minutes and the agreement shall be signed by two officers.

The agreement should cover such things as what the council fees are, length of term, the services and resources available to the local PTA and any other requirements as a member of the council. Upon completion of the written agreement, a copy of the agreement, along with a copy of the local PTA meeting minutes, shall be forwarded to the WSPTA office where the change shall be recorded in the database and council fees shall be managed in the same way as all other member PTAs of the council.

3.4.3 Council Fees
Councils may charge affiliated local PTAs an additional per-member fee or a flat fee as agreed to by the council membership. Council fees shall be included in the invoice for National PTA and WSPTA membership dues. The council is responsible for sending any changes to its council fees to the WSPTA office to ensure accurate collection.

Councils shall determine next year’s per-member and annual fees before the end of the current fiscal year by a date determined by the council’s standing rules.

Councils shall receive payment from WSPTA of their service fees starting the first Friday of November. (For example, councils shall be paid for fees collected in September by the first Friday in November.) Councils shall receive their last payment in July.

3.4.4 Membership Lists
Councils shall have access to the list of officers for each local PTA within their designated area as submitted by the local PTAs. These lists may only be used for PTA purposes and shall not be shared across PTAs, nor shall they be released to outside interests.

3.4.5 Membership Voting
Representatives from local PTAs whose fees are not paid may not participate in the business or activities of the council.

The council’s standing rules should establish how a PTA member of the council may be selected to serve as a voting delegate for state level events such as the annual WSPTA convention.
Each council in good standing shall be entitled to have four voting delegates at the annual WSPTA convention (see *WSPTA Uniform Bylaws*, Article 10, Section 2) and four voting delegates at the legislative assembly (see *WSPTA Uniform Bylaws*, Article 9, Section 2).

Electronic voting is only allowed for election of officers and nominating committee members as stated in the *WSPTA Uniform Bylaws*, Article 5, Section 4. The standing rules of the council may provide for this process. More details on how to conduct electronic voting are located on the WSPTA website.

### 3.4.6 Reflections Program
Councils shall offer a Reflections program for their member local PTAs. Details are located in the *WSPTA Reflections Handbook*.

### 3.4.7 Council Trainings
Councils are encouraged to provide appropriate training for the local PTA leaders and members in their area. WSPTA presentations are available from the region director and may count as the SOA training requirement if approved by the region director. No fee may be charged for attending the presentation, though the council may choose to charge attendees for food.

### 3.5 Electronic Financial Transactions
The WSPTA corporate finance committee (CFC) is responsible for making recommendations to the WSPTA board of directors regarding online banking practices. At least yearly, the CFC shall review all resource materials regarding online banking and work with the leadership committee to ensure that local PTAs and councils have the latest information on best practices.

Local PTAs and councils may access online banking to review and download monthly bank statements and conduct financial transactions. Local PTAs and councils may accept payments (income) using online sites or in-person devices (e.g., PayPal, Square, etc.). Debit, credit and ATM cards are not permitted to disburse PTA funds in accordance with the *WSPTA Uniform Bylaws*. Online banking may be used to make electronic payments to cover approved PTA expenses (e.g., nonprofit corporation renewals, etc.).

A local PTA or council board of directors should create and approve written procedures and internal controls for conducting online banking to minimize the risk of misappropriation of funds. The local PTA or council standing rules should also be amended to reflect online banking procedure implementation. Refer to the *Managing Your Nonprofit PTA Handbook* or *Treasurer’s Handbook* for more information on online banking guidelines and managing PTA funds.

### 3.6 Elections
#### 3.6.1 Nominating Committee
The nominating committee for a local PTA or council shall be elected by the membership.

The nominating committee members shall be elected by voice vote if there are no more than three nominees and by ballot if there are more than three nominees. A plurality vote shall elect. The designated number of candidates receiving the highest number of votes shall be declared the nominating committee. The committee shall select its chair at its first meeting. If there are more than three nominees, the remaining candidates may serve as alternates on the nominating committee if a vacancy should occur. These shall be named in order of the number of votes received.

Further details are located in the *WSPTA Uniform Bylaws* as well as in the leadership resources portion of the WSPTA website in the *WSPTA Nominating Committee Handbook*. 
3.6.2 Election of Officers
Names and contact information of the elected officers of a local PTA or council shall be sent to the WSPTA office preferably after the election is completed but no later than July 1. Other requirements are listed in the WSPTA Uniform Bylaws.

The standing rules of a local PTA or council should establish guidelines for when the election of officers shall take place.

Refer to the WSPTA Uniform Bylaws for additional information.

3.7 Financial Reviews
Each member of a local PTA or council board of directors has the fiduciary responsibility to make sure a financial review is performed at the end of the PTA fiscal year. The treasurer shall close the books by June 30 and submit the books and records for financial review to a financial review committee or a qualified accountant by July 31. The best practice is for the year-end financial review to be completed by August 31. A mid-year financial review is recommended as a PTA best practice.

The financial review committee shall consist of no fewer than three members appointed by the president.

The financial review committee shall not include officers with signatory authority or individuals living within the same household as those authorized to sign on the bank account for the period being reviewed.

Further information about financial reviews may be found in the Managing Your Nonprofit PTA Handbook.

Following the completion of a financial review(s):
1. Each board member should receive a copy of the financial review, with the secretary receiving the original to attach to the meeting minutes.
2. The board of directors should determine which recommendations to implement, and these actions should be recorded in the meeting minutes.
3. The treasurer shall make any necessary corrections, and apprise the board as corrections and actions are completed.
4. The results of the financial review shall be presented and adopted during a membership meeting. The secretary shall record the adoption of the financial review results in the meeting minutes.

3.8 Board Duties and Meetings
As officers and board members of a nonprofit corporation, it is essential that each member understands the laws and regulations associated with operating a business. The Revised Code of Washington (RCW) Chapter 24.03, Washington Nonprofit Corporation Act, details the requirements of officers and board members for the management of the association including the duties of loyalty, obedience and care. More details may be found in the PTA and the Law Handbook as well as the WSPTA Uniform Bylaws. The WSPTA offers a variety of resources and trainings to assist officers and board members.

3.9 WSPTA Leadership Guides and Resources
The WSPTA leadership guides include a variety of position-specific handbooks, worksheets, forms and other resources. These resources are available for download at the WSPTA website and may be printed at the individual’s expense. Printed materials may also be ordered at a fee established by the executive director.

Leadership materials are the intellectual property of the WSPTA.
3.10 Volunteer Recognition by Local PTAs or Councils

The WSPTA offers multiple opportunities for local PTAs or councils to recognize the efforts of volunteers in their community. These awards give recognition for service and involvement furthering the efforts and effectiveness of PTA. WSPTA encourages a local PTA or council to award any of the recognition options listed below to a PTA member. Purchase of these awards includes a donation to the WSPTA scholarship program in the name of the recipient.

**Golden Acorn**
1. The purpose of the Golden Acorn program is to identify and honor volunteers who work on behalf of children and youth.
2. The award may be presented by a local PTA or council.

**Honorary Life Membership**
1. The purpose of the Honorary Life Membership is to honor an individual who has made significant contributions to the development and growth of PTA.
2. The award may be presented by a local PTA or council.
3. The recipient does not receive a free membership in the PTA that gives the award. Recipients of this award need to continue to purchase their own PTA membership annually.

**Outstanding Educator**
1. The purpose of the Outstanding Educator award is to recognize individuals who make significant contributions that enhance the education of children.
2. The award may be presented by a local PTA or council.
3. An educator may be defined as a teacher, assistant, specialist, support staff, administrator or community member.

**Outstanding Advocate**
1. The purpose of the Outstanding Advocate award is to recognize and honor volunteers for their advocacy work on behalf of all children and youth by helping create strong policies relating to health, welfare, safety and education.
2. The award may be presented by a local PTA or council.

**Outstanding Student Advocate**
1. The purpose of the Outstanding Student Advocate award is to recognize students who have made significant contributions through leadership and service in their schools and community.
2. The award may be presented by a local PTA or council.

**Outstanding Service**
1. The purpose of the Outstanding Service award is to recognize and honor volunteers who have worked for children and youth beyond the bounds of a job, PTA, or a specific school community, and who have shown concern for all children and have volunteered to help them achieve their potential.
2. The award may be presented by a council. It is not available at the local PTA level.

3.11 Local PTA and Council Sales at Convention

Local PTAs may sell items only from their rooms.

Councils may sell items from their rooms or in designated areas.

No instructional or training materials may be sold by local PTAs or councils.
Items bearing the PTA service mark may only be sold with the approval of the WSPTA executive committee.

Local PTAs and/or councils selling items are responsible for assuring the appropriateness of the items as well as compliance with local, state and trademark laws. Proceeds of such sales are to be used toward the stated purposes of the local PTA or council.

### 3.12 Growth and Development

Information on chartering a new PTA may be found in the *WSPTA Growth and Development Manual*. When a parent group expresses interest in becoming an affiliated member of the WSPTA, the region director, in conjunction with the WSPTA office, shall offer support and assistance. Resources, such as forms and a complete manual on the process, shall be shared with the parent group to help plan the steps necessary for a successful charter to occur.

For a PTA to be considered “chartered,” it shall have completed all of the steps required as an affiliate and a nonprofit organization as outlined in the *WSPTA Growth and Development Manual*.

#### 3.12.1 Chartering/Organizing Local PTAs and Councils

1. New local PTAs and councils are organized and chartered by the WSPTA board of directors.
2. A new local PTA or council shall affiliate with the WSPTA to become a recognized PTA either as a local PTA or a council. New local PTAs and councils shall sign an Affiliation Agreement and a Standards of Affiliation (SOA) agreement checklist, accepting the *WSPTA Uniform Bylaws* and agreeing to abide by them and the policies of the WSPTA. These agreements shall be executed before a new local PTA may join a council.
3. All WSPTA chartering documents, including the approved Application for Affiliation, signed Affiliation Agreement contract, signed SOA agreement checklist, list of officers, list of charter members, as well as the membership dues for all charter members, shall be submitted within 60 days of the charter meeting. As soon as all documentation is received WSPTA shall announce the new PTA and send the charter plaque and welcome letter.
4. Local PTAs in a non-council area may petition the WSPTA board of directors to organize and charter a council. The petition shall be approved by a majority of local PTAs in that area with majority votes of their respective boards of directors and with the knowledge of the appropriate region director. The petition shall be submitted to the area vice president who shall present it to the WSPTA board of directors for approval. This petition shall include:
   a. Detailed reasons why a council should be formed.
   b. Names of the local PTAs whose boards voted in favor of the petition with the signature of those PTA presidents.
   c. Copies of the minutes of each local PTA’s board meeting when the vote was taken to petition for a council.
5. The region director shall have the primary, but not sole, responsibility to work with those in the community to organize a new local PTA. The *WSPTA Growth and Development Manual* shall be used to open all new local PTAs and councils.
6. When a local PTA is being organized in an area served by a council, the region director (or designee) shall work in partnership with the council officers in organizing that local PTA.
7. Any local PTA that has not been an affiliated PTA for two years or more shall reorganize as a new local PTA in order to regain its affiliation with WSPTA.
8. The WSPTA board of directors has the authority to determine benefits that may be applicable to a local PTA or council that charters after March 1.

#### 3.12.2 Membership Waivers

*WSPTA Uniform Bylaws*: 25 or more members are required to organize or continue as a local PTA.
WSPTA Standards of Affiliation Agreement: Every local PTA must have a minimum of 25 members by the end of each fiscal year.

A local PTA may request a membership waiver for extreme circumstances only. Membership waivers may not be granted to the same local PTA more than two consecutive fiscal years in a row. Special circumstances may arise where local PTAs can work with the WSPTA executive committee for approval.

The membership waiver application window will be January 1 thru February 1 only. Waivers must be turned into the WSPTA secretary by February 1. The WSPTA secretary is responsible for sending all waivers to the executive committee for consideration and informing the WSPTA staff and region director once approved or denied. Region directors will let the local PTA know if their waiver application was approved or denied.

Area vice presidents have the responsibility to assist and ensure that the region directors are actively working to help local PTAs meet all membership requirements.

The region directors have the responsibility to work with service delivery teams and council officers to assist local PTAs in meeting all membership requirements, including having the required 25 members or completing a membership waiver by February 1 for extreme circumstances.

Region directors will start to identify, in September of every year, local PTAs that are potentially not going to meet the required minimum 25 members.

Region directors should refer to the region director handbook for more information about membership waivers and local PTA support.

Failure by any local PTA to send the WSPTA office the minimum required membership dues or approved waiver by the deadline established shall result in that local PTA being declared “inactive” or “not in good standing.” The local PTA may be removed from the WSPTA mailing list, and all WSPTA services to the local PTA may be discontinued.

3.12.3 Revocation of Local PTA and Council Charters
1. Revocation of a local PTA or council charter means that the WSPTA board of directors, at its sole discretion, rescinds the authority of the local PTA or council to exist and operate in any capacity whatsoever as a PTA. (WSPTA Uniform Bylaws, Article 3, Section 2).
2. A local PTA or council charter may be revoked only by the WSPTA board of directors.
3. A local PTA or council charter may be revoked only for a violation of WSPTA’s basic policies or ethics.
4. Upon revocation, the WSPTA shall remove the local PTA or council from the WSPTA website and mailing list, notify the insurance company and notify the Secretary of State’s Charities Program and Corporations Division as well as the Internal Revenue Service (IRS).

3.12.4 Disaffiliation of a Local PTA or Council
Disaffiliation refers to a local PTA or council that ceases to exist as a parent group. For example, this may occur due to a school closure where the families are reassigned to another school that already has a PTA. Upon disaffiliation, the WSPTA shall remove the local PTA or council from the WSPTA website and mailing list, notify the insurance company and notify the Secretary of State’s Charities Program and Corporations Division as well as the IRS.

Specific steps shall be taken by a local PTA or council if it chooses to disaffiliate, as provided in the WSPTA Uniform Bylaws.
3.12.5 Local PTA or Council Becoming Unaffiliated with WSPTA

Specific steps shall be taken by a local PTA or council if it chooses to become unaffiliated with WSPTA.

Circumstances for this to happen:

1. PTA or council takes a vote to no longer be affiliated with WSPTA.
   a. In this case the local PTA or council shall notify the WSPTA office and its membership at least 30 days prior to the meeting at which the members shall consider disaffiliation with the WSPTA. The WSPTA representative shall be given time at the meeting to address the members and answer any questions they may have about the benefits of remaining affiliated with WSPTA and National PTA.
   b. If at least 30 days’ notice is not given, then the WSPTA board of directors shall take steps to make sure that all members of the PTA are notified of the meeting.
2. WSPTA revokes the PTA charter as detailed in Section 3.12.3 of this policy document.
3. PTA is not in compliance with the WSPTA SOA and has progressed through all non-compliance phases.

Each local PTA or council is obligated, upon becoming disaffiliated with WSPTA, to cease and desist the use of the service mark “PTA,” and to yield and surrender all PTA-branded property along with financial books and records of its assets and property to the region director who shall submit it to the WSPTA office.

Nonprofit law, federal regulations and the affiliation agreement the PTA entered into require certain legal actions to take place if the membership votes to become disaffiliated with WSPTA.

Upon disaffiliation, the WSPTA shall remove the local PTA from the WSPTA website and mailing list, notify the insurance company and notify the Secretary of State’s Charities Program and Corporations Division as well as the IRS.

The *WSPTA Growth and Development Manual* is a resource that outlines the steps that must be taken.

3.12.6 Reinstatement of Local PTAs

1. A local PTA that has not paid dues by the deadline may be reinstated as a “local PTA in good standing” within a two-year period if it:
   a. Pays all past due membership dues it collected;
   b. And pays membership dues for the current year for a minimum of 25 members;
   OR
   c. If no dues were collected, submits a reinstatement fee equal to the membership dues for 10 members to the WSPTA office for each inactive year (up to two years);
   d. And pays membership dues for the current year for a minimum of 25 members.
2. When an inactive local PTA complies with the reinstatement conditions in number one, WSPTA regular services shall resume.
3. A local PTA will need to work with the IRS and Secretary of State as there may be penalties if the appropriate renewals and informational returns were not submitted.

3.13 WSPTA Rights and Responsibilities

WSPTA has the following rights and responsibilities when dealing with local PTAs and councils:

1. The WSPTA corporate finance committee (CFC) shall be responsible for determining the necessity of reviewing the books and records of local PTAs and councils not in good standing, as well as any subsequent actions.
2. In the case of allegations of misconduct by a local PTA or council, the WSPTA board of directors shall give due consideration to the report of the WSPTA executive committee and shall accord the local PTA or council an opportunity to be heard and to respond to the report. If, upon such consideration and hearing, the WSPTA board of directors finds a violation by a local PTA or council, it may, by a two-thirds vote, require the local PTA or council to take appropriate action within a
stipulated period of time. When such a requirement has been made by the WSPTA board of directors and if the recommended action is not taken by the local PTA or council within the allotted time, the WSPTA board of directors may, by a two-thirds vote, withdraw the charter of the local PTA or council and terminate its status as a local PTA or council.

3. If a local PTA is unresponsive to communications, the WSPTA board of directors reserves the right to send a communication to its membership.

If a council is unresponsive to communications, the WSPTA board of directors reserves the right to send a communication to its members, comprised of the local PTAs in the council’s service area.

Section Four: Regions and Areas

4.1 Regions

4.1.1 Region

Boundaries
WSPTA is divided into thirteen regions for the purpose of providing leadership development, networking, service and coordination to all local PTAs and councils within the region. Regions shall have a minimum of ten local PTAs.

Region 1 covers Clallam, Jefferson and Kitsap Counties. It also includes the North Mason School District in Mason County.

Region 2 covers eastern King County and consists of the Bellevue, Issaquah, Lake Washington, Mercer Island, Riverview, and Snoqualmie Valley School Districts.

Region 3 covers Clark, Cowlitz, Skamania and Wahkiakum Counties. It also includes the Lyle, Trout Lake and White Salmon School Districts of Klickitat County.
Region 4 covers Grays Harbor, Lewis, Mason (except the North Mason School District), Pacific and Thurston Counties.

Region 5 consists of the Bethel, Carbonado, Dieringer, Eatonville, Fife, Franklin Pierce, Orting, Puyallup, Sumner and White River School Districts in Pierce County and the Enumclaw School District in King County.

Region 6 covers a portion of King and Snohomish Counties. It consists of the Northshore, Seattle, Shoreline and Vashon Island School Districts.

Region 7 covers Snohomish County and Island County (except Oak Harbor).

Region 8 covers San Juan, Skagit, Whatcom Counties, and Oak Harbor in Island County.

Region 9 covers a portion of King County. It consists of the Auburn, Federal Way, Highline, Kent, Renton, Tukwila and Tahoma School Districts.

Region 10 covers a portion of Pierce County. It consists of the Clover Park, Peninsula, Steilacoom Historical, Tacoma and University Place School Districts.

Region 11 covers Chelan, Douglas, Kittitas, Klickitat (except the Lyle, Trout Lake and White Salmon School Districts which are in region 3) and Yakima Counties.

Region 12 covers Asotin, Benton, Columbia, Franklin, Garfield, Grant, Walla Walla Counties and part of Adams County.

Region 15 covers Ferry, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Whitman Counties and part of Adams County.

4.1.2 Region Directors
Region directors shall be appointed as detailed in the WSPTA Uniform Bylaws. The area vice president shall appoint a region director for a one-year term. Region directors shall assume their duties on June 1.

A region director shall be a member of a local PTA, reside within the region to be served, and have served at least two years in some combination as a local PTA or council officer and/or as a region service delivery team member.

Further details are located in the WSPTA Region Director Handbook that may be obtained from the area vice president.

4.1.3 Region Director Vacancy
1. LEAVE OF ABSENCE: If a WSPTA region director is unable to fulfill his or her responsibilities for a specific period of time, he or she may request a leave of absence. The WSPTA president shall appoint someone to assume the responsibilities of that position for a period not to exceed four months. If the period exceeds four months, the position shall be considered vacant.

2. RESIGNATION: If it is necessary for a region director to resign his or her office, a letter of resignation shall be sent to the WSPTA president.
3. REMOVAL: After all attempts to support a struggling region director have been exhausted, a region director may be removed from his or her position by a majority vote of the WSPTA executive committee in collaboration with the area vice president. Reasons for removal include, but are not limited to:

- Violating the ethics, policies, or principles of PTA
- Failure to fulfill their region director responsibilities.

In all cases, the president shall make an appointment to that position in consultation with the area vice president.

The board and WSPTA staff shall be notified via email. At the next board meeting the president shall state the removal into the record.

4.1.4 Region Service Delivery Teams

With approval of the area vice president, the region director shall appoint members of the region service delivery team to assist in carrying out service, training and support to the local PTAs and councils within the region. A main responsibility for the team shall be to coordinate leadership development opportunities for local PTAs and councils in the region.

Each region team shall reflect the unique needs of that region in the composition of the team. Team members shall be a member of a local PTA and reside within the region to be served.

Further details are located in the WSPTA Region Director Handbook that may be obtained from the area vice president.

4.2 Areas

The area vice presidents are elected at the annual WSPTA convention in the odd-numbered years for a two-year term. Area vice presidents shall assume their duties on June 1.
The area vice presidents shall represent geographic areas determined by the WSPTA board of directors. The five areas shall be determined by a variety of factors – geographic size, number of PTAs, membership size, etc. The areas shall be as equitable as possible so as not to create an undue burden on any one area vice president. The WSPTA board of directors shall be responsible for approving the composition of regions within each area.

The areas are as follows:
- Area A – includes regions 1 and 6
- Area B – includes regions 2 and 5
- Area C – includes regions 9 and 10
- Area D – includes region 3, 4, 11 and 12
- Area E – includes regions 7, 8 and 15

Section Five: WSPTA Board of Directors Operations

5.1 Board Structure

5.1.1 Responsibilities of Directors
1. The WSPTA board of directors shall hire an executive director in accordance with the personnel policies set forth in Section Nine of this policy document and the WSPTA Uniform Bylaws.
2. The WSPTA board of directors shall develop a strategic plan for the association which shall be reviewed and updated on a regular basis.
3. The WSPTA board of directors is responsible for the oversight of the budget and shall approve it annually.
4. The WSPTA board of directors is responsible for the review, update and adherence to the WSPTA policy.
5. The WSPTA board of directors is responsible for the Standards of Affiliation (SOA) agreement and process as provided in Section 5.2 of this policy document.
6. The WSPTA board of directors shall review recommendations of the bylaws committee and the resolutions committee and determine their suitability for placement on the annual WSPTA convention agenda. The board shall also review the short-term and long-term legislative platforms recommended by the WSPTA legislative committee and approve them for presentation to the legislative assembly. The board may modify any such committee recommendations that it approves for the annual WSPTA convention and legislative assembly agendas.
7. WSPTA board members shall not speak to any issue which is brought forward for consideration by the membership at the board’s formal meetings. The WSPTA president may designate one board member or the executive director to speak on the board’s behalf, providing clarification about the issue to the membership.

5.1.2 Accountability
1. WSPTA board members shall be accountable for both their governance and service role each year.
2. WSPTA board members understand that they are accountable to each other, to our members and to the association as a whole for their actions or inactions. Being a volunteer position, it is understood that from time to time a board member may have other priorities that take precedence. If this is the case, the board member shall consult with the WSPTA president on whether a leave of absence is in order or if responsibilities may be covered by another board member for the short term.
3. The WSPTA executive committee may develop a plan of action for any WSPTA board member who is unresponsive to communications. The primary goal is to ensure that committees, volunteers and staff are able to move their tasks and deliverables forward by completing the business of the association.
5.1.3 Vacancy
1. The WSPTA board of directors may remove from office any member of the board by a two-thirds vote of the members of the board of directors.
2. A member of the WSPTA board of directors with two unexcused absences per fiscal year, from meetings at which attendance is required, may be required to forfeit his/her position.
3. If a WSPTA board member is unable to fulfill his/her responsibilities for a specific period of time, he/she may request a leave of absence. The WSPTA president shall appoint someone to assume the responsibilities of that position for a period not to exceed four months. If the period exceeds four months, the position shall be considered vacant and the president shall make an appointment to that office. The appointment shall be ratified by a majority vote of the WSPTA board of directors as specified in Section 7.3 of this policy document.
4. If it is necessary for a board member to resign his/her office, a letter of resignation shall be sent to the WSPTA president. At the next board meeting the president shall submit the letter into the record.
5. Incoming board members shall immediately fill a vacancy occurring between their election and June 1.
6. To be nominated for office, to run for office or to be elected to office, a currently sitting member of the WSPTA board of directors shall resign from that board position effective May 31 of the year in which the election is held.
7. The process for filling a vacancy is included in the WSPTA Uniform Bylaws and policy Section Seven: Elections of this policy document.

5.1.4 Meetings of the WSPTA Board of Directors
1. The WSPTA board of directors shall hold at least four meetings per fiscal year to conduct the business of the association. Proper notice shall be given according to the WSPTA Uniform Bylaws and WSPTA Board of Directors Handbook.
2. Special meetings may be called as specified in the WSPTA Uniform Bylaws. Notice of special board meetings shall be given at least five calendar days before the special meeting. Further details may be found in the WSPTA Uniform Bylaws.
3. WSPTA board members are required to attend the following meetings unless excused by the WSPTA president:
   a. All meetings of the WSPTA board of directors including in-person, conference calls or other electronic methods.
   b. Board education work study sessions.
   c. Board retreat/orientation.
   d. WSPTA annual convention.
   e. WSPTA leadership conference.
   f. WSPTA legislative assembly.
4. A member of the WSPTA board of directors shall notify the WSPTA president and executive director in writing (email is acceptable), within 24 hours of the meeting, if it should be necessary to be absent from any meeting at which attendance is required or expected.
5. WSPTA board members shall provide written reports regarding their activities for inclusion in board meeting packets.
6. The WSPTA secretary shall select three members of the WSPTA board of directors to serve as the minutes committee for each regular or special meeting of the board. The secretary shall prepare the minutes of the meeting and send a draft copy to the minutes committee to review for approval. Once the minutes have been approved by the minutes committee, the minutes shall become the official record of the board meeting. A copy of the approved minutes for board and special meetings shall be provided to the board before the next regular or special board meeting.

5.1.5 Guest Protocols for WSPTA Board of Directors Meetings
A. PTA Member Forum
Any Washington State PTA member who would like to attend a regularly scheduled WSPTA board of directors meeting, as posted on the WSPTA website, to bring items of interest, concerns, or acknowledgment to the board’s attention is required to:

1. Sign in fifteen minutes prior to the meeting start time.
2. Engage in a two-way dialogue with the WSPTA board of directors.
3. Provide proof of PTA membership.

The total time available for PTA member forum shall be no more than thirty minutes. The chair shall decide the division of time for the speakers.

**B. Courtesy Seats**

Courtesy seats are granted to individual members of the WSPTA who would like to attend a regularly scheduled meeting of the WSPTA board of directors, as posted on the WSPTA website. The purpose of providing courtesy seats to meetings of the board is to allow members to observe the board’s decision-making. It is not intended to create a mechanism to challenge individual board members’ discussion or votes. Members issued courtesy seats to the WSPTA board meetings shall be seated in such a manner that they may view the board meeting.

The WSPTA board president may approve a request made by email for a courtesy seat as long as the request is received at least one week prior to the meeting.

**Protocol:**

1. Provide proof of PTA membership.
2. Courtesy seats may also participate in the PTA member forum section of the board meetings by following the PTA member comment rules.
3. Except for the PTA member forum, members who have been granted courtesy seats have no voice at board meetings. The chair of the meeting may occasionally ask the guest to comment.
4. A member with a courtesy seat does not vote.
5. An agenda shall be provided to all persons granted courtesy seats. Requests to see any other handouts or board packet materials shall be approved by the chair of the meeting.
6. Members granted courtesy seats are not provided any reimbursement for hotel, meals or travel expenses.
7. Executive session may be called at any time to allow for open discussion among the board members.
8. No courtesy seats shall be allowed at WSPTA executive committee work sessions or conference calls. Courtesy seats shall also not be allowed at any WSPTA education and board study sessions.
9. The chair controls the meeting. Persons who do not follow protocol or who disrupt the meeting may be asked by the chair to leave.
10. All questions about items on the agenda or items being discussed shall be directed to the chair of the meeting. This includes during breaks.
11. As a condition of being granted a courtesy seat, members shall be asked to sign an agreement to follow the *Standards of Conduct* policy for guests of WSPTA, as set forth in *Appendix A* of this policy document. The signed agreements shall be kept by the secretary.

**C. Guest Seats**

1. An invitation for a guest seat may be extended to people the WSPTA president feels may offer the group information regarding a subject that is under discussion. Further details are located in the *WSPTA Board of Directors Handbook*.
2. Guest seats may be issued for WSPTA committee and task force chairs who are asked to attend a meeting to present a report.

**Protocol:**
1. Persons who have been provided a guest seat shall have a voice for the reason asked to attend the meeting or when asked to comment by the WSPTA president.
2. A person with a guest seat does not have a vote or the ability to make a motion.
3. Persons who are granted a guest seat are not provided any reimbursement for travel or hotel expenses, nor are they provided any meals.
4. An agenda shall be provided. Requests to see any other handout or board packet materials shall be approved by the chair of the meeting.
5. Executive session may be called at any time to allow for open discussion among the board members.
6. The chair controls the meeting. Persons who do not follow protocol or who disrupt the meeting may be asked by the chair to leave.
7. All questions about items on the agenda or items being discussed shall be directed to the chair of the meeting. This includes during breaks.
8. As a condition of being granted a guest seat, members shall be asked to sign an agreement to follow the Standards of Conduct policy for guests of WSPTA, as set forth in Appendix A of this policy document. The signed agreements shall be kept by the secretary.

5.2 Standards of Affiliation
The WSPTA executive committee is responsible for updating the SOA agreement and documentation as necessary and providing communications and training to local PTAs and councils as required. Details for local PTAs and councils are located in Section Three of this policy document.

The executive committee shall set timelines for storage, audits, and non-compliance procedures.

5.3 Advocacy Actions of the Board
5.3.1 Representation to Other Organizations
1. The WSPTA president acts as the spokesperson and the representative for the association. The WSPTA president may name other members of the organization to serve in his/her stead.
2. A designated representative is required to file a report after meetings that may be used in WSPTA communications and shall be included in board meeting packets.
3. Representation on any other association or organization’s board of directors shall be only with the approval of the WSPTA board of directors.
4. The WSPTA board of directors shall approve the WSPTA’s membership in any association or organization and any representation on the board of directors of another organization or association as dictated by WSPTA Uniform Bylaws.

5.3.2 Board of Directors Endorsement and Support
The WSPTA board of directors may take a position on statewide initiatives, ballot measures or issue campaigns. Guidelines for WSPTA board of director discussion and vote are located in the WSPTA Board of Directors Handbook and an endorsement form is located as Appendix B of this policy document.
- Endorse – an act of giving public approval.
- Oppose – an act of giving public disapproval.
- Support – using resources such as financial and time; support may be given to an endorsement or in opposition.

The following positions in support of or opposition to statewide initiatives, ballot measures or issue campaigns may be taken:

Endorse or Oppose Without Active Involvement:
1. The request is approved without active participation.
   a. WSPTA’s name or logo may be used in support or opposition, but WSPTA assumes no financial obligation and shall not take an active role except to notify membership that the board of directors has taken a position on the initiative, ballot measure or issue campaign.
b. The position being taken shall have common goals with WSPTA or National PTA, and the ideas expressed may not contradict WSPTA policies and positions.

**Endorse or Oppose with Active Involvement:**
1. The request is determined to merit active involvement in furtherance of the association’s legislative agenda, and active support or opposition from all levels of the association is encouraged, provided such action is consistent with *WSPTA Uniform Bylaws*, policies and legislative principles. Specific methods of support may include:
   a. Communicate and inform through available communication resources including, but not limited to, the *Leadership News* newsletter and the WSPTA website.
   b. Appoint a representative or chair to organize activities.
   c. Such other actions consistent with the association’s budget and other priorities as deemed appropriate.
   d. Use of the WSPTA name or logo.

**No Position:**
1. The WSPTA board of directors does not endorse or oppose the request.
   a. The WSPTA board may choose to not discuss an initiative, ballot measure or issue campaign.
   b. If the WSPTA board made a motion to endorse or oppose and after discussion the motion fails, *Robert’s Rules of Order, Newly Revised*, views this as taking no position. The failure of the motion does not imply the opposite. A new motion would need to be made.
   c. The WSPTA board may choose to make a statement to explain the reason for taking no position.

The WSPTA executive committee shall consider and decide on endorsement of requests that are timely in nature, fall outside of a scheduled board meeting and are of obvious congruence with WSPTA mission and goals. Such decisions shall be immediately shared with the WSPTA board of directors.

**5.4 WSPTA Board Committees**

**5.4.1 General**
1. Except where noted, committee chairs shall be appointed by the WSPTA president with the approval of the executive committee.
2. Except where noted, the committee chair is to select the committee members. All committee members shall be willing to serve on a volunteer basis at their own expense.
3. Committee chairs shall provide written reports to the WSPTA board of directors on a schedule as determined annually by the executive committee.
4. Elected state directors (Family and Community Engagement, Leadership, Legislative, Membership and Program) shall be the chair of their respective committees and shall work in tandem to further the goals of the association. Details for these state-level committees are located in **Section Six** of this policy document.

**5.4.2 WSPTA Bylaws Committee**
1. The purpose of the WSPTA bylaws committee is to:
   a. Review the bylaws in their entirety and submit recommendations to the WSPTA board of directors.
   b. Review all submittals of bylaw amendment recommendations; consider their impact on the association; and make recommendations to the WSPTA board of directors.
2. Bylaw amendment recommendations shall be submitted to the WSPTA office with a signed copy of the approved submittal form by November 15 or another date approved by the bylaws committee chair.
3. A parliamentarian shall be consulted to make sure that amendments are in order.
5.4.3 WSPTA Convention Planning Committee
The purpose of the WSPTA convention planning committee is to plan and coordinate the volunteer workers and their activities for the annual WSPTA convention. Members of the committee shall include all convention sub-committee chairs and the WSPTA leadership director. Other members shall be approved by the WSPTA president. This committee works closely with the leadership committee and staff in executing all components of the annual WSPTA convention.

5.4.4 WSPTA Corporate Finance Committee
1. The purpose of the WSPTA corporate finance committee (CFC) is to set policies regarding finances (see Section Eight: Finance of this policy document); be responsible for the apportionment of funds within the budget; maintain good financial practices; and set long-range plans for the financial well-being of Washington State PTA. The CFC shall be apprised of any changes to the WSPTA Employee Handbook.
2. The CFC shall consist of at least five members: the WSPTA president, WSPTA finance officer, and three or more other WSPTA board of director members. Appointments to the committee shall be made each year by the WSPTA finance officer with the approval of the executive committee.
3. The WSPTA finance officer shall serve as chair of the committee.

5.4.5 WSPTA Elections Oversight Committee – Statewide Officer Elections
The WSPTA president, with approval of the executive committee, shall appoint a WSPTA elections oversight committee (EOC) each year to oversee the statewide election process in order to ensure fairness for all candidates.

The number of committee members shall be determined by the president. Members of the WSPTA board of directors and candidates running for office shall not serve on this committee. This committee shall include at least one past WSPTA board member, and shall serve until the end of the fiscal year in which appointed.

All concerns raised during the election period shall be directed to the chair of the EOC.

The EOC shall:
1. Work with WSPTA office to review all materials including web page content prior to publication and distribution, and all brochures, for compliance with specifications in this document.
2. Monitor campaigning prior to and on-site at the annual WSPTA convention.
3. Review concerns raised.
4. Prepare a list of questions for the convention candidate forum, using suggestions solicited from convention delegates.
5. Make recommendations to the WSPTA board of directors for policy changes to address issues encountered during the election process.

The EOC shall have final authority in enforcing compliance with elections policies and procedures.

5.4.6 WSPTA Executive Committee
1. The composition of the WSPTA executive committee is defined in the WSPTA Uniform Bylaws.
2. The executive committee is chaired by the WSPTA president.
3. The duties of the executive committee are as follows:
   a. Function as a committee on state and local relationships as required in the WSPTA Uniform Bylaws. This includes the requirement to review, recommend action and report to the WSPTA board of directors any alleged violations by local PTAs or councils as prescribed in the WSPTA Uniform Bylaws.
b. Manage the evaluation process for the performance of the executive director, with input from the members of the WSPTA board of directors, as required in the WSPTA Uniform Bylaws.

c. Approve appointments of region directors, committee and task force chairs, service specialists, WSPTA representatives to other associations and agencies, and other positions as stated in these policies.

d. Approve local PTA applications for affiliation.

e. Approve advocacy topics, with annual approval by the WSPTA board of directors.

f. Prepare agendas for meetings of the WSPTA board of directors.

g. Recommend actions to the WSPTA board of directors.

h. Determine the recipients of the WSPTA Friend of Children award, WSPTA Outstanding Educator award, and Honorary Lifetime Membership award.

i. Conduct the business of the association between meetings of the WSPTA board of directors.

j. Communicate with the WSPTA board of directors about actions being taken between meetings.

4. Further details are included in the Board of Directors Handbook, Appendix A.

5.4.7 WSPTA Growth and Development Committee

The purpose of the WSPTA growth and development committee is to assist WSPTA leadership in supporting new PTAs and councils, as well as assist in nurturing struggling local PTAs and councils.

Members of the committee shall include the membership director, leadership director, the family and community engagement director, at least one area vice president, WSPTA staff, past WSPTA board members, and other approved committee members using an application process.

Duties will include, but are not limited to:

1. Updating and maintaining the WSPTA Growth and Development Manual, growth and development resources, and growth and development presentations in conjunction with WSPTA staff and leadership committee.

2. Work with region directors to support opportunities for PTA growth within the state.

3. Work with region directors to support and nurture struggling PTAs and councils.

4. Assist with region director training on the subject of growth and development.

5.4.8 WSPTA Nominating Committee

The duty of the WSPTA nominating committee is to recognize and recruit the most qualified people for the positions available. The WSPTA nominating committee consists of two members elected by the WSPTA board of directors and three at-large members elected at the annual WSPTA convention. This is the only committee that the WSPTA president is not an ex officio member. Further details are located in Section Seven: Elections of this policy document.

5.4.9 WSPTA Policy Committee

The purpose of the WSPTA policy committee is to review and update the WSPTA Policy Manual. In addition, the committee shall propose changes that may reflect current business practices.

5.4.10 WSPTA Resolutions Committee

1. The purpose of the WSPTA resolutions committee is to oversee the association’s resolutions. A resolution is a permanent statement of policy adopted by the membership at the annual WSPTA convention or at legislative assembly. Duties include:

a. Review current resolutions to determine if they need to be amended, retired or rescinded.

b. Consider recently passed resolutions at the national level to see if they have relevancy and are not included in current WSPTA resolutions.

c. Watch for “hot issues” that may need resolutions created. Issues may come from WSPTA local PTAs, councils, committees, board, events or the community.
d. Identify issues that may be determined as an emergency for a resolution. These may be taken to membership at the annual WSPTA convention as provided for in the WSPTA Uniform Bylaws.
e. Emergency resolutions at the annual WSPTA convention are new business and may not concern items already on the agenda.

2. The resolutions committee chair shall be selected by the WSPTA president as soon as possible after June 1.

3. The resolutions committee shall have at least five members, including the chair. The committee may serve for two years with half of the committee being selected each year.

4. The resolutions committee shall make sure that notice of submission deadlines is posted as required by the WSPTA Uniform Bylaws. Resolution requests for addition to the annual WSPTA convention agenda shall be due no later than November 15 and requests for addition to the legislative assembly agenda shall be due no later than June 1. Changes to these dates require approval from the WSPTA executive committee.

5. The resolutions committee shall review all resolutions submitted; determine if they are statewide in scope; consider their impact on the association; and make recommendations to the WSPTA board of directors. Recommendations to the board shall be done in time to comply with deadlines for the annual WSPTA convention notifications.

6. The resolutions committee shall work cooperatively with the legislative committee to help support the advocacy efforts of both. This may include:
   a. Chairs of both committees have guest seats at committee meetings.
   b. Resolution chair or designee be at all legislative events to act as contact for “hot issues.”
   c. Committee members work collaboratively in training opportunities and state and region conferences.

### 5.4.11 WSPTA Scholarship Committee

1. WSPTA shall conduct a program that awards scholarships for higher education.
2. Recipients shall be selected by a committee process in which judging shall be free of conflicts of interest. Recipients shall be chosen without regard to differences in race, culture, ethnicity, religion, sexual orientation, gender identity, special needs or geographic location within Washington State.
3. Applications shall be posted/distributed by the end of the calendar year. Awarded scholarships shall be announced by April 30.
4. The grant program shall be funded by proceeds generated by WSPTA awards sales and annual WSPTA convention scholarship basket raffle sales. The association shall also accept donations and grants for this program and may engage in other fundraising as well.
5. Total amount of scholarships awarded yearly shall depend on the fiscal budget of the association approved by the WSPTA board of directors. Division of approved funds shall be decided by the scholarship committee annually.
6. Members of the committee shall include the finance officer or designated CFC member, one staff member, and up to five other members, to be a mix of WSPTA board members and at-large members. The WSPTA president appoints the chair of the committee.

### 5.4.12 WSPTA Strategic Plan Committee

The purpose of the WSPTA strategic plan committee is to assist WSPTA leadership to formulate, advance and communicate strategies to achieve the goals of the association.

The strategic plan committee shall meet at least three times per year or when necessary, as determined by the committee chair.

The strategic plan committee chair shall be selected by the WSPTA president.

Duties include:
1. Develop objectives and tactics with input from WSPTA membership and leadership, as a basis for setting new strategy.
2. Oversee and monitor objectives and tactics.
3. Periodically assess progress on goals and make adjustments as needed based on changes in membership needs, legislative issues and other factors.
4. Work with the CFC as needed to ensure a rational linkage between strategic priorities, financial planning and budgeting.
5. Report to the WSPTA board of directors on recommendations about the strategic plan as well as progress made toward reaching the goals of the association.

5.4.13 WSPTA Special Committees or Task Forces
Special committees or task forces may be created by the WSPTA board of directors, WSPTA executive committee or WSPTA president. They shall be given a specific charge and shall submit a fiscal note to estimate potential costs associated with their work. The fiscal note shall be approved by the CFC prior to incurring any expenses. The charter shall include the duration of the work including an end date, the objectives to be accomplished and the composition of the group.

5.5 WSPTA Recognition
The state awards committee is responsible for reviewing, updating and ensuring that the various WSPTA recognition awards are advertised. Information on local PTA and council awards is located in Section Three of this policy document.

The WSPTA board of directors may approve additional state-level award categories.

5.5.1 State Awards Committee
For all state-level awards, the WSPTA board of directors shall, at its summer meeting, elect the members of the state awards committee from present board members, with the chair being the member receiving the highest number of votes. The committee shall consist of the WSPTA president and no less than three nor more than five additional members.

Friend of Children
1. The purpose of the Friend of Children award shall be to recognize and honor an individual or organization whose work on behalf of the children is exemplary. This award does not have to be given annually.

Honorary Life Membership
1. The purpose of the Honorary Life Membership award is to honor an individual who has made significant contributions to the development and growth of PTA.
2. The award may be presented by the WSPTA executive committee or the WSPTA board of directors. In addition, this award may be presented by a local PTA or council (see Section Three: Local PTAs and Councils of this policy document).
3. The recipient is not entitled to membership in a local PTA free from payment of the WSPTA and National PTA membership dues.

Outstanding Service
1. The purpose of the Outstanding Service award is to recognize and honor volunteers who have worked for children and youth beyond the bounds of a job, PTA, or a specific school community, and who have shown concern for all children and have volunteered to help them achieve their potential.
2. The award may be presented by the WSPTA board of directors. In addition, this award may be presented by a council (see Section Three: Local PTAs and Councils of this policy document).
3. A recipient of the state-level *Outstanding Service* award shall be a PTA member.

**Outstanding Advocate**
1. The purpose of the *Outstanding Advocate* award is to recognize and honor volunteers for their advocacy work on behalf of children and youth.
2. A recipient of the state-level *Outstanding Advocate* award shall be a PTA member.
3. The *Outstanding Advocate* award may be presented by the WSPTA board of directors. In addition, this award may be presented by a local PTA or council (see **Section Three: Local PTAs and Councils** of this policy document).

**5.6 WSPTA Board Ethics**

**5.6.1 WSPTA Board of Directors Commitment Form**
Members of the WSPTA board of directors shall sign the commitment form each year. A copy of the form is located as **Appendix C** of this policy document.

**5.6.2 Standards of Conduct Agreement**
The WSPTA board of directors shall approve a standards of conduct agreement for board members each year. A copy of the most recent agreement is located as **Appendix D** of this policy document.

**5.6.3 Conflict of Interest Policy**
In accordance with the requirements of the IRS Form 990, members of the WSPTA board of directors shall be aware of the board’s conflict of interest policy each year. A copy of the policy is located as **Appendix E** of this policy document.

**5.6.4 Whistleblower Policy**
In accordance with the requirements of the IRS Form 990, members of the WSPTA board of directors shall be aware of the association’s whistleblower policy each year. A copy of the policy is located as **Appendix F** of this policy document.

**5.6.5 Harassment Policy**
Members of the WSPTA board of directors are expected to comply with the board’s harassment policy and procedures. A copy of the policy is located as **Appendix G** of this policy document.

**5.6.6 Records Retention Policy**
In accordance with the requirements of the IRS Form 990, members of the WSPTA board of directors shall be aware of the association’s records retention policy each year. A copy of the policy is located as **Appendix H** of this policy document.

**5.6.7 Financial Contribution**
As leaders of a nonprofit organization, it is expected that all members of the WSPTA board of directors shall actively participate in the fundraising efforts of the organization.

**5.6.8 Acceptance of Gifts from Local PTAs and Councils**
In accordance with requirements of the IRS, a person having substantial influence, defined by the IRS as a voting member of the governing body, may not receive an excess benefits transaction. An excess benefits transaction is one in which a member of the WSPTA board of directors (i.e., voting member of the governing body) accepts a gift, either cash or noncash, from a local PTA or council for a service rendered (such as teaching a class at a conference), whose value exceeds the amount that the local PTA or council would have had to pay if it had hired someone to perform that service.
The WSPTA board of directors shall also maintain a policy for the acceptance of corporate gifts. A copy of the WSPTA Gift Acceptance policy is located as Appendix I of this policy document.

5.6.9 Authorization and Distribution of Information and Resources
1. All material, information, resources and other items that are to be distributed statewide in the name of the WSPTA shall be submitted to the WSPTA executive committee for approval prior to printing, production, and/or distribution – excluding region newsletters.
2. If a statewide survey is to be sent to PTAs or councils by a WSPTA board member or WSPTA committee, it shall be approved by the WSPTA executive committee and executive director prior to distribution.
3. All news releases of the official business of the WSPTA shall be first approved by the WSPTA president and shall be distributed under the name of the president or an individual authorized by the president.
4. The WSPTA website shall include a members-only component accessible by the active members of WSPTA local PTAs and councils. This component shall contain information which WSPTA deems a privilege and benefit of membership and is not to be available on the public portions of the WSPTA website.
5. Official WSPTA letterhead, including cards, shall be used only for the official correspondence of the association as authorized through policy or position responsibilities.
6. In accordance with the US Privacy Law, members of the WSPTA board of directors shall be aware of the association’s Protection of Individually Identifiable Information policy. A copy of the policy is located as Appendix J of this policy document.

Section Six: WSPTA State Directors and Area Vice Presidents
The WSPTA committees associated with state directors are an integral part of this association. For optimal efficiencies, these committees should work in tandem with each other to forward the objectives of WSPTA. The scope of the work shall be state-wide and should take into account the state’s socioeconomic, geographic, and cultural diversity.

Area vice presidents shall work with state directors to identify qualified committee members who shall provide service on the region service delivery team as well as on the corresponding state director’s committee.

6.1 WSPTA Area Vice President
6.1.1 WSPTA Area Vice President
The WSPTA area vice presidents shall perform the duties as detailed in the WSPTA Uniform Bylaws. Additional responsibilities and expectations are included in the WSPTA Board Handbook. The area vice presidents are also responsible for maintaining an Area Vice President Handbook with details that may help facilitate the transition between officers.

6.1.2 WSPTA Region Directors and Service Delivery Team Committees
1. The area vice president shall support the work of the region directors and service delivery teams in his/her area.
2. The purpose of the region directors and service delivery teams is to provide service to the local PTAs and councils in a given region.
3. Region teams may consist of members who shall also serve on the family and community engagement state committee, legislative state committee, membership state committee, and program state committee. Additional members may be selected to support specific needs in the region such as finance, communications, social media, event planning, etc.
4. The region teams shall provide resources and trainings to members within their region through a variety of methods including social media, conferences, workshops, etc.
6.2 WSPTA Family and Community Engagement

6.2.1 WSPTA Family and Community Engagement Director
1. The WSPTA family and community engagement (FACE) director shall perform the duties as detailed in the *WSPTA Uniform Bylaws*. Additional responsibilities and expectations are included in the *WSPTA Board Handbook*. The FACE director is also responsible for maintaining a *WSPTA Family and Community Engagement Director Handbook* with details that may help facilitate the transition between officers.
2. The FACE director shall be responsible for maintaining a *WSPTA Family and Community Engagement Committee Handbook* with details that may facilitate the work of the committee and its members.

6.2.2 WSPTA Family and Community Engagement Committee
1. The FACE director shall be chair of the WSPTA family and community engagement committee.
2. The purpose of the FACE committee is to promote programs and resources to attract inclusiveness in our diverse communities.
3. The FACE committee shall consist of the WSPTA FACE director and at least five but not more than 15 members. Members shall include WSPTA board members and PTA members appointed by the FACE director in consultation with the WSPTA president.
4. The committee shall review and update family and community engagement resources and communications to members.
5. The WSPTA president is an ex officio member of the committee.
6. Additional information and direction shall be covered in the committee handbook.

6.3 WSPTA Leadership

6.3.1 WSPTA Leadership Director
1. The WSPTA leadership director shall perform the duties as detailed in the *WSPTA Uniform Bylaws*. Additional responsibilities and expectations are included in the *WSPTA Board Handbook*. The leadership director is also responsible for maintaining a *Leadership Director Handbook* with details that may help facilitate the transition between officers.
2. The leadership director shall work with the executive committee on the timeline and process to update the *PTA and the Law* materials and the training for presenters. Both the presentation and the handbook shall be reviewed and updated on an annual basis.
3. The leadership director shall be responsible for maintaining a *Leadership Committee Handbook* with details that may facilitate the work of the committee and its members.

6.3.2 WSPTA Leadership Committee
1. The WSPTA leadership director shall be chair of the WSPTA leadership committee.
2. The purpose of the leadership committee is to assist the leadership director in developing WSPTA leadership materials and programs, planning leadership conferences, including WSPTA leadership conference and annual WSPTA convention classes.
3. The leadership committee shall consist of the WSPTA leadership director and at least five but not more than fifteen members. Members shall include WSPTA board members and PTA members appointed by the leadership director in consultation with the WSPTA president.
4. The WSPTA president is an ex officio member of the committee.
5. Additional information and direction shall be covered in the committee handbook.

6.3.3 Leadership Classes
1. WSPTA class presentations, including *PTA and the Law*, are the intellectual property of Washington State PTA.
2. Region directors, in consultation with the WSPTA leadership director, may use these standard classes for training at region conferences. Region directors may approve, on a case-by-case basis, the use of WSPTA classes for PTA training or other purposes by councils or local PTAs. Any other use of a WSPTA
presentation by any person for any purpose is prohibited unless authorized in advance in writing by the WSPTA president or the executive director.

3. The only circumstances under which WSPTA class presentations may be used for training where a charge is made for attendance is at state-sponsored trainings, such as the annual WSPTA convention, the leadership conference, the legislative assembly, region conferences and the PTA and the Law workshops.

4. The leadership committee may provide additional classes through webinars.

6.4 WSPTA Legislative
6.4.1 WSPTA Legislative Director
1. The WSPTA legislative director shall perform the duties as detailed in the WSPTA Uniform Bylaws. Additional responsibilities and expectations are included in the WSPTA Board Handbook. The legislative director is also responsible for maintaining a Legislative Director Handbook with details that may help facilitate the transition between officers.

2. The legislative director shall be responsible for maintaining a Legislative Committee Handbook with details that may facilitate the work of the committee and its members.

6.4.2 WSPTA Legislative Committee
1. The WSPTA legislative director shall serve as chair of the WSPTA legislative committee

2. The purpose of the legislative committee is to coordinate and facilitate the legislative, regulatory, and public policy activities of the local PTAs and councils of the WSPTA.

3. The committee shall consist of the WSPTA legislative director and the region legislative chairs (RLCs). The RLCs shall be appointed by region directors and approved by the area vice presidents. Other members of the committee may be added by the legislative director as needed to fulfill specific skill requirements in consultation with the WSPTA president.

4. The legislative committee shall recommend a short-term, high-priority legislative platform and a long-term legislative platform to the WSPTA board of directors. Each platform shall be built upon the child welfare, safety, education, care and protection issues in the state. The committee shall provide a recommendation/analysis to be presented to the membership at the WSPTA legislative assembly.
   a. The WSPTA board of directors shall evaluate these issues based on the information provided by the legislative committee report.
   b. The WSPTA board of directors may choose to return specific issues to the legislative committee for further clarification or development.

5. Alternates to the committee may be selected to represent specific regions as approved by the WSPTA president for the summer meeting where submitted issues are prepared.

6. The legislative committee shall assist the legislative director in planning and implementing WSPTA legislative assembly.

7. The legislative committee shall work cooperatively with the resolutions committee to support the advocacy efforts of both.

8. RLCs shall receive a voting delegate registration for legislative assembly.

9. The WSPTA president is an ex officio member of the committee.

10. Additional information and direction shall be covered in the committee handbook.

6.4.3 WSPTA Legislative Assembly
The WSPTA legislative assembly shall be held to determine legislative priorities of the WSPTA, educate and mobilize advocates and advance the WPTA’s legislative advocacy program. The WSPTA legislative director or designated alternate shall be the voting delegate representing the WSPTA board of directors at legislative assembly.

The legislative committee may provide input into the agenda and content for the event. They shall work in concert with the WSPTA staff to identify specific task requirements on a yearly basis.
6.4.4 Lobbying
1. Volunteer lobbyists may be appointed by the WSPTA president upon the recommendation of the WSPTA legislative director.
   a. Volunteer lobbyists are not required to register with the Public Disclosure Commission as long as they are not reimbursed for expenses or compensated for their advocacy.
   b. Volunteer lobbyists who receive reimbursement but limit their lobbying activities to appearances before public sessions of legislative committees or public hearings of state agencies, or restrict their lobbying to no more than four days (or parts of four days) during any three consecutive months, are also not required to register with the Public Disclosure Commission.
   c. Volunteer lobbyists who only monitor and/or observe committee hearings and legislative floor debate do not need to register or report their activities.
2. A paid lobbyist, on a contractual agreement for services, may be retained by WSPTA.
3. All compensated lobbyists shall be registered with the Public Disclosure Commission and follow applicable state law and rules.
4. Lobbyists shall be responsible for lobbying for the WSPTA based upon criteria established by the WSPTA board of directors and through the legislative program.

6.4.5 WSPTA Legislative Priorities
1. The purpose of the WSPTA legislative program is to identify and promote the understanding of legislative priorities relevant to the vision, mission and goals of WSPTA.
2. Legislative priorities shall be statewide in scope and topics shall include those relating to the health, safety and education of all children.
3. Legislative priorities shall be identified through the WSPTA legislative principles, two-year legislative platform, resolutions and board positions.
4. Priorities shall be advocated for by all PTA members through a variety of methods including, but not limited to, contacting legislators, talking to school board directors, providing information to members, supporting programs and events that complement the priority.
5. Per WSPTA Uniform Bylaws, an annual legislative assembly shall be held for the purpose of determining legislative priorities of WSPTA, educating and mobilizing advocates, and advancing WSPTA’s legislative program.

6.5 WSPTA Membership
6.5.1 WSPTA Membership Director
1. The WSPTA membership director shall perform the duties as detailed in the WSPTA Uniform Bylaws. Additional responsibilities and expectations are included in the WSPTA Board Handbook. The membership director is also responsible for maintaining a Membership Director Handbook with details that may facilitate the transition between officers.
2. The membership director shall be responsible for maintaining a Membership Committee Handbook with details that may facilitate the work of the committee and its members.

6.5.2 WSPTA Membership Committee
1. The WSPTA membership director shall serve as the chair of the WSPTA membership committee.
2. The purpose of the membership committee shall be to develop a statewide membership campaign.
3. The WSPTA membership director shall oversee the membership awards program.
4. The membership committee shall consist of the WSPTA membership director and at least five but not more than 15 members. Members shall include WSPTA board members and PTA members appointed by the membership director in consultation with the WSPTA president.
5. The membership committee shall review and update all membership resources, including printed publications and digital media.
6. The membership committee shall review membership award applications of the local PTAs and councils of the WSPTA.

7. The membership committee shall assist the membership director in planning and implementing membership activities of the regions and state.

8. The WSPTA president is an ex officio member of the committee.

9. Additional information and direction shall be covered in the committee handbook.

6.5.3 WSPTA Membership Awards

1. The purpose of the WSPTA membership awards is to promote local PTA membership recruitment and retention.

2. The WSPTA membership director shall oversee the membership awards. A list of the current awards shall be updated each year and a list that includes requirements and due dates shall be posted on the WSPTA website by August 30. Any changes to awards, including additional awards, shall be communicated to all local PTAs and councils in a timely fashion. Further details on the awards is located in the WSPTA Board Handbook.

6.6 WSPTA Programs

6.6.1 WSPTA Program Director

1. The WSPTA program director shall perform the duties as detailed in the WSPTA Uniform Bylaws. Additional responsibilities and expectations are included in the WSPTA Board Handbook. The program director is also responsible for maintaining a Program Director Handbook with details that may help facilitate the transition between officers.

2. The program director shall serve as primary facilitator to, coordinator of and catalyst for the programs of the association.

3. The program director shall oversee the local PTA and council awards of excellence program.

4. The program director shall oversee the WSPTA Reflections program.

5. The program director shall be responsible for maintaining a Program Committee Handbook with details that may facilitate the work of the committee and its members.

6.6.2 WSPTA Program Committee

1. The WSPTA program director shall serve as the chair of the program committee.

2. The purpose of the program committee shall be to oversee the awards and recognition and other programs.

3. The program committee shall consist of the WSPTA program director and at least five but not more than 15 members. Members shall include WSPTA board members and PTA members as appointed by the program director to fulfill specific skill requirements in consultation with the WSPTA president.

4. The program committee shall:
   a. Oversee, update, and implement the awards and recognition program.
   b. Review and update all program and award resources, including printed publications, award applications, judging criteria, resources and digital media.
   c. Develop new awards and programs as needed.
   d. Determine the recipient(s) of the Outstanding PTA of the Year award.
   e. May act as chairs of the various program and award committees.
   f. May assist the WSPTA Reflections committee.

5. The WSPTA program director shall oversee the Leadership Academy awards. The program committee shall review and edit the Leadership Academy awards if necessary. The program committee shall review all applications to the Leadership Academy. The Leadership Academy awards program recognizes and acknowledges the leadership skills attained by PTA leaders throughout all levels of the association and the volunteer time it takes to achieve leadership status in the association.

6. The WSPTA president is an ex officio member of the committee.

7. Additional information and direction shall be covered in the committee handbook.
6.6.3 WSPTA Awards of Excellence Program
The purpose of the WSPTA awards of excellence program is to celebrate the work PTAs and councils do to make a difference for their communities. Awards and programs also help build awareness of the WSPTA mission and focus. When local PTAs and councils are recognized for the work they are doing, it builds pride in the community and helps people connect with PTA. Awards shall be updated or created to address the needs and highlight the achievements of our local PTAs and councils.

6.6.4 WSPTA Reflections Program
1. The purpose of the WSPTA Reflections program is to provide an opportunity for students to use their creative talents by expressing themselves through their own original works.
2. Awards for Reflections shall be determined by the Reflections committee. The Outstanding Interpretation Award entry for each category and division shall be forwarded to the National PTA Reflections program.
3. The program director shall provide oversight for the WSPTA Reflections program and shall serve as the Reflections committee's liaison to the WSPTA board of directors.

The Reflections committee shall assist the Reflections chair in updating the Reflections materials and resources and then implementing the WSPTA Reflections program.

Section Seven: WSPTA Elections
7.1 WSPTA Nominating Committee
7.1.1 Composition of Committee
The WSPTA nominating committee shall consist of two members of the WSPTA board of directors and three at-large members elected from the membership at the annual WSPTA convention. The lists of nominees not elected shall be maintained as alternates in order of votes received. Alternates may only come from their respective group, either at-large or WSPTA board of directors. If there is not an alternate list, the committee shall continue to function with four total members.

7.1.2 WSPTA Board of Directors Members
Two members of the WSPTA nominating committee shall be elected by the WSPTA board of directors in even-numbered years for a term of two years at the first board meeting after the annual WSPTA convention that occurs in an even-numbered year.

In the event that a board member must step down from the committee, the vacancy shall be filled by using the list of remaining board of directors nominating committee candidates in order of votes received. The vacant position shall be filled by an alternate from the same representation, thus allowing the nominating committee to still contain two board members and three at-large members.

If there is not a WSPTA board of director’s alternate list, the committee shall continue to function with four members. If the committee drops below three members, the WSPTA board of directors shall hold a meeting to elect new members.

7.1.3 WSPTA At-Large Members
Three members shall be elected by ballot by the membership for a two-year term at the annual WSPTA convention in even-numbered years. To be eligible to run a candidate shall be a PTA member and may not serve for two consecutive terms.

The process for identifying candidates for the at-large positions is run separately from the nominating committee work. Qualified persons may not be nominated by someone else but shall self-declare
candidacy by submitting a *Declaration of Good Faith* form to the WSPTA office by February 15 stating their intent to run. The form is located on the WSPTA website. Staff shall check that the self-declared candidate is a current PTA member and send him/her the appropriate information. In addition, staff shall inform the WSPTA president and Elections Oversight Committee (EOC) of the list of candidates. Notice shall be presented to the membership electronically through the weekly newsletter and posted on the WSPTA website.

Election of at-large members for the nominating committee shall be by plurality vote. If there are four or more candidates, the three candidates with the highest votes shall be elected to the WSPTA nominating committee. If only three candidates are declared, the election may be by voice vote.

In the event that an at-large member must step down from the committee, the vacancy shall be filled by using the list of remaining at-large nomination committee candidates in order of votes received. The vacant position shall be filled by an alternate from the same representation, thus allowing the nominating committee to still contain two board members and three at-large members.

If there is not an at-large alternate list, the committee shall continue to function with four members. If the committee drops below three members, recommendations for candidates for the vacated nominating committee position(s) shall be solicited from the membership for appointment by the WSPTA board of directors.

### 7.1.4 WSPTA Nominating Committee Responsibilities of Members

#### Committee Chair

The WSPTA nominating committee shall select its own chair and vice chair and contact the WSPTA office with the name and address of the chair. The chair or alternate is responsible for presenting the nominating committee report at the annual WSPTA convention.

#### Committee Resources

The WSPTA office shall provide to the WSPTA nominating committee chair:

1. A copy of *Section Seven: WSPTA Elections* policies from the *WSPTA Policy Manual*.
2. *Nominating Committee and Election Handbook*.
3. Access to the WSPTA nominating committee email.
4. Officer job descriptions.
5. Copies of recommendations for state PTA positions as they are received.

#### Committee Timeline

The WSPTA nominating committee shall create an internal timeline to meet the deadlines as established by the WSPTA executive committee and staff. The deadlines shall require that nominations be submitted on a specified date in November and that the nominating committee report be submitted no later than the end of January.

#### Committee Role – Selecting Potential Nominees

The WSPTA nominating committee’s major role and responsibility is to nominate the best qualified nominee(s), giving careful consideration, both as an individual and as a committee, to the requirements and scope of the position(s) as well as to the qualifications and abilities needed.

A member of the WSPTA nominating committee is not barred from becoming a nominee. If a member of the WSPTA nominating committee wishes to be considered as a nominee, or plans to self-declare if not nominated, that person shall notify the committee of his/her intent prior to the review of any candidate recommendations for that office. Once the nominating committee has been notified of the member’s intent, he/she may not be involved with anything regarding the desired office including, but not limited to,
building the interview questions for that office, any discussions regarding that office and any vote for that office. Elections are not restricted to a single candidate for each office. However, the committee is not required to nominate more than one person for any office. No more than two candidates shall be nominated for any office.

Keep the committee’s discussions strictly confidential. No information, including the reasons for accepting or rejecting a recommendation, should ever leave the committee meeting.

Committee Responsibilities:
The WSPTA nominating committee responsibilities are detailed in the *WSPTA Nominating Committee Handbook*. Information regarding the nomination form, reviewing the nominations, discussing potential nominees, contacting and interviewing potential nominees, and the selection of nominees are all included.

Nominating Committee Report:
1. Prepare, sign and mail a copy of the *WSPTA Nominating Committee Report* to the WSPTA office by the date established in the timeline as created by the WSPTA executive committee and WSPTA staff.
2. The committee shall have no further contact with the nominees after the report is filed. All questions or concerns shall be referred to the EOC for that election cycle.
3. Forward all copies of recommendations, résumés, and correspondence with potential nominees, along with all WSPTA nominating committee files, promptly to the WSPTA office. The WSPTA nominating committee file shall be maintained in the WSPTA office for the duration of the election cycle, and the executive director shall protect its confidentiality. At the completion of the election the executive director shall have the file destroyed.

### 7.2 WSPTA Area Vice President Elections

#### 7.2.1 Balloting
The area vice presidents shall be elected by all convention voting delegates.

The areas are as follows:
- Area A – includes regions 1 and 6
- Area B – includes regions 2 and 5
- Area C – includes regions 9 and 10
- Area D – includes regions 3, 4, 11 and 12
- Area E – includes regions 7, 8, and 15

#### 7.2.2 Vacancy
If a vacancy occurs, a candidate shall be appointed by the WSPTA president and ratified by a majority vote of the WSPTA board of directors until the next annual WSPTA convention.

### 7.3 WSPTA Officer Elections
The officers of WSPTA are president, vice president, five area vice presidents, secretary, finance officer, family and community engagement director, leadership director, legislative director, membership director and program director.

#### 7.3.1 Election of WSPTA Officers
1. WSPTA officers shall be elected at the annual WSPTA convention in odd-numbered years for a term of two years and until their successors are elected. If only one candidate is nominated for an office, the election may be by voice vote. If there is more than one candidate for an office, the election shall be by ballot vote. A majority vote shall elect. In the event of a tie vote, the tie shall be broken using an impartial method determined by the EOC and the parliamentarian.
2. The area vice presidents shall represent geographic areas prescribed by WSPTA policy with two of the area vice presidents representing PTAs east of the Cascade Mountains.

3. All WSPTA officers are elected by all convention voting delegates.

4. A member may not serve more than one consecutive term in the same office. A WSPTA officer who has served 16 or more months shall be considered to have served a full term.

5. The WSPTA officers shall assume duties on June 1 in the year elected.

6. In the event of cancellation of the annual WSPTA convention, the EOC shall work with the executive committee and with staff to develop a plan for conducting the planned elections. Consideration shall be given to association cost, volunteer resources, timing and equitability for candidates. Notice of the election procedure shall be sent electronically to all officers and posted to the WSPTA website.

7.3.2 Eligibility
To be eligible for any WSPTA office, a candidate shall be a member of a local PTA and meet the following criteria:

1. For the offices of president and vice president: before taking office, a member shall have served on the WSPTA board of directors for at least two years.

2. For the offices of secretary and finance officer: before taking office, a member shall have served on the WSPTA board of directors for at least one year or as a local PTA or council officer for at least three separate years.

3. For the office of area vice president: a member shall reside within the geographic area to be represented and before taking office shall have served on the WSPTA board of directors for at least one year, as a region director for at least one year, as a council president for two years, or on a service delivery team for two years.

4. For the office of family and community engagement director: before taking office, a member shall have served on the WSPTA board for directors for at least one year, or on the family and community engagement committee for at least one year, or as a local PTA or council family and community engagement chair for at least two separate years.

5. For the office of leadership director: before taking office, a member shall have served on the WSPTA board for directors for at least one year, or on the WSPTA leadership committee for at least one year, or as a local PTA or council officer for at least two separate years.

6. For the office of legislative director: before taking office, a member shall have served on the WSPTA board of directors for at least one year, or on the WSPTA legislative committee for at least one year, or as a local PTA or council legislative chair for at least two separate years.

7. For the office of membership director: before taking office, a member shall have served on the WSPTA board of directors for at least one year, or on the WSPTA membership committee for at least one year, or as a local PTA or council officer for at least two separate years.

8. For the office of program director: before taking office, a member shall have served on the WSPTA board of directors for at least one year, or on the WSPTA program committee for at least one year, or as a local PTA or council officer for at least two separate years.

7.3.3 Vacancies

1. A vacancy in the office of the WSPTA president shall be filled by the vice president for the unexpired term of the president.

2. If another elected office becomes vacant, that office shall be appointed by the WSPTA president and ratified by a majority vote of the WSPTA board of directors until the next annual WSPTA convention.

7.4 Elections

7.4.1 WSPTA Nominating Committee Report
Upon receipt of the WSPTA nominating committee report, the WSPTA office shall:
1. Provide each member of the WSPTA board of directors and the presidents of councils and local PTAs a copy of the **WSPTA Nominating Committee Report** at least 60 days prior to the annual WSPTA convention and post to the WSPTA website.

2. Include a call for self-declared candidates with the **WSPTA Nominating Committee Report**. Qualified persons may self-declare candidacy by submitting a Declaration of Good Faith form indicating their intent to run to the WSPTA office within 15 days of the posting of the **WSPTA Nominating Committee Report**. If this is the second round due to a vacancy being created by the original report, any qualified self-declared candidate for that position(s) shall submit his/her Declaration of Good Faith form within 15 days of the posting of the final **WSPTA Nominating Committee Report**.

3. Provide each nominee and self-declared candidate with campaign regulations, Declaration of Good Faith form, officer job descriptions, EOC information, and any other requirements.

4. Verify all candidates for at-large nominating committee member positions are members in good standing 30 days prior to the election.

5. Prepare a general notification prior to the annual WSPTA convention that includes candidate statements and photos of all candidates.

6. Publish the **WSPTA Nominating Committee Report** in the convention advanced registration guide and in the convention program.

The WSPTA office shall post to the WSPTA website:
- A maintained web page for each declared candidate.
- Campaign regulations (Section 7.4.2 of this policy document).
- EOC information (Section 7.4.2-M of this policy document).
- EOC PTA email address.
- Declaration of Good Faith form.
- Officer job descriptions.
- WSPTA Nominating Committee Report.
- Instructions for self-declaring candidacy.

All WSPTA published documents or other resources and website postings other than those for candidates for at-large positions on the nominating committee shall include the words “self-declared” following the name of any candidate who was not selected as a nominee by the WSPTA nominating committee. All candidates shall be listed alphabetically. All materials, including web page content, shall be reviewed by the EOC for compliance with specifications in this document prior to publication and distribution.

### 7.4.2 Campaign Regulations

Each candidate shall sign a Declaration of Good Faith form agreeing that:

1. He/she is a current PTA member.
2. He/she meets the qualifications for the office.
3. He/she shall abide by the campaign/election policies and guidelines.

A candidate may begin formal campaigning for election after signing and submitting a Declaration of Good Faith form to the WSPTA office.

In the event of a breach of campaign/election policies, all of the candidate’s campaign materials shall be pulled, and the EOC shall announce the breach to the membership at the convention.

### A. Campaign Materials

The use of official PTA letterhead, envelopes, emblems or symbols on campaign materials is prohibited. Candidates should consider whether or not to include personal contact information on items such as the résumé or personal statement that may be included on the WSPTA website.

### B. Campaign Board at Convention
1. No other materials shall be distributed by the candidate(s).
2. WSPTA staff shall create all boards.
3. All boards shall be consistent with regard to size and type of content allowed. These specifications shall be shared with all candidates and the EOC.
4. Specifications of candidate conduct (Section 7.4.2-F of this policy document) details shall be posted near the candidates’ informational display.
5. Boards shall identify nominating committee candidates versus self-declared candidates.

C. Posters/Banners/Brochures at Convention
Individual banners, brochures and posters are not allowed.

D. Pre-convention Notification/Convention Program/Web Page Statement
1. Each declared candidate shall provide a statement, not to exceed 150 words, and a digital photo to be published in the notification sent prior to convention, in the convention program and on the campaign board. The statement and picture shall also be posted on the candidate’s page on the WSPTA website.
2. The statement and digital photo shall be received in the WSPTA office no later than 15 days after the nominating committee report is posted.
3. WSPTA office and the EOC shall review all material for compliance with specifications in this document.

E. Candidate Web Page
1. WSPTA office shall post a statement for each declared candidate on the WSPTA website limited to no more than 500 words, as determined by the Microsoft Word word count function, and a one-page (8 ½” x11”) résumé. Both documents shall be provided electronically in portable digital format (PDF) to the WSPTA office for posting on the website.
2. Candidates are responsible for supplying content for their own web page, and the website may include an address (but not be linked) to other websites selected by the candidate.
3. Web page content shall be received no later than 15 days after the posting of the nominating committee report.
4. The WSPTA board of directors has the discretion to ask that all candidates submit a video to be placed on the website. Videos would be no longer than 30 seconds in length for non-president candidates or up to one minute for president candidates. All videos would be reviewed by the EOC for content and would be posted prior to the convention mailing.
5. Candidates shall have one opportunity to edit/modify their web pages.
6. WSPTA office and the EOC shall review all material for compliance with specifications in this policy document.

F. Campaign Conduct
1. The candidates shall be responsible for monitoring how their campaigns are promoted and shall be held liable for any breaches thereof.
2. Candidates may be responsible for any damage caused by campaigners.
3. No campaign advertisements or giveaways shall be allowed.
4. Candidates are not allowed to seek endorsements, and/or list endorsements on any campaign materials.
5. No signs, badges or pins endorsing or opposing a candidate may be worn by anyone.
6. No campaigning within 25 feet of any polling location.
7. Candidates are prohibited from using PTA communications, including blogs or forums for the purpose of campaigning or otherwise promoting their candidacy.
8. For the purposes of campaigning, or otherwise promoting candidacy, the use of contact information obtained by virtue of a position in PTA shall not be used, unless such information is available in a location that all PTA members may access.
9. If asked, a candidate may attend a local PTA or council meeting to discuss his/her qualifications. All candidates for that office should be asked to attend and given equal time at the meeting.
G. Candidates’ Forum
A candidates’ forum may be held at the annual WSPTA convention prior to balloting.

H. Candidate Speeches
Each candidate for president and vice president shall speak from the platform to the convention delegates. The candidates for president may have up to five minutes and the candidates for vice president may have up to two minutes.

Other candidates shall be offered an opportunity to address the convention delegates either by speech, candidates’ forum or other method as determined by the executive committee with input from the EOC. Candidates shall be notified at least 30 days prior to the election with the method(s) of addressing the membership at convention to allow time to prepare.

I. Uncontested Elections
Elections may be conducted by voice vote following all candidates’ speeches.

J. Tellers’ Committee for Contested Elections
1. The WSPTA president shall appoint the members of the committee.
2. The committee shall count the ballots, record the vote and prepare a tellers’ report for the public announcement of the results.
3. In the event of a tie vote, the tie shall be broken using an impartial method determined by the EOC and the parliamentarian.
4. The committee shall conduct a runoff election if, in a given election, no candidate receives a majority of votes.

K. Election Procedures
1. Information about polling times and places shall be published in the annual WSPTA convention materials.
2. Voting credentials shall be used only by a member of the local PTA or council to whom it is issued and may not be transferred to another local PTA or council.
3. If in a given election no candidate receives a majority of votes, times and places for a subsequent runoff election shall be announced.
4. The area vice president election procedures are detailed in Section 7.2 of this policy document.

L. Election Results
1. The chair of the tellers’ committee shall notify each contested election candidate of the election results, personally and privately. Notification shall occur after the tellers’ report is confirmed by the EOC and parliamentarian and prior to public announcement of the results.
2. Candidates wishing to make a brief statement following the announcement of the election results may approach a floor microphone and ask for a “point of personal privilege.”

M. Elections Oversight Committee
The EOC shall oversee the election process. The committee shall review all materials, including web page content, prior to publication and distribution and all brochures, for compliance with specifications in this policy document. All concerns raised during the election period shall be directed to the EOC chair. The EOC shall have final authority in enforcing compliance with election policies and procedures.

7.5 Parameters of Staff Activities during WSPTA Elections
1. Staff shall not give membership lists to any candidate; this is proprietary information and is never divulged.
2. Interpretation of campaign election activities that may include exploration of potential or possible violations are not in staff’s purview. Complaints or questions of this nature should go directly to the EOC. Staff shall not participate in such discussions unless directed to do so by the WSPTA president or board. Staff may assist when called upon to help with logistics for such discussions, e.g. conference call set-up and forwarding questions to the attorney or parliamentarian.

3. Staff shall provide equal access for all candidates, upon request and after consultation with the WSPTA president, to board records and legal documents (e.g., minutes, financial reports).

7.6 WSPTA 5th Executive Committee Member Election

The area vice presidents and state directors serving on the WSPTA board of directors shall elect one board representative to serve as a 5th member of the executive committee for a one-year term beginning June 1, or as soon as possible thereafter.

7.6.1 Nominations

Candidates shall submit their self-declaration form prior to the board of directors retreat in June. Area vice presidents and state directors who have served a minimum of one year in any position on the WSPTA board of directors are eligible to self-declare by a date set by the WSPTA president.

7.6.2 Election

Election of the 5th member of the executive committee shall be by ballot. The election shall be by plurality vote if there are three or more candidates, or by a majority of votes cast if there are two candidates. If there is one candidate the election may be by voice vote.

To be eligible to vote, a member shall be an area vice president or state director. Members of the executive committee are not eligible to vote.

Board members eligible to vote for the 5th executive committee candidate shall be given time at the board meeting to discuss the qualifications of the candidates prior to the election.

Section Eight: WSPTA Financial

8.1 General

1. The corporate finance officer (CFO), in consultation with the executive director, shall be responsible for selection and use of appropriate accounting policies to ensure the association’s accounting system is consistent with generally accepted accounting principles established by the Financial Accounting Standards Board.

2. Funds from the WSPTA treasury shall be distributed as authorized by the budget. The WSPTA board of directors has the authority to reallocate funds from one program area within the budget to other program areas. The executive director has authority to reallocate funds within a program area.

3. WSPTA shall have an operating fund for the purpose of day-to-day operations as provided for in the budget, a general fund for the purpose of maintaining a rainy day fund, and an investment fund for the purpose of long-term viability as provided for in Section 8.7 of this policy document.

4. The WSPTA corporate finance committee (CFC) shall be responsible for determining the necessity of reviewing the books and records of local PTAs and councils not in good standing, as well as any subsequent actions.

5. WSPTA’s previously approved membership in an organization may be renewed by the executive director with the concurrence of the executive committee so long as the renewal cost does not exceed ten percent of the line item budget for such purposes.

6. Income derived from any source shall be processed through the WSPTA office. This includes but is not limited to workshop fees, grants and donations.
7. A monthly financial statement shall be prepared under the direction of the executive director and sent to the WSPTA finance officer and president. After their review, the financial statement shall be sent to the CFC for review and then posted to the board SharePoint.

8. An annual audit report shall be presented to the CFC and then to all board members by the audit firm representative after the close of the fiscal year.

### 8.2 WSPTA Budget

1. The CFO shall create a proposed budget annually. The WSPTA finance officer and CFC shall review and provide input.

2. The WSPTA finance officer shall submit a proposed budget to the WSPTA board of directors during the pre-convention board meeting for adoption as required by the *WSPTA Uniform Bylaws* Article 7, Section 4.D.3. The WSPTA board of directors is responsible for the oversight of the budget and shall approve annually.

3. Committee budgets shall be established by the WSPTA finance officer, executive director, CFO and the committee chair within the parameters of the annual operating budget.

4. Any project presented to the board of directors for approval, action or implementation shall include a detailed cost estimate.

### 8.3 Fees and Budgets for Conferences, Meetings and Workshops

WSPTA members shall not be charged for their attendance at WSPTA region meetings, region workshops or council trainings. Non-members may be allowed to attend at the invitation of the region director. Regions and councils may charge a fee for food served at region meetings and/or for exhibitors.

Only WSPTA members may attend the *PTA and the Law* workshop. The *PTA and the Law* presentation and materials are the intellectual property of the Washington State PTA. WSPTA members are encouraged to attend and, per the Standards of Affiliation (SOA) agreement, at least one officer from each local PTA and council shall attend annually. Only WSPTA members are entitled to the *PTA and the Law* booklet.

An event budget form shall be submitted to the WSPTA finance officer, president, CFO and executive director prior to making final arrangements for region workshops, conferences, banquets and recognition events. If individuals will be charged for food and/or if exhibitors will pay a fee, this shall be recorded on the event budget form and submitted prior to making final arrangements.

Fees collected from region workshops shall be submitted to the WSPTA office within ten days of the event.

Expense claim forms from the region may not be submitted until all fees collected have been submitted. See the *Region Director Handbook* for more information on workshops.

### 8.4 WSPTA Reimbursement

1. The rate of reimbursement for reimbursable charges shall be approved by the WSPTA board of directors and included in Section 8.4.1 of this policy document.

2. Expenses for alcoholic beverages shall not be reimbursed.

3. Expenses for which monetary allowances are received from other sources shall not be reimbursed.

4. For any expense incurred, an itemized statement of expenses, with receipts attached, shall be submitted on the current expense claim not later than the 15th of the month after the month in which the expense was incurred. For expenses incurred in June, the expense claim form shall be submitted by July 10. Exceptions may be granted for good cause by the executive director on a case-by-case basis.

### 8.4.1 WSPTA Board of Directors

Expenses shall be reimbursed to WSPTA board members for attending the following:
1. WSPTA board of directors meetings/retreats/trainings.
2. WSPTA annual convention.
3. Legislative assembly.
4. Leadership conference.
5. Ad hoc and standing committee meetings (if provided for in the budget and approved by the chair in advance).
6. PTA workshops, meetings and activities held or presented within a board member's region.
7. Meetings at the request/approval of the WSPTA president.
8. Other meetings or events as determined by the WSPTA executive committee.

For WSPTA board of directors meetings:

1. Housing and meal expenses shall be paid directly by the WSPTA. Reimbursements shall not be made to board members when a meal is provided.
2. Rooming is assigned – double occupancy: two beds, two people. If a single room is requested, the board member shall be responsible for 50% of the room expense unless pre-approved by the WSPTA president.

Expenses shall be reimbursed, when incurred on official WSPTA business, as follows:

1. **MILEAGE**: Shall be reimbursed at a rate equal to seventy percent of the *Standard Mileage Rates* published by the Internal Revenue Service (IRS), rounded to the nearest one-tenth cent, plus any necessary ferry fares or bridge tolls at the actual cost incurred.
2. **MEALS**: May be reimbursed up to $25.00 per day. Receipts are required for reimbursement.
3. **LODGING**: If authorized by the WSPTA president when an overnight stay is required, the entire hotel bill shall be reimbursed as follows: Rooming is provided for board members traveling 50 miles one way or more, and will be assigned as double occupancy with two beds and two people. If a single room is requested, the board members shall be responsible for 50% of the room expense.
4. **AIRFARE (GOOD WEATHER)**: The lesser of (a) the actual airfare paid or (b) the number of miles, round trip (when applicable), destination to destination, reimbursed at the same mileage rate as if driving unless reimbursement of the higher amount is pre-approved by the WSPTA president.
5. **AIRFARE (POOR WEATHER)**: Full fare if pre-approved with as much notice to the WSPTA president as possible.
6. **GROUND TRANSPORTATION** (cab, bus or train): As needed to get to meeting sites, at the lowest reasonable cost.
7. **MISCELLANEOUS**: Postage, parking fees, resource materials necessary to the WSPTA board position on a case-by-case basis with pre-approval of the WSPTA president.

### 8.4.2 Expenses for National PTA Meetings

Expenses of attending the National PTA convention may be provided for the WSPTA president and executive director (or staff member designated by the executive director).

Expenses of attending the National PTA legislative conference may be provided for the WSPTA president and legislative director annually if not reimbursed by the National PTA. WSPTA may provide for one key staff member designated by the executive director.

### 8.4.3 Region Directors and Region Service Delivery Teams

Region budgets may be used to cover region expenses at the region director’s discretion. Service delivery team members shall submit an expense claim form approved by the region director in order to be reimbursed.

Service delivery team meeting costs, including food, may be reimbursed an annual maximum of $50. Reimbursements will be charged to the region budget.
WSPTA Leadership Conference

- Registration is free.
- Mileage shall be reimbursed per the same verbiage in Policy 8.4.1 for WSPTA board members.
  Carpools are encouraged. Parking is not reimbursable.
- Meals: Only those included with Leadership Conference. No other meals are reimbursable.

Region directors only may be reimbursed for housing as follows (from the leadership conference budget):
- Lodging: Rooming is provided for region directors for one night, if traveling 50 miles one way or more, and will be assigned as double occupancy with two beds and two people. A completed housing request form must be submitted to the WSPTA Secretary according to the emailed instructions. If a single room is requested, the region director will pay the entire hotel bill, and submit an expense claim for 50% of the room charge. Any incidentals will be paid by the region director.

8.4.4 WSPTA Committee Chairs

WSPTA committee chairs shall be reimbursed for mileage and printing expenses pursuant to their duties. All other expenses shall have prior approval from the WSPTA president for reimbursement. Committee chairs shall submit an expense claim form in order to be reimbursed. Committee members are not reimbursed for travel expenses unless approved by the committee chair.

8.4.5 WSPTA Legislative Assembly

WSPTA legislative assembly expenses shall be provided for:
1. The WSPTA board of directors.
2. The WSPTA executive director.
3. Necessary staff.

Expenses shall be reimbursed for the WSPTA legislative assembly as follows:

A. **Region legislative chairs**:
   1. Complimentary delegate registration.

B. **WSPTA resolutions chair**:
   1. Complimentary delegate registration.

C. **WSPTA past presidents**:
   1. Complimentary delegate registration.

D. **Presenters, facilitators and guests as approved by the board of directors**:
   1. Complimentary delegate registration shall be based on volunteer time requirements of three hours per day for each day that the registration fee is waived for all volunteers other than presenters. Presenters shall volunteer for one and one-half hours per day for each day that the registration fee is waived with the expectation that prep time prior to the event is required.
   2. Each local PTA or council may designate no more than one volunteer as a voting delegate.
   3. Any change to these requirements must be approved by the WSPTA board of directors no later than the summer board meeting.

Voting credentials shall be used only by a member of the local PTA or council to whom it is issued.

Region directors may be given voting credentials and represent a local PTA or council beginning with the 2017-18 year.

8.4.6 WSPTA Convention

WSPTA convention expenses shall be provided for:
1. The WSPTA board of directors.
2. The WSPTA executive director.
3. Necessary staff.  
4. Such other persons as approved by the CFC.

Expenses shall be reimbursed for the WSPTA convention as follows:

**A. Region Directors:**
1. Complimentary delegate registration.  
2. Mileage shall be reimbursed per the same verbiage as in Policy 8.4.1 for WSPTA board members. Carpooling is encouraged. Parking is reimbursed for the duration of convention.  
3. Meals: May be reimbursed up to $25.00 per day. Receipts are required for reimbursement.  
4. Lodging: Rooming is provided for two nights, and will be assigned as double occupancy with two beds and two people. A completed housing request form must be submitted to the WSPTA Secretary according to the emailed instructions. If a single room is requested, the region director will pay the entire hotel bill, and submit an expense claim for 50% of the room charge. Any incidental will be paid by the region director. The region director should understand that lodging is optional.  

Meals, parking, and lodging shall be charged to the region budget. Mileage shall be charged to the Board, RD, SDT and State Committee Mileage budget lines.

**B. Convention planning committee chair:**
1. Complimentary delegate registration.  
2. Special event ticket (if applicable).  
3. Housing shall be reimbursed at 50% of a shared room and parking for the duration of convention.

**C. Elections oversight committee:**
1. Complimentary delegate registration.  
2. Housing shall be reimbursed at 50% of a shared room and parking for the duration of convention.

**D. Reflections committee chair and scholarship basket committee chair:**
1. Complimentary delegate registration.  
2. Housing shall be reimbursed at 50% of a shared room and parking for the duration of convention.

**E. Bylaws committee chair, resolutions committee chair and nominating committee chair:**
1. Complimentary delegate registration.  
2. Housing shall be reimbursed at 50% of a shared room and parking for one night.

**F. Past presidents:**
1. Complimentary delegate registration.  
2. Special event ticket (if applicable).

**G. Presenters, facilitators and volunteer convention workers:**
1. Complimentary delegate registration shall be based on volunteer time requirements of three hours per day for each day that the registration fee is waived for all volunteers other than presenters. Presenters shall volunteer for one and one-half hours per day for each day that the registration fee is waived with the expectation that prep time prior to the event is required.  
2. Each local PTA or council may designate no more than one volunteer as a voting delegate.  
3. Any change to these requirements must be approved by the WSPTA board of directors no later than the winter board meeting.

**H. WSPTA candidates:**
1. Limited access candidate pass (access to general sessions only).

**I. VIP guests:**
1. Special event ticket.  

Volunteers at the Reflections award ceremony only may be provided a guest pass for the Reflections awards ceremony only when Reflections is held at the annual WSPTA convention.
Voting credentials shall be used only by a member of the local PTA or council to whom it is issued and may not be transferred to another local PTA or council.

**8.5 Check Signing and Credit Cards**

The CFO, under the authority of the executive director, shall be authorized to establish one or more operating accounts in a bank or other financial institution. The executive director shall be the sole staff person with signing authority on such accounts. In the event the executive director is temporarily unable to perform this responsibility, the WSPTA president or WSPTA finance officer (in the absence of the president) may sign checks. All WSPTA checks in the amount of $50,000.00 or more shall be signed by the executive director with the authorization of the WSPTA executive committee.

This designation of co-signing responsibility does not confer any authority on the additional designated officers to individually sign any WSPTA checks or any other official authority under the *WSPTA Uniform Bylaws*, but is for the sole purpose of instituting a sound business practice and policy with regard to the financial matters of the association.

All signatures shall be on file at the bank or other financial institution.

The executive director is responsible for establishing appropriate control mechanisms to assure that funds deposited into WSPTA accounts are used only for authorized purposes. Only the CFO and executive director may hold WSPTA credit cards. The CFO credit card shall be used for all office expenditures requiring a credit card. Each charge shall have a designated receipt. All charges to the office cards shall have the approval of the CFO and the executive director.

**8.6 Development**

**8.6.1 Guidelines for Development Opportunities**

1. WSPTA welcomes partners who support the WSPTA vision, mission and goals.
2. The priorities for selecting development opportunities are:
   a. Parallels in program goals and objectives.
   b. Reputation for integrity and service to the community.
3. Affiliation agreements shall address needs generated from the association’s member segments.
4. All e-commerce fundraising shall be reviewed by the CFC and approved by the WSPTA board of directors.

**8.6.2 Corporate Sponsorships**

A corporate sponsorship is a form of marketing in which a corporation pays for all or some of the costs associated with a project or program in exchange for recognition. Corporations may have their logos and brand names displayed alongside that of the organization undertaking the project or program, with specific mention that the corporation has provided funding.

1. The executive director is responsible for writing and formalizing agreements between WSPTA and sponsors and advising the CFC and board of directors of his/her actions after appropriate review by legal counsel.
2. Sponsorship agreements shall include:
   a. Terms of relationship between WSPTA and the funding source.
   b. Language to protect the WSPTA name, logo and copyright.
   c. Language to protect the WSPTA mailing list.
   d. Language to require auditing of the WSPTA account, if appropriate.
   e. Language to indemnify the WSPTA, if appropriate.
   f. Language for WSPTA approval of final copy of any materials.
   g. Language to describe the ownership of materials produced.
   h. Language to explain third-party involvement and responsibilities, if appropriate.
i. Prohibition of marketing approaches that exploit children.

j. Prohibition of identifying the sponsor’s products or service as the “official (product, service, supplier) of WSPTA.”

k. Adherence to WSPTA Uniform Bylaws.

l. Exclusion of clauses restricting local PTAs or councils from affiliating with companies with similar products.

8.6.3 E-Commerce Fundraising and Membership Benefits Pilots

E-commerce fundraising is the utilization of the WSPTA website, Facebook page or other Internet-related medium for the purpose of raising support for the association. An example of this would be a “Donate” button on the WSPTA website.

1. E-commerce agreements shall be approved by the CFC and the WSPTA board of directors. After appropriate review by legal counsel, such agreements shall be signed by the executive director.

2. E-commerce agreements shall conform to the same criteria as corporate sponsorships and shall also include:
   a. Annual or longer activity plan and schedule.
   b. Approval of all materials for promotional activities.
   c. Royalty payments/commissions to all parties.
   d. Payment schedule.
   e. Commitment of any PTA assets, properties, and resources, including publications, website and research.
   f. Ownership of e-commerce program participants resulting from program.
   g. Privacy policy and disclosure of all intended uses of collected data.
   h. Statement on pricing policies ensuring that pricing is and remains competitive.
   i. Statement on technical and financial capability to deliver contracted service.

3. E-commerce requiring a contractual agreement shall be vetted by the executive director for appropriateness for WSPTA from a budget, vision, mission and stated purpose standpoint. The agreements shall be presented to the CFC. After appropriate review, such agreements shall be signed by the executive director.

Membership benefits pilots are non-contractual (not legally binding) business relationships with companies offering either services or discounts to our local PTAs and membership.

Membership benefits pilots shall be vetted using the following criteria:
   a. The service/discount being offered shall be available and appropriate for all members regardless of location or economic disposition.
   b. The company offering the service/discount shall not have policies/procedures or products/services which are in opposition to WSPTA's vision, mission or stated purpose.
   c. The nature of the relationship shall in no way be legally binding upon either WSPTA or the company offering the service/discount.
   d. The service/discount offered shall be appropriate for children and families.

8.7 Investments

1. The number one priority in selecting an investment shall be the protection of the principal.

2. The executive director shall manage the investments of the association.

3. The executive director shall provide a monthly financial statement of the association’s investments to the WSPTA finance officer and president.

4. There shall be two investment accounts: a General Fund and an Investment Fund.

5. The WSPTA shall accumulate and maintain cash reserves in an amount that is no less than current liabilities and no more than one year’s operating budget. Such funds shall be invested in accordance with the following policy.
6. This policy applies to the WSPTA’s investment accounts. The investment accounts shall be funded with surpluses in the operating accounts which are not used or designated for current operating expenses and future charitable contributions specifically designated for the investment accounts.

8.7.1 Overview
The following establishes the guidelines governing the investments and cash reserves of the WSPTA. Any income not required for the yearly operation of the WSPTA or its purposes shall be identified by the executive director as available funds to be recapitalized for investment.

The primary goals of the WSPTA investments are to preserve purchasing power of assets over time and to provide substantial and stable flow of income to permit the WSPTA to carry out its mandate.

8.7.2 Management
The executive director shall hire an external investment manager to advise and administer the investments within the investment accounts. This investment manager is to meet with the executive director and CFO of the WSPTA on an annual basis (or more frequently if necessary or desired) to provide insight into financial matters including market outlook, lending, cash flow, debt management, planned giving, and savings management. The investment manager shall also provide recommendations and insight into the portfolio holdings and allocation of the investment accounts.

Fees for these services should be in line with industry standards.

8.7.3 Portfolio Objectives
A. Objective
The overall objective of the investment accounts is to make a reasonable contribution to the current and long-term funding requirements of the WSPTA. A moderate level of variability in returns is expected under the provision that all risks taken are consistent with the objective of long-term capital preservation and growth.

The investment accounts shall be divided into two portfolios. The General Fund has the objective of capital preservation; it shall be invested in more stable, short-term investments such as cash and fixed income securities. The Investment Fund objective is capital appreciation. Funds which are not likely to be needed in the short term for the operations of the WSPTA shall be kept in the Investment Fund to maximize earnings.

B. Liquidity
The maintenance of a moderate level of liquidity to meet unanticipated funding requirements is desirable. Short-term liquidity needs may be met by the sale of short-term securities. The executive director is authorized to withdraw, during periods of decreased revenue, money from the General Fund for the purpose of meeting the case requirements of the association until such time as cash reserves are once more stable enough to replenish the investment. If, however, the money withdrawn cannot be reinvested within a six-month period due to continued reduced revenue levels, the executive director should report the situation to the CFC. For special projects requiring long-term liquidation of investment assets, the executive director shall bring them before the CFC for approval and determination of the source of the liquidation (General Fund or Investment Fund).

8.7.4 Portfolio Vehicles
The investment manager shall use investment vehicles which allow for a diversified portfolio of asset classes and securities; for example, mutual funds, stocks, bonds and alternatives.
**8.7.5 Oversight and Review**

This investment policy shall be administered by the executive director and CFO. These persons shall be responsible for meeting with the investment manager on at least an annual basis to review the investment accounts’ positions, performance, asset allocation, and the expected market outlook.

The investment manager shall present a summary report to the WSPTA president and the finance officer on an annual basis (or more frequently if necessary or desired).

This policy shall be reviewed and updated as necessary by the WSPTA board of directors to ensure that it remains consistent with overall objectives of the WSPTA as well as with prudent and conservative investment practices.

**8.7.6 Investment Fund**

The investment fund policy outlines the objectives, responsibilities, goals, guidelines and management of the Investment Fund of the Washington State PTA. The full investment fund policy is included as Appendix K of this policy document.

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**Section Nine: WSPTA Personnel**

**9.1 WSPTA Executive Director**

1. The WSPTA board of directors is responsible for hiring the executive director (*WSPTA Uniform Bylaws*, Article 8). The process shall be managed by the WSPTA president with assistance from the executive committee.

2. The employment agreement shall be revised as needed by the executive committee with input from the WSPTA corporate finance committee (CFC) and approved by the WSPTA board of directors.

3. The executive director shall manage and direct the association as directed by the *WSPTA Uniform Bylaws*, WSPTA board policy, and the executive director job description.

4. The executive director job description shall be reviewed annually by the executive committee.

5. The executive director shall be supervised by the WSPTA president.

6. The annual performance appraisal of the executive director shall be conducted by the executive committee with input from the WSPTA board of directors as prescribed by the *WSPTA Uniform Bylaws*. The evaluation shall be based on:
   a. The criteria outlined in the job description for the executive director.
   b. Goals set by the WSPTA president and executive director with review by the WSPTA board of directors.
   c. The employment agreement.

7. The executive committee shall recommend the salary of the executive director to the CFC. The CFC shall then make a recommendation to the WSPTA board of directors. The board shall vote to approve the executive director’s salary.

8. The benefits for the executive director shall be defined in the employment agreement.

9. Per the *WSPTA Uniform Bylaws*, the WSPTA board of directors is authorized to terminate the service of the executive director under conditions specified by the executive director’s contract and with a three-fourths vote of the members of the WSPTA board of directors. Notice shall be given by the WSPTA president and the WSPTA finance officer.

10. The executive director shall employ and terminate staff members to carry on the work of the association in accordance with the *WSPTA Employee Handbook*. When possible, the WSPTA president and/or the executive committee may be consulted to discuss the possible opportunities or strategies regarding employment or termination of staff members, understanding any laws or regulations protecting employee privacy.
9.2 WSPTA Employee

1. The association’s employment policies are printed in the *WSPTA Employee Handbook*, which shall include reference to the association’s *Whistleblower Policy* (Appendix F of this policy document) and *Harassment Policy* (Appendix G of this policy document). The executive director is responsible for reviewing and updating the handbook. The CFC shall be apprised of any substantial changes to the handbook.

2. Association staff, other than the executive director, shall be hired and supervised by the executive director under the provisions of the *WSPTA Employee Handbook*.

3. The WSPTA board may provide training to staff that may include information on the *WSPTA Uniform Bylaws*, WSPTA policy, *PTA and the Law*, or any other materials that may help the staff understand the trainings that the WSPTA board delivers to members.

Section Ten: WSPTA Communication

10.1 WSPTA Membership Cards

The WSPTA office shall be responsible for the electronic distribution of membership cards for each new member. The WSPTA content of the email sent shall be reviewed and approved by the WSPTA membership director and the WSPTA executive committee prior to the start of the new PTA year. The current membership database (*PT Avenue*) allows local PTAs to add an additional personalization to the message.

10.2 Membership Lists

WSPTA shall not share membership lists with outside interests. Local PTAs shall have access to their own membership lists but may not share the information with outside interests. Councils shall have access to the officer lists of each local PTA within their boundaries but may not share the information with outside interests.

10.3 Legislative Call to Action

WSPTA shall maintain a system to send a “call to action” to members on legislative issues that match the current WSPTA legislative platform, WSPTA resolutions or National PTA legislative priorities. WSPTA shall not forward another agency’s call to action to WSPTA members. We recognize that an electronic form may capture a person’s contact information. While an individual may choose to share that information with another organization, the WSPTA chooses to not share members’ contact information with outside interests either directly or indirectly. If another agency’s call to action aligns with the PTA mission and platform, the WSPTA legislative director may request WSPTA to send a call to action through the WSPTA’s own resources.

10.4 Forms and Resource Guides

All forms and resource guides shall include the WSPTA or National PTA logo and the revision date. Leadership materials are the intellectual property of the WSPTA.

10.5 WSPTA Newsletters and Website

10.5.1 Newsletters

The executive director is responsible for the content of the weekly leadership newsletter. The newsletter shall provide leaders with information that highlights current member benefits, current programs and opportunities for local PTAs and councils and provides access to resources essential for leaders in running a PTA. It is expected that the content shall be shared with members as appropriate.
The executive director is responsible for the content of the quarterly member newsletter. The newsletter shall provide members with information that highlights current member benefits and opportunities for students and families.

WSPTA board members may provide content to be included in both publications.

10.5.2 Website
WSPTA staff shall manage and update the website. A WSPTA staff member shall be the system administrator. WSPTA board members may provide content to be included on the website.

10.6 Operational Due Dates
When a due date or postmark date falls on a non-postal delivery day, the next postal delivery day postmark shall be accepted.

10.7 WSPTA Uniform Bylaws
Following adoption of amendments to the *WSPTA Uniform Bylaws*, WSPTA staff shall prepare and publish an updated copy of the *WSPTA Uniform Bylaws*. In preparing the published version, staff may make minor corrections in spelling, numbering and other non-substantive matters necessary to align the amendment(s) to the existing version of the bylaws.

10.8 WSPTA Social Media Policy
WSPTA shall post a social media policy that states the guidelines and expectations for posting to any WSPTA social media platform such as Facebook or Twitter. The policy shall be available on the WSPTA website and shared with members as requested. The policy shall indicate the expected code of conduct of anyone wishing to post comments or enter into a dialogue on any WSPTA social media platform. The parameters for removing a post shall be included. A copy of the policy is located as Appendix L of this policy document.

10.9 Membership Communications
1. Cell phones shall be silenced during all WSPTA business meetings and workshops. Video cameras and recording equipment, other than that approved by the WSPTA president, shall not be used in the assembly hall or workshops.
2. All connections to, and information published on, the Internet in the name of the WSPTA shall be administered through the WSPTA office. All state-level communications shall be administered through the WSPTA office.
3. WSPTA shall strive to adapt to changing technologies to provide the best options for communications with members and between members.
4. Online discussion groups shall not be moderated but shall be monitored. These discussion groups may be established to address specific topics/issues or the needs of specific/special groups that are focused on WSPTA – its governance, management, operation, mission or goals. Participation in any discussion group may be limited. WSPTA board members shall be included in every discussion group.
5. Civil discourse shall be encouraged and expected among participants.
6. Messages that may put the association in jeopardy shall not be tolerated. As an example, this may include such things as inappropriate use of copyrighted material or defamatory language.
7. All policies of the WSPTA apply to use of the WSPTA’s online services.
8. The WSPTA accepts no responsibility for the opinions and information posted by users other than the WSPTA.
9. While the WSPTA periodically monitors the web platforms for inappropriate postings, it does not on its own undertake editorial control of postings. In the event that any posting, in the sole judgment of the WSPTA, is inappropriate, the WSPTA may take whatever action it deems necessary to remedy the inappropriate actions.
10. The WSPTA reserves the right to terminate access to any user who does not abide by these guidelines.

10.10 Email Guidelines
WSPTA board members shall be given access to a WSPTA email account at the beginning of their term of office. This account shall only be used for WSPTA business purposes. In addition, the WSPTA email address rather than a personal email address shall be used when conducting WSPTA business.

WSPTA email shall be checked on a frequent basis.

Emails shall be professional and courteous. In general, an email message shall reference facts and not address personalities. WSPTA board members shall be aware that any email sent may in turn be forwarded on to people that were not originally intended to see the message.

10.11 Media Relations
10.11.1 Press Releases
Press releases shall be used on a limited basis.

10.11.2 Media Inquiries
1. Media inquiries shall be addressed quickly, effectively and in a timely manner.
2. When a media inquiry is received, the WSPTA president and executive director shall determine the individual with the subject matter expertise best suited to answer the inquiry.

10.11.3 Speaking to the Media
The WSPTA president shall be the spokesperson for the WSPTA. The WSPTA president has the authority to appoint a subject matter expert to speak on behalf of the WSPTA.

10.11.4 Letters/Letters to the Editor
A WSPTA board member choosing to write a letter to the editor shall not use his/her WSPTA title unless the content has been approved by the executive committee.

10.12 Personal Social Media Requirements for WSPTA Board Members
Social media platforms are widely recognized and used by businesses, as well as by individuals for personal purposes, as an acceptable means of communication. WSPTA board members and committee members, including region service delivery team members, shall be made aware of the risks and requirements necessary in differentiating between using social media for personal purposes and using social media to communicate about things that further the vision and mission of the WSPTA.

This policy applies to all WSPTA board members for both the WSPTA’s social media accounts and WSPTA board members’ personal accounts and use of social media to the extent they include information about or reference to WSPTA.

10.12.1 Guidelines
Social media includes all means of communicating or posting information or content of any sort on the Internet. In acknowledgement of the quickly changing social opportunities, examples of platforms include, but are not limited to, a personal or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, text, email and Twitter postings, whether or not associated or affiliated with WSPTA, as well as any other form of electronic communication. The same principles and guidelines found in WSPTA policies apply to activities online. Ultimately, WSPTA board members are solely responsible for what they post online. Before creating online content, the risks and rewards that are involved should be considered. Keep in mind that conduct that adversely affects an
individual’s job performance, the performance of fellow board members or the staff, or otherwise adversely affects PTA members, people who work on behalf of WSPTA or WSPTA’s legitimate business interests, may result in disciplinary action.

Know and Follow the Rules
Postings shall be consistent with the WSPTA board policies. Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct shall not be tolerated and may subject the board member to disciplinary action.

Be Respectful
Postings shall always be fair and courteous to fellow WSPTA board members, members, staff or other people who work with or on behalf of WSPTA. Complaints are more likely to be resolved by speaking directly with the individual(s) involved than by posting complaints to a social media outlet. If a WSPTA board member decides to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, that disparage individuals, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, sexual orientation, religion or any other status protected by law or WSPTA policy.

Blogs and social networks that are hosted on WSPTA-owned domains shall be used in a way that adds value to our business. If it helps WSPTA board members, PTA members, staff or WSPTA partners to do their jobs and solve problems; if it helps to improve knowledge or skills; if it contributes directly or indirectly to the improvement of WSPTA’s policies and processes; if it helps promote WSPTA’s values and mission, then it is adding value.

Be Honest and Accurate
WSPTA board members shall make every effort to be honest and accurate when posting information or news. Any mistake or misrepresentation shall be corrected quickly. Be open about any previous posts you have altered. The Internet archives almost everything and screen shots may be taken; therefore, even deleted postings may be searched and shared. WSPTA board members shall never post any information or rumors that are known to be false about WSPTA, fellow board members, staff, PTA members, or others working on behalf of WSPTA or competitors.

Post Only Appropriate Content
1. Maintain the confidentiality of WSPTA’s private or confidential information.
2. Do not promote WSPTA by creating a link from a personal blog, website or other social networking site to a WSPTA website without identifying yourself as a WSPTA board member.
3. Express only personal opinions. Never represent yourself as a spokesperson for WSPTA unless specifically authorized to do so. If WSPTA is a subject of the content being created, be clear and open about the fact that you are a WSPTA board member and make it clear that your views do not represent those of WSPTA, fellow board members, staff, members or people working on behalf of WSPTA. If you do publish a blog or post online related to subjects associated with WSPTA, make it clear that you are not speaking on behalf of WSPTA. It is best to include a disclaimer such as, “The postings on this site are my own and do not necessarily reflect the views of WSPTA.”

Using WSPTA Resources for Social Media
Do not use WSPTA email addresses or other WSPTA resources to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited
WSPTA prohibits taking negative action against any WSPTA board member or employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any WSPTA board member who retaliates against another board member or employee for reporting a possible deviation from this policy or for cooperating in an investigation shall be subject to disciplinary action.

**Media Contacts**
WSPTA board members should not speak to the media on WSPTA’s behalf without contacting the WSPTA president or the executive director. All media inquiries should be directed to the WSPTA president or the executive director.

**Section Eleven: National PTA**
The WSPTA is a constituent association of the National PTA. In accordance with this affiliation, the WSPTA shall adhere to the vision and mission of National PTA as well as applicable bylaws, policies and legislative principles.

The purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of each constituent association. (*National PTA Bylaws)*

**11.1 National PTA Standards of Affiliation**
National PTA requires that constituent associations complete requirements of the Standards of Affiliation (SOA) on an annual basis. National PTA requires this document to be completed to ensure that PTA affiliates align with National PTA’s mission and values, maintain good business practices, comply with applicable federal laws, and create and support local PTAs to fulfill National PTA’s exempt purposes. The WSPTA board of directors is held responsible for the completion of the requirements within six months of the end of the WSPTA fiscal year. The executive committee shall monitor those tasked with completing individual requirements.

Component pieces shall be sent to soa@pta.org, and copied to the assigned National Service Representative for Washington State, as they are completed.

By completing the document, WSPTA remains in good standing with National PTA and is entitled to:
- Use of National PTA service marks (including PTA® and PTSA®) in conjunction with name of the PTA Affiliate
- Use of official PTA and PTSA logo
- Use of PTA membership database programs and activities
- Collection of membership dues
- Chartering of new units and/or other constituent organizations
- Sending voting delegates to National PTA’s annual convention based on policy set by National PTA
- Access to exclusive National PTA resources, training, technical assistance and other services
- Bringing resolutions to National PTA for consideration
- Receiving funding to attend National PTA meetings, conferences and/or annual convention
- Receiving benefits from sponsored gifts or rewards and participation in sponsorship/member benefit programs
- Eligibility for grants and/or program participation funds
- National PTA representation at PTA Affiliate annual meetings/conventions or other events
- Participation in National PTA awards programs, including the Reflections Program
11.2 National Service Representative
The National Service Representative assigned to Washington State shall be used as a resource as needed.

11.3 Events

11.3.1 National PTA Convention
WSPTA shall be entitled to be represented at the annual convention of the National PTA by the WSPTA president and other delegates as allowed by National PTA. Per the National PTA Bylaws, constituent associations receive one voting delegate for every 1000 memberships as shown on the books of the National PTA secretary/treasurer as of March 31. The selection of these delegates shall be made or authorized by the WSPTA board of directors. Voting delegates from the WSPTA at-large to the National PTA convention shall comply with current criteria. In case of emergency, the WSPTA president shall be authorized to appoint delegates to the National PTA convention.

Credentials for voting delegates to the National PTA convention shall be approved by the WSPTA president.

Voting delegates attending the National PTA Convention paid for by the WSPTA (other than delegates from the Outstanding PTA of the Year) shall:
1. Vote as directed by the WSPTA board of directors or the annual WSPTA convention when either body has taken action on issues before the National PTA convention.
2. Be a current member of a WSPTA local PTA.
3. Submit a written report at the next scheduled WSPTA board of directors meeting on classes and workshops they attended.

11.3.2 National PTA Legislative Conference
The delegates to the National PTA legislative conference shall be the WSPTA legislative director and the WSPTA president. Alternate delegates may be selected by the executive committee in the event that one or both of the named delegates are unable to attend. In addition, the WSPTA’s ability to send delegates is dependent on the budget in any given year. Additional delegates may attend at their own expense.

The WSPTA legislative director or WSPTA federal legislative chair (FLC) shall set up appointments with the Washington State legislative representatives in Washington D.C.

11.3.3 Other National PTA Events
National PTA may have other events throughout the year to which state constituents are invited to attend. The WSPTA president has the authority to either attend as the WSPTA representative or to appoint a PTA member as the WSPTA representative. Some examples include the National Council of States, Emerging Minority Leader Conference, Male Engagement Conference or other specific training opportunities. The WSPTA president shall choose representatives based on their expertise in the content of the event and the ability of the representative to bring information back to WSPTA. The cost shall also be a consideration based on the WSPTA budget.

11.4 Reporting Requirements
11.4.1 Membership Reporting
WSPTA staff shall be responsible for the membership reporting to National PTA.

11.4.2 Committee Calls
The WSPTA president is responsible for making sure that a representative is on any committee call that is set up by National PTA.
11.4.3 General Information
From time to time, National PTA requests information from constituent associations, such as the State to State Report. The WSPTA president shall complete these requests or assign the completion to an appropriate board or staff member.
Appendix

A Standards of Conduct (Guests)

B Endorsement Form

C Commitment Form

D Standards of Conduct (WSPTA Board of Directors)

E Conflict of Interest Policy and Form

F Whistleblower Policy

G Harassment Policy and Procedure

H Document Retention and Destruction Policy

I Gift Acceptance Policy

J Protection of Individually Identifiable Information

K Investment Fund Policy

L Social Media Policy
Appendix A: Standards of Conduct
For guests of Washington State PTA

Washington State PTA Board of Directors Meeting
Each guest attending a WSPTA board of directors meeting will adhere to the following standards of conduct. Please sign and return to the WSPTA secretary.

1. No voice unless asked by the chair of the WSPTA board of directors.
2. The chair controls the meeting and has the right to request that a person not following protocol be asked to leave.
3. Following the meeting, guests may discuss the business conducted and decisions made at the meeting but must keep confidential the specific statements and discussions made by individuals attending. The purpose of inviting guests to meetings of the board is to allow them to observe the board’s decision-making. It is not intended to create a mechanism to challenge individual board members’ discussion or votes.
4. If executive session is called, you will be excused from the meeting until the executive session is complete.

Signature: ________________________________
Print name: ________________________________
Date: ______________________________________
Appendix B: Endorsement Form
Washington State PTA Board of Directors

This form is meant as a guide to assist the WSPTA board of directors through a discussion and vote for an initiative, ballot measure or issue campaign for which a motion is brought forth for endorsement. Any motion should include the items below that the board has agreed upon.

- The WSPTA endorses ________________________________.
- ________________________________ aligns with the WSPTA legislative priorities either through our short-term platform or resolutions.
- The WSPTA name can be used on a list of endorsers on campaign materials.
- The WSPTA logo can be used on a list of endorsers on campaign materials. The logo must conform to National PTA font and pantone requirement, and cannot be altered.
- We will actively contact our elected officials in support or opposition.
- We will share information about this initiative or ballot measure with our members.
- We will have a lobbying presence in Olympia and will contact legislators during session.
- We will participate in occasional campaign meetings with other endorsers.
- We will send a call to action to our members.
- We will provide financial support.

Reflections for individual board members to consider when choosing whether to vote in favor or oppose a motion regarding endorsement:
- Does it align with the WSPTA vision, mission and goals?
- Does it align with our platform, principles and/or resolutions?
- How does it help children?
- Who are the other entities, if any, involved in the endorsement?
- Could it jeopardize our 501(c)(3) status?
- What could be the perception of our members?
- Is it the right thing to do, for the right reasons, at the right time?
Appendix C: Commitment Form
Washington State PTA Board of Directors

This commitment form is between the Washington State PTA (WSPTA), a nonprofit corporation organized under the Revised Code of Washington, Chapter 24.03 (Washington Nonprofit Corporation Act), and the individual whose signature is affixed below.

I, ________________________________, for the year __________, acknowledge that my personal conduct directly impacts WSPTA, and in consideration of my position on the WSPTA board of directors, I agree to confirm the following during my term on the WSPTA board of directors:

Recognition of Function of Washington State PTA
I recognize that the WSPTA, in conjunction with National PTA, exists: (i) to promote the welfare of children and youth in home, school, places of worship, and throughout the community; (ii) to raise the standards of home life; (iii) to advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth; (iv) to promote the collaboration and engagement of families and educators in the education of children and youth; (v) to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and (vi) to advocate for fiscal responsibility regarding public tax dollars in public education funding. I am fully committed and dedicated to the mission and purposes of WSPTA and National PTA. I pledge to act in a manner consistent with, and with the intent to carry out, the WSPTA and National PTA’s mission and purpose.

Participation in Board Meetings
I will attend and actively participate in all regularly scheduled board meetings, except in case of family or business emergency. I will prepare for all board meetings by reviewing any board packet that will be sent to me in advance of meetings. With fair and independent judgment and due care in my conduct of WSPTA business, I agree that I will cast all my votes in a manner that I believe serves the best interests of the WSPTA.

Confidentiality
As a board member, I am aware that I may be given access to confidential information, materials, electronic mail, etc. I agree to keep board matters confidential and not discuss board matters with those who are not board members. I will exercise discretion, sensitivity, and sound judgment in discussing WSPTA and National PTA matters, while protecting privileged or confidential information. If I am unsure if something is confidential, I will contact the WSPTA president.

Management
I understand that my role as a board member is to set policy and to oversee management, and I will hold the executive director accountable for following WSPTA policies as approved by the board. All concerns about management following policy will be directed through the executive director, unless the executive director is the subject of an investigation by the board, in which case the president of the board and the executive committee will coordinate the investigation.

I will adhere to the policies included in the WSPTA Policy Manual including the Whistleblower policy (Appendix F) and Harassment policy (Appendix G). If I have a concern about a management or staff issue, I agree to contact the compliance officer or the WSPTA president to discuss the matter. If the WSPTA president is unresponsive to my concern or the issue is not resolved to my satisfaction, I will bring the matter to the attention of the full board in a meeting.

Duty of Care
I agree to be knowledgeable about the WSPTA’s Articles of Incorporation, bylaws, programs, policies, procedures, finances, and management. I understand that I am subject to WSPTA’s Articles of Incorporation, bylaws, policies, and procedures. I will conduct all organizational and operational duties with professional competence, fairness, impartiality, honesty, efficiency, and effectiveness while
demonstrating the highest standards of personal integrity. I will adhere to the current WSPTA Board Standards of Conduct enacted by the board for all members.

**Duty of Loyalty**
I will abide by, and publicly support, all positions and decisions of WSPTA’s board of directors. I will prioritize organizational goals before personal goals when representing WSPTA. I will represent WSPTA appropriately, and I shall not use my title or any PTA address list to further any personal agenda. I will use my board position title only on correspondence concerning WSPTA business. My personal correspondence, electronic or otherwise, shall not contain my PTA title.

**Duty of Professionalism Towards Others**
I agree to conduct myself always in a professional manner towards PTA staff and all other PTA representatives. I will encourage and support WSPTA’s staff. I will, always, treat others within the PTA respectfully and in a manner that is in accordance with workplace laws (e.g. in a manner that does not constitute harassment or discrimination).

**Duty of Legal Compliance**
In addition to these stated commitments to WSPTA, I agree to abide by the Washington Nonprofit Corporation Act (RCW 24.03), the WSPTA’s Articles of Incorporation, bylaws and policies and procedures, and all federal and state regulations that govern the operation of the WSPTA. I agree to become knowledgeable about all the governmental regulations applicable to WSPTA. I will require WSPTA to follow those regulations.

**Fiscal Responsibility**
I agree to be fiscally responsible, with other board members, for WSPTA. I will understand the budget and will take an active part in reviewing, approving, and monitoring the budget and any fundraising efforts, to make my best efforts in helping the WSPTA meet its budget. I agree to be fiscally responsible while executing the work required by my position. I will treat all purchases for the WSPTA with discretion, seeking the most economical price in any purchase and returning expense statements in a timely manner. I recognize that any failure to adhere my conduct to the duties of reasonable care in my performance of duties for WSPTA could result in personal liability in the event of mismanagement or a failure of oversight of WSPTA’s conduct of its nonprofit business.

**Conflict of Interest**
I will abide by the WSPTA Conflict of Interest policy and file the annual disclosure form so that management will be aware of potential conflicts of interest. I agree to avoid promotion of, or profit from, any activity in conflict with the missions and policies of WSPTA. I will exhibit non-partisan conduct while serving within the National PTA governance structure.

**Personal Social Media Requirements for WSPTA Board Members**
I will abide by the WSPTA Personal Social Media Requirements for WSPTA Board Members.

**Political State Office**
I will not seek or hold an elected state-level partisan political office while serving as an officer or board member of WSPTA. If I do decide to run for such an elected position, I will resign my position from the board prior to announcing my candidacy.

**Committee Participation**
I will attend and participate on at least one committee of WSPTA, and may act as a liaison to another committee at the request of the president or board.

**Notification and Response (on-going)**
I agree to accept all notices from WSPTA and other board materials via email. I agree to meet electronically should the meeting notice include electronic contact information. If someone phones, faxes,
or emails information to me, it is my responsibility to respond in a timely and professional manner. I will exemplify responsiveness and open communication in fulfilling the duties and responsibilities as assigned. By signing this document, I accept this Commitment Form. I understand that if I am not able to meet my obligations as a member of the WSPTA board of directors, I will offer my resignation either voluntarily or at the request of the WSPTA president or WSPTA board of directors, or may otherwise be removed per the WSPTA Uniform Bylaws.

Signed

Date

After signing, please deliver to the WSPTA president.
Appendix D: Standards of Conduct

WSPTA Board of Directors

The WSPTA Board of Directors has established the following as the standards of conduct that board members expect from each other.

Integrity
- I will act and speak with honesty and care for others.
- I will keep confidential matters confidential.
- I will display ethical behavior, endeavoring to do no harm to others or our association.
- I will maintain balance and perspective by committing only to what I know I can deliver.
- I will ask for help from my fellow board members if I feel I have taken on too much.

Respect
- I will work to ensure all viewpoints are heard and given due consideration.
- I value those I work with and will approach others with a positive attitude and good faith.
- I avoid gossip and address issues appropriately with those who are best equipped to address or solve an issue.

Commitment
- I believe in the mission, vision, and value of PTA.
- I will give my best to my role to fulfill my obligation to the association, my fellow board members, staff, and our membership.
- I will demonstrate loyalty to our association and my fellow board members.
- I will respond to others in a timely fashion.
- I will be prepared for meetings and informed on issues that affect our association.

Collaboration
- I will work with my fellow board members and staff in a cooperative manner.
- I realize that I may have assets that others may not have; I will use these assets to enrich any project on which I am working.
- I realize that others may have assets that I do not; I will not let this make me feel inadequate, and will work to develop the team.

Accountability
- I have agreed to work as a volunteer, without monetary compensation, but having been elected to this position, I expect to do my work according to standards, as the paid staff do their work.
- I am willing to be trained for my job, and will bring my interest and attention to it.

Pioneering
- I am adaptable and flexible when change is called for.
- I will work with an open mind, and will be open to new opportunities and creative ideas.
- I will look for new opportunities for the growth and improvement of the association.

These standards will be reviewed annually at the board retreat, and board members will be asked to sign a written agreement to adhere to these standards as follows:

By signing this document, I commit to adhering to the standards of conduct established for all members of the Washington State PTA board of directors.

Board Member’s Signature                     Date
Appendix E: Conflict of Interest Policy and Form
Washington State PTA Board of Directors

Purpose
The purpose of this policy is to protect this tax-exempt association’s interest when it is contemplating or entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Washington State PTA (WSPTA) 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.

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

1. An ownership or investment interest in any entity with which the WSPTA has a transaction or arrangement.
2. A compensation arrangement with the WSPTA or with any entity or individual with which WSPTA has a transaction or arrangement.
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which WSPTA is negotiating a transaction or arrangement.
4. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
5. A financial interest is not necessarily a conflict of interest. Under this policy, 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. (See Conflict of Interest Procedures.)

Procedures
The procedures of the conflict of interest policy shall include:

A. 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.

B. 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/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.

C. Procedures for Addressing Conflicts of Interest
1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. 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.
3. After exercising due diligence, the governing board or committee shall determine whether the association 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.
4. 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 association’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.

Violations of the Conflict of Interest Policy
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. 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.

Report of Proceedings
The report of proceedings regarding conflicts of interest for the governing board and all committees with board-delegated powers shall include:

1. 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.

2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Participation in Voting Limited
A voting member of the governing board who receives compensation, directly or indirectly, from WSPTA for services is precluded from voting on matters pertaining to that member’s compensation.
A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from WSPTA for services is precluded from voting on matters pertaining to that member’s compensation.
Reimbursement of allowable expenses under WSPTA financial policies (Section Eight of this policy document) is not considered compensation.
No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from WSPTA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Annual Signature Required
Each director, principal officer and member of a committee with governing board-delegated powers shall annually sign a statement within 15 days of appointment or beginning elected office, a statement which affirms such person:

1. Has received a copy of the Conflict of Interest policy.
2. Has read and understands the policy.
3. Has agreed to comply with the policy.
4. Understands WSPTA is a charitable organization and in order to maintain its federal tax exemptions it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews
To ensure WSPTA 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:
1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm’s length bargaining.

2. Whether partnerships, joint ventures, and arrangements with management organizations conform to WSPTA’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 an excess benefit transaction.

When conducting the periodic reviews as provided for in this policy, WSPTA 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.
Conflict of Interest Form
WSPTA Board of Directors

Name: _______________________________________________

Title: _______________________________________________

By signing this document, I confirm that I have read and understand the Washington State PTA (WSPTA) Conflict of Interest Policy. I agree to comply with the policy with the understanding that WSPTA is a charitable organization and to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Please describe any relationships, positions, or circumstances in which you are involved that could contribute to a conflict of interest. Please include all organizations, including PTAs, on which you hold an elected board position, volunteer or paid. Also include your paid/professional commitments.

1. ___________________________________________________________________________________

2. ___________________________________________________________________________________

3. ___________________________________________________________________________________

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

_________________________________________  __________________________
Signature                                      Date
Appendix F: Whistleblower Policy

WSPTA Board of Directors

Purpose
This policy reflects a code of conduct that requires directors, officers, members and employees of Washington Congress of Parents and Teachers (WSPTA) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of WSPTA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It also is our responsibility to report conduct violations in accordance with WSPTA policies. No WSPTA director, officer, member or employee who in good faith reports a violation of those policies shall suffer harassment, retaliation or adverse employment consequence.

Policy
The directors, officers and employees of this association are expected to adhere to high standards of ethical conduct. Although it is impossible to describe all conduct that is addressed, WSPTA policies specifically require the following:
1. Dedication to WSPTA’s mission, vision and core values and recognition that the chief function of WSPTA at all times is to serve the best interests of our association.
2. The responsible and prudent management of WSPTA’s funds and assets.
3. Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
4. Full, fair, accurate and timely disclosure of relevant facts in all reports and documents dealing with matters of program service, governance and business administration.
5. Compliance with all applicable governmental laws, rules and regulations.
6. Treatment of all persons with respect, equity and fairness regardless of sex, race, color, creed, religion, age, sexual orientation, gender identity, national origin, citizenship, veteran or marital status, physical or mental disabilities, or any other legally protected basis.
7. Respect and protection of confidential and/or privileged information to which we have access in the course of our duties.
8. Prompt internal reporting of policy violations to an appropriate person or persons within the organization.
9. Personal accountability for adherence to the policies of WSPTA.

Reporting Responsibility
It is the responsibility of all WSPTA directors, officers and employees to comply with the WSPTA policies and to report violations or suspected violations in accordance with this whistleblower policy. Employees who know of ethical misconduct and remain silent are subject to discipline by the executive director. Board members who know of ethical misconduct and remain silent are subject to discipline by the executive committee.

No Retaliation
No WSPTA director, officer or employee who, in good faith, reports a violation of this policy shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This whistleblower policy is intended to encourage and enable employees and others to raise serious concerns within WSPTA prior to seeking resolution outside the association.
Compliance Officer
WSPTA’s compliance officer is the WSPTA finance officer in his/her role as chair of the corporate finance committee (CFC). The compliance officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of this policy and, at his/her discretion, shall advise the executive director and/or the CFC. The compliance officer has direct access to the CFC of the board of directors and is required to report to the CFC at least annually on compliance activity.

Reporting Violations
A. Employees
The policy urges and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. Employees who are not comfortable speaking with their supervisor or are not satisfied with the supervisor’s response are encouraged to speak with the executive director. Supervisors and managers are required to report suspected violations of this policy to the compliance officer, who has specific and exclusive responsibility to investigate all reported violations. Individuals who suspect fraud or are not satisfied or comfortable with following these guidelines should contact the compliance officer directly.

B. Members
The policy urges and suggests that members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, a member of the executive committee is in the best position to address an area of concern. Members who are not comfortable speaking with an executive committee member, or are not satisfied with their response, are encouraged to speak with the executive director. All WSPTA board members are required to report suspected violations of this policy to the compliance officer, who has specific and exclusive responsibility to investigate all reported violations. Individuals who suspect fraud or are not satisfied or comfortable with following these guidelines should contact the compliance officer directly.

C. Complaints against Compliance Officer
Should the complaint involve the compliance officer, violations of this policy should be reported to the WSPTA president and/or the executive director.

D. Accounting and Auditing Matters
In the event that a reported concern or complaint involves corporate accounting practices, internal controls or auditing, the compliance officer shall immediately notify the CFC of the complaint and work with the CFC until the matter is resolved. The CFC of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing.

E. Acting in Good Faith
Anyone filing a complaint concerning a violation or suspected violation of this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

F. Confidentiality
Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

G. Handling of Reported Violations
The compliance officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

H. Acknowledgement and Distribution of Policy
As it is the intent of WSPTA to strive for high ethical conduct from all board, members and staff, the board of directors is particularly sensitive to individuals who hold management and governance positions of trust and confidence in fulfilling the mission and goals of WSPTA. These sensitive positions include all officers, members of the board of directors, key committee chairs, the executive director and key senior staff members designated by the executive director. Therefore, each will be notified of the location of this policy, and any subsequent updates.
Appendix G: Harassment Policy and Procedure

WSPTA Board of Directors

Washington State PTA (WSPTA) board members will treat all WSPTA employees and other board members with respect. No board member shall harass an employee or other board member on the basis of sex, race, color, creed, religion, age, sexual orientation, gender identity, national origin, citizenship, veteran or marital status, physical or mental handicaps, or any other legally protected basis. Harassment is a form of misconduct that undermines the integrity of work relationships and may well be a violation of the law. It may have serious consequences not only for the person involved but for the entire association. It is the responsibility of every board member to cooperate with, and assist in the implementation of this policy.

Complaint Procedure

All staff and board members are entitled to make a complaint or discuss this policy with the executive committee, president, and/or WPTA board of directors if they feel that they may have questions regarding the issue of harassment. Appropriate action may be taken by the board of directors.

1. If you feel you have been subjected to wrongful harassment, or if you observe such conduct, you are expected and required to bring the matter to the attention of the WSPTA president or executive committee as soon as the problem arises.

2. If you are unable to resolve the problem by speaking with the WSPTA president or executive committee, if the complaint involves the WSPTA president or executive committee, or if you are uncomfortable discussing the issue with the WSPTA president or executive committee, you should report the problem immediately to the WSPTA board of directors.

3. Any reports, complaints or questions will be promptly investigated and kept confidential to the extent possible consistent with the association’s need to investigate the complaint and address the situation.

4. If wrongful harassment is established, the offending party will be subject to disciplinary action, up to and including termination.

If a WSPTA board member expresses concern that your behavior may have violated this policy, please respect his/her concern and attempt to correct the situation. Regardless of your intent, how your behavior is interpreted by others is important.
Appendix H: Document Retention and Destruction Policy
WSPTA Board of Directors

Policy and Purposes
This policy represents the policy of the Washington Congress of Parents and Teachers (WSPTA) with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this policy). Purposes of the policy include (a) retention and maintenance of documents necessary for the proper functioning of the association as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the board of directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the association reserves the right to revise or revoke this policy at any time.

Administration
A. Responsibilities of the Administrator
The association’s Corporate Finance Officer (CFO) shall be the administrator (“administrator”) in charge of the administration of this policy. The administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this policy and particularly the document retention schedule included below. Administrator is advised to be aware of items that may have historical or sentimental value when considering which items to archive as opposed to eliminate. The administrator may also modify the document retention schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect association policies and procedures. The administrator may also appoint one or more assistants to assist in carrying out the administrator’s responsibilities, with the administrator, however, retaining ultimate responsibility for administration of this policy.

B. Responsibilities of Constituencies
This policy also relates to the responsibilities of board members, staff, volunteers and outsiders with respect to maintaining and documenting the storage and destruction of the association’s documents. The administrator shall report to the WSPTA board of directors (the board members acting as a body), which remains the ultimate director of management. The association’s staff shall be familiar with this policy, shall act in accordance therewith, and shall assist the administrator, as requested, in implementing it. The responsibility of volunteers with respect to this policy shall be to produce specifically identified documents upon request of management, if the volunteer still retains such documents. In that regard, after each project in which a volunteer has been involved, or each term which the volunteer has served, it shall be the responsibility of the administrator to confirm whatever types of documents the volunteer retained and to request any such documents which the administrator feels will be necessary for retention by the association (not by the volunteer). Outsiders may include vendors or other service providers. Depending upon the sensitivity of the documents involved with the particular outsider relationship, the association, through the administrator, shall share this policy with the outsider, requesting compliance. In particular instances, the administrator may require that the contract with the outsider specify the particular responsibilities of the outsider with respect to this policy.

Electronic Documents; Document Integrity
Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the document retention schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion, or otherwise, may come into question, the administrator shall attempt to establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups.
of the reliability of the system; provided, that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the association.

**Emergency Planning**

Documents shall be stored in a safe and accessible manner. Documents which are necessary for the continued operation of the association in the case of an emergency shall be regularly duplicated or backed up and maintained in an off-site location. The administrator shall develop reasonable procedures for document retention in the case of an emergency.

**Document Destruction**

Following the schedule below, on the first day of the fiscal year, July 1, the administrator will review the destruction schedule and identify those items which are eligible for destruction. Those items which are in paper form will be placed in the secured shredding container. Bimonthly, the shredding company will pick up the contents of the container and shred them using cross-cut technology. For electronically stored documents, all staff will be given a copy of this policy and will be instructed to, using this schedule, delete electronically-stored documents on the first day of the fiscal year, July 1, those items that have reached the end of their storage period and thus are eligible for destruction.

**Document Retention Schedule**

**Ten Years**
- Annual Incorporation renewals to Secretary of State
- Copy of letter from Secretary of State acknowledging registration
- Annual registration for Charitable Solicitations
- Employer’s records and reports (Form W2)
- Form 1096 annual summary and transmittal
- Form 1099-Misc
- Bank statements
- PDC reports
- Annual reports to Secretary of State
- Excise / Sales tax filings
- Personal property tax filings

**Seven Years**
- Accounts payable records
- Accounts receivable records
- Budgets
- Canceled checks
- Check register
- Monthly financial reports
- Restricted donation form
- Contracts signed during previous six years but no longer in effect

**Three Years**
- General correspondence
- Insurance certificates
- Gambling activity reports

**One Year**
- Scholarship applications
- Raffle tickets
- Gambling license
- Election records

**Current**
- Contracts in effect
- Washington State PTA Uniform Bylaws
- Washington State PTA Policy Manual
- Washington State PTA Employee Handbook
- Reseller permit
- Documentation of equipment owned
Appendix I: Gift Acceptance Policy
WSPTA Board of Directors

Policy and Purposes
Washington State PTA (WSPTA) solicits and accepts gifts for purposes that will help the association further and fulfill its mission. WSPTA urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax- and estate-planning consequences. The following policies and guidelines govern acceptance of gifts made to WSPTA for the benefit of any of its operations, programs or services.

Use of Legal Counsel
WSPTA will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:
1. Gifts of securities that are subject to restrictions or buy-sell agreements.
2. Documents naming Washington State PTA as trustee or requiring WSPTA to act in any fiduciary capacity.
3. Gifts involving contracts such as bargain sales, partnership agreements, or other documents requiring WSPTA to assume financial or other obligations.
4. Transactions with potential conflicts of interest.
5. Gifts of real estate.
7. Gifts with restrictions not clearly in alignment with activities in the current budget or strategic plan.

General Policy
WSPTA will not accept gifts that:
1. Violate the terms of WSPTA’s corporate documents.
2. Would jeopardize WSPTA’s status as a tax-exempt corporation under federal or state law.
3. Are too difficult or too expensive to administer in relation to their value.
4. Are for purposes that do not further WSPTA’s objectives.
5. Could damage the reputation or result in any unacceptable consequences for WSPTA.

Policy Regarding Specific Types of Gifts
Final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the WSPTA corporate finance committee (CFC), in consultation with the executive director.

Section 1: Gifts Generally Accepted Without CFC Review
1. Unrestricted Gifts of Cash: Unrestricted cash gifts are acceptable without prior review by the CFC provided that for donations of $10,000 or more the identity of the donor has been vetted with respect to any reputation or policy issues. Unrestricted cash gifts are acceptable in any form including by check, money order, credit card, or online. Checks shall be made payable to Washington Congress of Parents and Teachers.
2. Unrestricted Gifts of Marketable Securities (stocks, bonds, mutual funds, ETFs, etc.):
   a. Unrestricted marketable securities are acceptable without prior review by the CFC, and may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor’s endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly as soon as practical following receipt unless otherwise directed by the CFC.
   b. If the marketable securities are restricted by applicable securities laws, the decision whether to accept the restricted securities shall be made by the CFC.
3. **Certain Donor Restricted Gifts of Cash or Marketable Securities:** Gifts of cash or marketable securities (not subject to section 2b below) with donor-imposed restrictions are acceptable without prior review by the CFC, provided that, in the opinion of the executive director, the donor restriction aligns with activities in the current budget or strategic plan and meets the criteria in “General Policy” above. The executive director shall be responsible for identifying actual restrictions in accordance with applicable IRS and state guidelines and for seeing that the funds are used in accordance with the restrictions.

**Section 2: Gifts Subject to CFC Review Prior to Acceptance:**

All gifts, other than those described in Section 1 above, must be reviewed by the CFC prior to acceptance, unless the CFC authorizes certain de minimis gifts to be accepted without its review. The following guidelines also apply:

1. **Tangible Personal Property:** The CFC shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations:
   a. Whether the property furthers the corporation’s mission.
   b. Whether the property is marketable.
   c. Whether there are any unacceptable restrictions imposed on the use, display, or sale of the property.
   d. Whether there are any carrying costs and possible liability for the property for which the corporation may be responsible.
   e. Whether the title/provenance of the property is clear.

2. **Marketable Securities Restricted by Law:** Marketable securities restricted by applicable securities laws must be reviewed by the CFC prior to acceptance.

3. **Closely-Held Securities:** Closely-held securities, including debt and equity positions in non-publicly traded companies, interests in LLPs and LLCs, or other ownership forms can be accepted subject to the approval of the CFC. The CFC shall review and decide whether to accept closely-held securities based on the following factors:
   a. Restrictions on the security that would prevent WSPTA from ultimately converting the securities to cash.
   b. The marketability of the securities.
   c. Any undesirable consequences for WSPTA from accepting the securities.

If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The final determination on the acceptance of closely-held securities shall be made by the CFC with advice of legal counsel when deemed necessary. Non-marketable securities shall be sold as quickly as possible.

4. **Bequests:** Donors may make bequests to the corporation under their wills and trusts. A bequest will not be recorded as a gift until the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the gift will be recorded in accordance with Generally Accepted Accounting Principles (GAAP).

5. **Charitable Remainder and Charitable Lead Trusts:** WSPTA may accept designation as a remainder beneficiary of charitable remainder trusts or as an income beneficiary of charitable lead trusts. WSPTA shall not accept appointment as trustee of a trust.

6. **Retirement Plan Beneficiary Designations:** WSPTA may accept designations as beneficiary of donors’ retirement plans. Designations will not be recorded as gifts until the gift is irrevocable. When the gift is irrevocable, the gift will be recorded in accordance with GAAP.

7. **Life Insurance:** WSPTA may accept gifts of life insurance where WSPTA is named as both beneficiary and irrevocable owner of the insurance policy. The life insurance policy will be recorded as a gift once the corporation is named as both beneficiary and irrevocable owner of a life insurance policy. The gift shall be valued in accordance with GAAP rules. If the donor contributes future premium payments, the corporation will include the entire amount of the additional premium payment as a gift in the year that
it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, WSPTA may:

a. Continue to pay the premiums.
b. Convert the policy to paid up insurance.
c. Surrender the policy for its current cash value.

Donors may name WSPTA as beneficiary or contingent beneficiary of their life insurance policies. Designations will not be recorded as gifts until the gift is irrevocable. Where the gift is irrevocable, the gift shall be recorded in accordance with GAAP.

8. **Real Estate:** All gifts of real estate are subject to review by the CFC and executive committee. Prior to acceptance of any gift of real estate, WSPTA shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the corporation may retain a qualified environmental firm to conduct an environmental audit. The cost of the environmental audit shall be an expense of the donor. A preliminary title commitment, paid for by the donor, shall be obtained by the WSPTA prior to the acceptance of the real property gift. WSPTA shall obtain a preliminary title commitment, paid for by the donor, prior to the acceptance of real property.

Transfers of real property shall be statutory warranty deed and donors will be asked to certify that the property is not subject to any contractual agreements that have not been disclosed to WSPTA, that there are no pending or existing assessments against the policy and there are no zoning violations, nonconforming uses, lawsuits, or unusual building restrictions related to the property.

Criteria for acceptance of gifts of real estate include:

a. Whether the property is useful for the corporation’s purposes.
b. Whether the property is readily marketable.
c. Any covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property.
d. Any carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property.
e. Any concerns which the environmental review or audit revealed.

**Additional Provisions**

1. **Valuation of Gifts:** The Corporation shall record gifts received at their valuation on the date of gift except that, when the gift is irrevocable but is not due until a future date, the gift may be recorded at the time the gift becomes irrevocable in accordance with GAAP.

2. **Written Acknowledgement:** WSPTA shall provide written acknowledgment of all gifts made to the corporation and comply with the current IRS requirements in acknowledgement of the gifts. Written acknowledgement of gifts other than cash or marketable securities shall not include a statement of value.

3. **Changes to or Deviations from the Policy:** This policy has been reviewed and accepted by the WSPTA board of directors which has the sole power to change this policy. In addition, the WSPTA board of directors shall approve in writing any deviations from this policy.
Appendix J: Protection of Individually Identifiable Information
WSPTA Board of Directors

Collection of Personally Identifiable Information
Washington State PTA (WSPTA) collects personal information about members and others as follows:
1. Names, mailing addresses, telephone numbers and email addresses through its online membership enrollment website and online registration for WSPTA meetings;
2. Names, mailing addresses, and telephone numbers of entrants in the process of administering WSPTA recognition programs;
3. Names and email addresses of applicants for scholarships.

Policy
It is the policy of the WSPTA to protect personal information obtained from unauthorized disclosure. Further, the WSPTA Uniform Bylaws provide that “PTA membership lists may not be released to outside interests.” The executive director shall implement appropriate practices to assure that information collected and maintained is kept confidential and used only as necessary to carry out the functions of the association. More specifically:

1. As a general rule, only staff shall have access to personal information, except that members who volunteer to evaluate entries in recognition programs may have limited access to data necessary to complete their function, but they shall not maintain either the original or a copy of such personal information once their respective functions have been accomplished.
2. Staff may use personal information obtained or maintained by WSPTA to communicate with such persons about WSPTA events and activities, and may provide individual’s contact information to members of the WSPTA board of directors to enable them to communicate with them for the same purposes.
3. Staff may engage the services of an outside provider to assist in communicating with members but shall require a signed non-disclosure agreement prior to such disclosure.
4. Staff may provide contact information to National PTA as necessary to carry out WSPTA and National PTA functions.
Appendix K: Investment Fund Policy
Washington State PTA Board of Directors

Preface
The following policy outlines the objectives, responsibilities, goals, guidelines, and management of the Investment fund of the Washington State Congress of Parents and Teachers, from herewith in this document known as the Washington State PTA (WSPTA) and is set forth in order that:

1. There is a clear understanding on the part of the executive director, the corporate finance committee (CFC), the WSPTA board of directors, and the investment management consultant/financial advisor of the investment objectives and policies of the Investment Fund.
2. The investment management consultant/financial advisor is given guidance and limitations in the investment of the Investment Fund assets.
3. The executive director and board of directors, through the CFC, have a meaningful basis for the evaluation of the portfolio management by the investment managers.
4. The Investment Fund will assist in the maintenance and sustainability of the WSPTA.

Investment Policies
In order to achieve the foregoing purposes, the WSPTA board of directors have adopted the following investment policies:

Objectives
1. The executive director oversees investments management by the investment managers for the benefit of WSPTA members.
2. The investments should achieve the highest total return consistent with the long-term goals and reasonable risk. Total return shall include current income plus/minus the appreciation/depreciation in the market value.
3. The mix of investments among stocks, bonds, and other investments shall be determined by the investment managers and the mix may vary as economic conditions change.
4. The initial principal of the Investment Fund, $500,000, shall not be used and no funds shall be taken from the Investment Fund until it reaches $1.2 million. After meeting that requirement, the executive director, through the CFC to the WSPTA board of directors, shall make recommendations for expenditures not to exceed five percent of the Investment Fund account value.

Responsibilities of the Executive Director
The responsibility of the executive director (in consultation with the CFC) in the investment process is supervisory, not advisory. The responsibilities in the investment process include, but are not limited to:

1. Determining the projected financial needs of the income beneficiaries of the Investment Fund on a short-term and long-term basis and communicating such to the investment manager(s) on a timely basis.
2. Developing, in coordination with investment management consultant/financial advisor, sound and consistent investment policy guidelines which the investment manager(s) may use in formulating corresponding investment decisions.
3. Selection of a qualified investment management consultant/financial advisor and supervision of his/her selections of investment manager(s).
4. Monitoring and evaluating investment performance results to ensure that investment policy guidelines are adhered to and that the Investment Fund’s objectives are met.
5. Analyzing the investment performance of the total portfolio in terms of return and risk/reward and measuring such against commonly accepted benchmarks.
Delegation of Authority

The WSPTA, under the direction of the CFC, as fiduciary, assigns the executive director responsibility for directing and monitoring under the investment management of Investment Fund’s assets. As such, the executive director is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

1. Investment management consultant/financial advisor. The consultancy may assist the CFC and executive director in establishing investment policy, objectives and guidelines; selecting investment managers; reviewing such managers over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.
2. Investment manager(s). The investment manager(s) has discretion to purchase, sell, or hold the specific securities that will be used to meet the Investment Fund’s investment objectives.
3. Custodian. The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Investment Fund, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold as well as movement of assets into and out of the Investment Fund accounts.
4. Additional specialists such as attorneys, auditors, and others may be contracted by the executive director to assist in meeting the responsibilities and obligations to administer the Investment Fund assets prudently.

Assignment of Responsibility

Responsibility of the Investment Management Consultant/Financial Advisor

The investment management consultant’s role is that of a non-discretionary advisor to the executive director, and to the CFC, of the Investment Fund. Investment advice concerning the management of Investment Fund assets shall be offered by the investment consultant, and shall be consistent with the fund objectives, policies, guidelines and constraints as established in this policy.

Specific responsibilities of the investment consultant include:

1. Assisting in the development and periodic review of investment policy.
2. Conducting investment manager searches when requested by the CFC and executive director.
3. Providing “due diligence” or research on investment manager(s).
4. Monitoring the performance of the investment manager(s) to provide the WSPTA board of directors, CFC and executive director with the ability to determine progress toward the investment objectives.
5. Communicating matters of policy, manager research, and manager performance to the WSPTA board of directors, CFC, and executive director.
6. Reviewing Investment Fund investment history, historical capital market performance and the contents of this investment policy to any newly appointed executive director.
7. Managing investment manager(s) to assure that investment procedures are consistent with policy.
8. Overseeing the responsibilities of the investment manager(s), ensuring that the investment manager(s) observe the limitations, guidelines, attitudes and philosophies stated herein, or as expressed in any written amendment or instructions.

Investment Manager’s Discretionary Authority: Each investment manager shall be responsible for making the investment decisions on a discretionary basis regarding all assets placed under its jurisdiction and will be held accountable for achieving the investment objectives indicated in this policy. Such discretion shall include decisions to buy, sell or hold securities in amounts or proportions that are reflective of the investment manager’s current investment strategy and compatible with the Investment Fund’s investment guidelines.
**Investment Guidelines**

The WSPTA board of directors recognizes that risk, volatility, and the possibility of loss in purchasing power are present to some degree in all types of investment vehicles. While high levels of risk, as evidenced by high volatility and low quality rated securities are to be avoided, the assumption of risk is warranted to allow the investment managers the opportunity to achieve satisfactory long-term results consistent with the objectives and character of the Investment Fund. The assets shall be invested in marketable securities of good quality in a diversified variety of industry groups.

**Types of Investments**

1. **Stocks**
   a. All common stock purchased shall be of investment quality and readily marketable.
   b. Investment in any one company shall not exceed five percent of the total market value of equities managed by the investment manager, and investment in any one industry shall not exceed twenty-five percent of such total market value.

2. **Other Investments**
   a. The Investment Fund shall make no loans.
   b. Permissible investments, like fixed income instruments, bonds, mutual funds, alternative mutual funds, are acceptable.

**Investment Performance and Portfolio Review/Evaluation**

1. Performance results for the portfolio will be measured on a quarterly basis.
2. The portfolio shall be measured against one or more appropriate market indices in such combination so as to match the long-term asset allocation policy of the pools.
3. The volatility of returns of the portfolio shall be monitored and evaluated on a continuing basis.
4. While the executive director and CFC intend to fairly evaluate the portfolio’s performance over a three- to five-year market cycle, or such other period agreed upon, the executive director has the right to change any investment management consultant/financial advisor, if there is:
   a. Unacceptable justification for poor results, and/or
   b. Failure to meet the executive director and CFC communication and reporting requirements, and/or
   c. Significant deviation from the stated investment policy and philosophy, and/or
   d. Change of ownership or decision making personnel of the investment manager’s firm, and/or
   e. In the executive director’s sole judgment (in consultation with the CFC), a change of investment management consultant/financial advisor would be beneficial to the Investment Fund.

**Management of the Fund**

The executive director shall maintain communication with the investment management consultant/financial advisor on the Investment Fund’s assets.

1. The safekeeping of those assets and their secure transferral shall be conducted following sound accounting principles, with clear lines of responsibility, and in consultation with the CFC when deemed appropriate.
2. All expenses of the Investment Fund shall be provided for out of the income generated on the investments.
3. The executive director, in consultation with the CFC, shall adopt appropriate policy guidelines, and the asset allocation established by the executive director and CFC shall represent a long-term view.
4. Any action advised by the investment management consultant/financial advisor that requires the liquidation and/or reallocation of existing assets shall be completed within 90 days after the executive director, in conjunction with the CFC, approves the liquidation and/or reallocation of existing investment assets.
5. The various investment managers shall reinvest all capital gains earned on investments, unless and until otherwise directed.

**Definitions**

1. “Investment Fund” shall mean the investment assets of the WSPTA Investment Fund.
2. “Fiduciary” shall refer to any individual or group of individuals that exercise discretionary authority or control over fund management or any authority or control over management, disposition, or administration of the Investment Fund assets.
3. “Investment Manager(s)” shall mean any individual or group of individuals employed to manage the investments of all or part of the Investment Fund portfolio.
4. “Investment Management Consultant/Financial Advisor” shall mean any individual or organization employed to provide advisory services including advice on investment objectives and/or asset allocation, manager search, and performance monitoring.

**Authority**

This policy shall serve as a guide for making investments as indicated, subject to change by the WSPTA board of directors, through the CFC, and the executive director as supervisory, where, in its opinion, the best interests of the WSPTA and its members may be served and better results may be obtained.
Appendix L: Social Media Policy
Washington State PTA Board of Directors

The Washington State PTA (WSPTA) Facebook and Twitter pages are intended to provide updated information, news, stories from local PTAs and councils, ways members may get involved, and an open discussion forum. The WSPTA is, above everything else, a child advocacy association; all posts by the WSPTA concern aspects of the whole child.

Members participating are responsible for their own conduct, taking personal responsibility for their comments, username, and any information they provide. While the WSPTA welcomes questions and comments in an open forum, it is mindful to remember manners and courtesy so everyone feels comfortable participating.

To keep an open and constructive dialogue, it is insisted that all of our Facebook friends adhere to the guidelines listed below. WSPTA encourages your participation but if a comment falls under any of the categories below, it will be removed.

- Respect other members’ positions and philosophies.
- Off-topic posts of any kind will not be allowed; please keep comments and posts clean and relevant.
- WSPTA does not allow graphic, obscene, explicit, or racial comments or posts. In addition, WSPTA does not allow comments that are abusive, hateful, or intended to defame anyone or any association; harassment and bullying of any kind will not be tolerated.
- Advertisements, endorsements, or promotions of third-party solicitations will not be allowed.
- To maintain nonpartisanship, endorsements or opposition of political candidates are not allowed. Any posts by others about a candidate is not an endorsement or opposition by the WSPTA.
- Comments that suggest or encourage illegal activity will not be tolerated.
- Spam is not allowed and will be removed.
- Personal information including email addresses, telephone numbers, mailing addresses, or any type of identification numbers will be removed.

The appearance of external links on the WSPTA Facebook page does not constitute official endorsement on behalf of the Washington State PTA, our local PTAs, or our members.

The Washington State PTA appreciates all members and followers. Thank you for adding to the discussion and advocating for all children.

**Note:** Those who continually violate the above policies will have limited access or removed ability to comment in the future.

**Note:** Posts and comments that conflict with member-voted platforms at the state level, and with the National PTA affiliation requirements, will be removed for review.