

WSPTA Policy Manual



The WSPTA board of director 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 flexibility and nimbleness to address opportunities as they may arise.

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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.

Amendments made January 21, 2023

- Amend section 7.1.5
- Add section 6.4.7

Amendments made August 7, 2022

- Amend section 3.1.1
- Amend section 3.2.2
- Add Section 6.2.4

SECTION ONE: GUIDING PRINCIPLES

1.1 PTA Vision

Making every child's potential a reality.

1.2 PTA Mission

PTA is

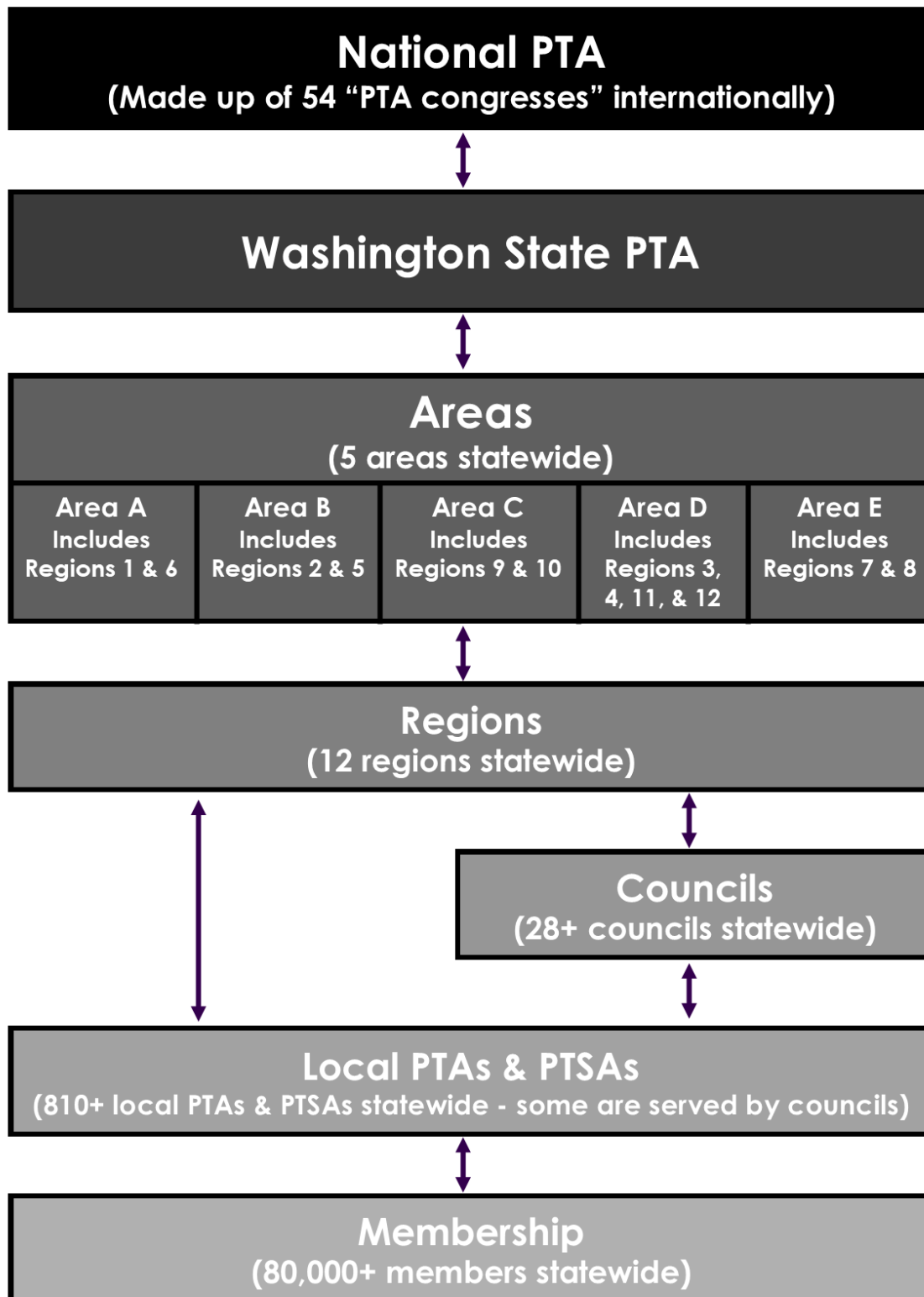
- A powerful voice for children,
- A relevant resource for families, schools and communities, and
- A strong advocate for the well-being and education of every child.

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.*

SECTION TWO: ORGANIZATION STRUCTURE



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

(amended by board action 05-15-2021)

The state shall be comprised of twelve 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

(amended by board action 11-07-2020)

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.

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

(amended by board action 06-05-2022)

A member of WSPTA is either a full member or a supporting member.

Any person, without discrimination, who supports the purposes and basic policies of National PTA, Washington State PTA and the local PTA and who has enrolled with a local PTA and paid dues required by the local PTA or received a membership subsidy from a local PTA shall be considered a full member of WSPTA. Full membership shall entitle that person to all rights of membership as outlined in the *WSPTA Uniform Bylaws*, plus benefits, resources, and services as available from WSPTA and National PTA.

An individual who supports the purposes and basic policies of National PTA and WSPTA may be a supporting member of WSPTA by paying dues directly to WSPTA. The annual dues for a supporting membership shall be set at \$25. A supporting member has none of the rights of WSPTA membership except as specified in the *WSPTA Uniform Bylaws* and may receive other benefits as prescribed by WSPTA policy.

SECTION THREE: LOCAL PTAS AND COUNCILS

(amended by board action 05-15-2021)

A local PTA or council affiliated with WSPTA promotes the purposes of the National PTA, upholds WSPTA Policy and operates according 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

(amended by board action 05-15-2021)

The Standards of Affiliation (SOA) agreement is 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.

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

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. Certain services, support, programs, or grants require a local PTA or council to be in good standing.

The SOA documentation is located on the WSPTA website.

3.1.1 SOA Agreement Requirements

(amended by board action 08-07-2022; prev. amend by board action 06-05-2022; 05-15-2021; 07-17-2020; 08-04-2019)

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

Required By	#	Requirement	Fiscal Year	Best Practice/Specifics
State of Washington	1.	<i>Officers elected</i>	<i>Current</i>	<i>Officers were elected at a membership meeting (recommended before previous fiscal year-end). Washington state law requires president, treasurer, and secretary.</i>
	2.	<i>Corporate Annual Report filed</i>	<i>Current</i>	<i>File by annual corporate renewal date – end of the month your PTA incorporated.</i>

	3.	Charitable Organization Registration renewed	Prior	<p>OPTION 1: More than \$50,000 in gross receipts - required to file by May 31.</p> <p>OPTION 2: Not required to file - will file/update the optional filing.</p> <p>OPTION 3: Not required to file - choose not to do the free one-time optional filing.</p> <p>*Once an account is created with the Secretary of State, it must be maintained yearly.</p>
IRS	4.	990 form filed	Prior	File the appropriate IRS Form 990 no later than November 15 (or file the necessary extension and file by the deadline).
Insurance	5.	Year-end financial review	Prior	Year-end financial review was conducted for the fiscal year ending June 30 (recommended by August 31).
WSPTA	6.	Officer names/contact info	Current	Enter names and contact information for all elected officers (and key non-elected positions such as membership, advocacy/legislative, Reflections, programs, and family & community engagement) in the membership database (recommended before previous fiscal year-end, update as needed).
	7.	Budget approved	Current	Budget was approved by the membership (recommended before previous fiscal year-end).
	8.	Standing rules approved	Current	Standing rules were updated as needed and approved by the membership (recommended at first membership meeting of the current fiscal year).
	9.	Nominating committee elected	Current	Three members were elected to a nominating committee at least 30 days prior to the election of officers. (Recommended at the first membership meeting of the current fiscal year.)
	10.	Insurance	Current	Purchase appropriate insurance (prior to November 30 to prevent lapse in coverage).
	11.	Annual training	Current	Annually, at least one elected officer attends PTA and the Law, and all other elected officers attend at least one WSPTA-approved training before the year's WSPTA convention. Maintain documentation

				<i>showing each elected officer satisfied the annual training requirement.</i>
	12.	<i>25-member minimum</i>	<i>Current & Prior</i>	<i>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 October 31.</i>
	13.	<i>Membership dues paid</i>	<i>Current & Prior</i>	<i>Membership dues paid in full for the previous fiscal year. Current fiscal year membership dues shall be paid upon receipt. Enter current fiscal year members within 30 days.</i>

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

Required By	#	Requirement	Fiscal Year	Best Practice/Specifics
State of Washington	1.	<i>Officers elected</i>	<i>Current</i>	<i>Officers were elected at a membership meeting (recommended before previous fiscal year-end). Washington state law requires president, treasurer, and secretary.</i>
	2.	<i>Corporate Annual Report filed</i>	<i>Current</i>	<i>File by annual corporate renewal date – end of the month your council incorporated.</i>
	3.	<i>Charitable Organization Registration renewed</i>	<i>Prior</i>	OPTION 1: More than \$50,000 in gross receipts - required to file by May 31. OPTION 2: Not required to file - will file/update the optional filing. OPTION 3: Not required to file - choose not to do the free one-time optional filing. *Once an account is created with the Secretary of State, it must be maintained yearly.
IRS	4.	<i>990 form filed</i>	<i>Prior</i>	<i>File the appropriate IRS Form 990 no later than November 15 (or file the necessary extension and file by the deadline).</i>
Insurance	5.	<i>Year-end financial review</i>	<i>Prior</i>	<i>Year-end financial review was conducted for the fiscal year ending June 30 (recommended by August 31).</i>
WSPTA	6.	<i>Officer names/contact info</i>	<i>Current</i>	<i>Enter names and contact information for all elected officers (and key non-elected positions such as membership, advocacy/legislative, Reflections, programs, and family & community engagement) in the membership database (recommended</i>

			<i>before previous fiscal year-end, update as needed).</i>
7.	<i>Budget approved</i>	<i>Current</i>	<i>Budget was approved by the membership (recommended before previous fiscal year-end).</i>
8.	<i>Standing rules approved</i>	<i>Current</i>	<i>Standing rules, including the amount of any council fees, were updated as needed and approved by the membership (recommended at first membership meeting of the current fiscal year).</i>
9.	<i>Nominating committee elected</i>	<i>Current</i>	<i>Three members were elected to a nominating committee at least 30 days prior to the election of officers. (Recommended at the first membership meeting of the current fiscal year.)</i>
10.	<i>Insurance</i>	<i>Current</i>	<i>Purchase appropriate insurance (prior to November 30 to prevent lapse in coverage).</i>
11.	<i>Annual training</i>	<i>Current</i>	<i>Annually, 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.</i>
12.	<i>Council Reflections program</i>	<i>Current</i>	<i>Offer a Reflections program for your local PTAs.</i>
13.	<i>Provide service to local PTAs</i>	<i>Current</i>	<i>Provide services, information, support, and leadership training to local PTAs. Maintain documentation showing services provided by the council. (Recommend budget, yearly calendar, newsletters, or other communications.)</i>

In addition, as individual 501(c)(3) or (c)(4) organizations, each local PTA and council may take their own position on any issue, provided it does not conflict with adopted Washington State PTA or National PTA positions, resolutions, or issues, or the values, mission, vision, and purposes of PTA.

3.1.2 Participation Eligibility

(amended by board action 05-15-2021; conforming edit 07-17-2020)

The following SOA agreement requirements may be verified by 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 National PTA;

- Participate in WSPTA and National PTA awards and other programs, including the Reflections program at the national level;
- Send voting delegates to WSPTA convention and legislative assembly based on the *WSPTA Uniform Bylaws*;
- Submit legislative principles, issues and resolutions to WSPTA for consideration.

Participation Eligibility Requirements:

1. Officer names/contact info: At least one officer and their contact information is entered in the WSPTA membership database.
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 October 31.
3. Membership invoices paid: Payment of membership invoices shall be current.

3.1.3 Training Requirement

(amended by board action 05-15-2021)

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.

3.1.4 Standards of Affiliation Review and Escalation

(amended by board action 02-16-2022, prev. amended by board action 05-15-2021, 07-17-2020, 08-04-2019)

SOA agreement requirements are subject to review at any time at the discretion of the WSPTA executive committee.

A limited review may include items on the SOA that may be verified independently, including but not limited to:

1. Corporate renewal filed
2. IRS Form 990 filed
3. Officer names and contact information
4. 25-member minimum

PTAs who are selected for a complete review shall show the WSPTA representative designated by the executive committee documentation showing compliance with SOA requirements within 30 days of the written request.

When a limited or complete review shows that a local PTA or council is not in good standing, the phases of support and escalation may include one or more of the following:

1. Notification phase – WSPTA notifies the contact(s) of record at a 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, support is assigned to help the local PTA or council achieve compliance within an additional 30 days (60 days from initial notification).
3. Reinstatement phase – WSPTA support may work with the WSPTA growth and development committee to implement a support plan to reinstate good standing within one year of the PTA not being in good standing. This may include applying for an extreme circumstances waiver or working directly with membership.
4. Restructuring phase – A local PTA with fewer than 25 members and no approved extreme circumstances waiver may return to good standing during the second year in which they are not in good standing by engaging with WSPTA and committing to the growth and development committee’s reinstatement process by the end of October. Good standing may be restored once all outstanding WSPTA invoices are paid, 25 members are entered in the WSPTA database, legal filings are up-to-date, and a new contract of affiliation is signed by the PTA’s elected officers. A local PTA in its second year not in good standing may have service suspended if they do not engage with WSPTA and commit to support by requesting a hardship waiver. PTAs who have had their service suspended may be disaffiliated by the board of directors after January 1. At least 30 days’ notice must be sent to the contact(s) of record for a PTA and at least one school or district administrator prior to disaffiliation action by the board.
5. Disaffiliation – The WSPTA board of directors may disaffiliate a local PTA or council in their second year not in good standing, when there is not adequate progress toward good standing or good-faith engagement in support processes. At least 30 days’ notice must be sent to the contact(s) of record for a PTA and at least one school or district administrator, prior to disaffiliation action by the board.

3.2 Local PTA Membership

3.2.1 Enrollment

(amended by board action 05-15-2021; prev. amended 03-13-2021)

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 rights of membership as outlined in the *WSPTA Uniform Bylaws*, plus discounts resources, and services as available from WSPTA and National PTA. Discounts may be found on the WSPTA website and are listed in WSPTA communications to leaders and members.

3.2.2 Membership Database

(amended by board action 08-07-2022, prev. amended by board action 03-13-2021; 08-04-2019)

Each local PTA shall be given access to the WSPTA membership database ('database'). All local PTAs are required to use the database to record their current fiscal year members within 30 days, in accordance with state consumer protection laws, state and federal nonprofit laws and federal regulations. Local PTAs are responsible for paying dues reflecting the number of registered memberships upon receipt of invoice.

The basic system is provided complimentary to all local PTAs as a benefit of affiliation. A local PTA may choose to upgrade, for a nominal cost, to receive additional features. These upgrades are available by utilizing the in-platform subscription tool or by contacting the database provider.

Any dues collected or subsidized 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 database may be found online, and at conferences and workshops. Technical support is provided by the database provider, 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

(amended by board action 03-13-2021, prev. amended 08-04-2019)

Full members of a local PTA who have paid any required dues or who have received a membership subsidy 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 council 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 enrolled and paid 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 enrolled and paid by the end of the previous fiscal year (see *WSPTA Uniform Bylaws*, Article 9, Section 2).

Voting by mail or electronic transmission is only allowed 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. Guidelines on how to conduct electronic voting are located on the WSPTA website and as [Appendix N](#) of this policy document.

3.2.5 Membership Subsidies and Gifts

(amended by board action 11-07-2020)

A local PTA may offer full or partial membership subsidies to persons requesting them and must create written procedures and internal controls documenting subsidy criteria for any such program. Membership subsidies may be funded through restricted donations and/or through general funds designated by the local PTA for this purpose. Unused funds in the membership subsidy budget line items carry over year to year but may only be used to subsidize the cost of PTA memberships.

Individuals may gift memberships on behalf of specific other individuals by directly paying for their membership dues.

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 in the awards section of the WSPTA website and in the *WSPTA Membership Handbook*.

3.2.7 Membership Waivers

(amended by board action 02-16-2022; previously amended 10-30-2021, 05-15-2021, 11-07-2020)

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 October 31.

If a local PTA is unable to enroll 25 members by the end of October, it may request a waiver from the WSPTA executive committee. A local PTA may request a waiver to the 25-member requirement under the following circumstances:

1. An extreme circumstances waiver may be given when there is a challenging situation that prevents a local PTA from making a good faith effort to enroll members. After January 1, the WSPTA office will send an extreme circumstances waiver form to all officers of a local PTA that has not enrolled 25 members. Extreme circumstances waivers may not be granted to the same local PTA more than two consecutive fiscal years.
2. A hardship waiver may be given to a PTA experiencing temporary hardship, with respect to enrolling members, for the purpose of reinstating the PTA. After November 1, the WSPTA office will send a hardship waiver form to all PTAs without 25 members for the second consecutive year, who do not have an existing waiver. PTAs granted a hardship waiver shall engage with the growth and development reinstatement process and work with assigned support to implement a membership plan. Hardship waivers may not be granted more than one consecutive year.

Special circumstances may arise where a local PTA can work with the WSPTA executive committee for approval.

The WSPTA secretary is responsible for sending all waiver requests to the executive committee for consideration. The WSPTA secretary will let the local PTA know if their waiver application was approved or denied and copy the Growth and Development committee chair, region director, area VP and WSPTA staff. 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. 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 submitting a completed membership waiver for extreme circumstances. Failure by any local PTA to register at least 25 members in the membership database or have an approved waiver by the deadline established shall result in that local PTA being declared “not in good standing”.

3.3 Membership Dues and Council Fees

(amended by board action 03-13-2021)

3.3.1 Local PTA Membership Dues

(amended by board action 03-13-2021)

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 WSPTA membership dues shall be determined by the voting delegates during the annual convention. National PTA assessment increases shall be automatic according to changes made by National PTA.

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 and WSPTA dues. The membership shall approve the current amount each year as part of

approving the standing rules. Membership subsidies, if allowed, shall be listed in the local PTA standing rules.

Local PTAs within the designated area of a council shall pay any council fees as stipulated in the council's standing rules. Per-member council fees may be charged as part of local PTA membership dues or may be paid from general funds.

3.3.2 Local PTA Invoices or Membership Dues Collection

(amended by board action 08-04-2019)

Dues collected during online member registration through the database shall be transferred electronically to the bank account established in the database by the local PTA. Each local PTA must have a bank account established in the database to receive these funds.

After the end of each month, if there is a balance due, the database shall generate and send to each PTA an electronic invoice for WSPTA and National PTA membership dues.

Payment shall automatically be made in full via ACH through the database on the due date shown on the invoice. WSPTA and each local PTA must have a bank account associated with the database ACH system for processing dues payments.

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

(amended by board action 08-05-2019)

Councils may charge affiliated local PTAs council service fees on a per-member and/or a flat fee basis as agreed to by the council membership.

Councils shall have the option of having fees automatically invoiced and collected electronically through the WSPTA membership database. After the end of each month, if there is a balance due, the database shall generate and send to each local PTA an electronic invoice for council service fees.

Payments to councils shall automatically be made in full via ACH through the database on the due date shown on the invoice. Councils and each local PTA must have a bank account associated with the database ACH system for processing fee payments.

The council is responsible for assuring that any changes to its council fees are updated in the database to ensure accurate fee processing.

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

(amended by board action 08-04-2019)

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).

Voting by mail or electronic transmission is only allowed as stated in the *WSPTA Uniform Bylaws*, Article 5, Section 4. The standing rules of the council may provide for this process. Guidelines on how to conduct electronic voting are located on the WSPTA website and as [Appendix N](#) of this policy document.

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

(amended by board action 08-08-2021)

Councils are encouraged to provide appropriate training for the local PTA leaders and members in their area. Region directors are responsible for submitting events on behalf of councils that desire to use WSPTA approved training and/or statewide marketing. Refer to policy [section 6.3.3](#). 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.

3.6.3 Resignation of Officer

(amended by board action 01-30-2021)

If an officer wishes to resign from office, notice in writing shall be submitted to the secretary of that local PTA or council. If the secretary is not available, it shall be submitted to the president or another member of the executive committee. It is acceptable for the resignation to be given verbally as a meeting of the executive committee; in this case, the resignation shall be recorded in the minutes. The resignation becomes official when it is accepted by the executive committee. Since the acceptance of a resignation is a motion, it shall be recorded in the minutes. Once the resignation is accepted by the executive committee, it cannot be withdrawn or rescinded. Refer to the *WSPTA Uniform Bylaws*, Article 5, Section 6I, for the process of filling a vacancy in the office of a local PTA or council.

3.6.4 Best Practices for Officer Removal

Per the *WSPTA Uniform Bylaws* Article 5, Section 6J: “An officer of a local PTA or council may be removed from office, with or without cause, by a two-thirds vote of the membership present at a regularly scheduled meeting or at a special membership meeting called for such purpose.”

Removing an elected officer is not a step to be taken lightly. Local PTAs and councils facing this situation are encouraged to reach out to their region leadership for support and to follow the recommended best practices for officer removal:

1. Prior to the decision to call for the removal of an officer the following items should be addressed:
 - **Conflict** - All efforts shall be made to resolve conflict, including requesting assistance from your council and/or region director.
 - **Failure to fulfill duties** - All efforts shall be made to support the struggling officer and allow them the opportunity to adequately fulfill the duties of their elected position, including requesting assistance from your council and/or region director
2. If the above efforts fail, a conversation with the officer should occur offering them the opportunity to resign their position. Your council and/or region director can assist with this conversation as needed.

3. If the officer chooses not to resign, the board of directors should hold a board meeting to determine if they recommend the membership consider the removal of the elected officer. The officer may attend this board meeting and has the same speaking privileges as any other board member. This board vote must be recorded in the board meeting minutes. The officer should be notified in writing of the board's decision and given another opportunity to resign prior to the membership meeting. The officer may attend the membership meeting and has the same speaking privileges as any other PTA/PTSA member.
4. Proper meeting notice shall be given:
 - **Regularly scheduled membership meeting** - requires ten-day notice with the issue of possible officer removal specified in the meeting agenda and sent in advance to the membership; or
 - **Special membership meeting for such purpose** - requires ten-day notice with the purpose of the meeting (possible officer removal) stated in the meeting notice.
5. At the meeting, the following process should be followed when the agenda item is on the floor for discussion:
 - The president shall be the presiding officer of this part of the membership meeting unless they are the officer the membership is being asked to consider removing from office. In that case, the vice president (or other designated officer) shall be the presiding officer of this part of the meeting.
 - The presiding officer should state that per Robert's Rules of Order, this part of the membership meeting should be conducted in executive session, meaning that only PTA members should be part of the executive session. Non-members may join the PTA/PTSA before the executive session begins if they wish to participate. All non-members should be excused from the membership meeting while in executive session. Non-members may return to the membership meeting after executive session is ended.
 - The presiding officer should read *WSPTA Uniform Bylaws* Article 5, Section 6 (J) to the membership and state that this process will be followed because the *WSPTA Uniform Bylaws*, *WSPTA Articles of Incorporation*, *WSPTA Policy*, and the Washington Nonprofit Corporation Act supersede Roberts Rules of Order Newly Revised per *WSPTA Uniform Bylaws*, Article 2L.
 - The presiding officer should state that the officer has the same speaking privileges as any other member.
 - The presiding officer should have copies of all applicable documents including the *WSPTA Uniform Bylaws*, *WSPTA Policy* Section 3 (Local PTAs and Councils), their

local PTA standing rules, and Robert's Rules of Order. The presiding officer should share the process for a motion as indicated in "Roberts Rules of Order Newly Revised" with the membership.

- The motion to remove the officer should be made by a designated board member. A sample motion for this purpose would be "By direction of the board of directors, I move that the currently elected secretary for the 20XX-XX term be removed from office." or "By direction of the board of directors, I move that Jane Doe, the currently elected secretary, be removed from office."
- The presiding officer should ask for a second. The presiding officer repeats the motion, which formally places the matter before the membership. The presiding officer would then ask the person who made the motion if they wish to speak to the motion or share their rationale.
- The opportunity for debate should be given. Use of a speaker's list is recommended.
- As per "Roberts Rules of Order Newly Revised":
 - Each person may only speak twice on the topic and may only speak the second time after all others have had an opportunity to speak.
 - Each speaker is limited to a total of 10 minutes unless the membership present at the meeting agrees to a shorter limit.
 - Someone may make a motion to end debate, to limit debate or to limit the amount of time each person may speak. This motion does require a second, is not debatable, and requires a 2/3 majority vote.
 - Once debate is finished, the chair should take the vote. A ballot vote is recommended or may be ordered by the members.
- A tellers committee, appointed by the presiding officer and approved by the members, counts the ballots to be recorded in the meeting minutes. Discussion during debate is not recorded in the meeting minutes. Only main motions, the fact that there was debate, and the result of any votes would be recorded in the minutes.
- Once membership has voted and a decision is made, there should not be further debate or discussion. The presiding officer should proceed in a professional manner that respects confidentiality and the people involved in the situation, and which avoids all gossip, rumor, and innuendo regarding this action. Members should be reminded that all discussion held in executive session is confidential.
- If the motion passes, the removal becomes effective immediately.

- If the motion does not pass, the executive session ends, and non-members may return to the membership meeting for any other business.

6. After the meeting:

- Information must be communicated delicately and tactfully to the membership. Any questions should be referred to the president/acting president.
- The local PTA or council should follow the process for filling a vacancy listed in the *WSPTA Uniform Bylaws*, Article 5, Section 6.
- A council leader or region director can assist with the various items that may need to be taken care of, depending on the position of the individual that has been removed from office. Each situation may be slightly different.

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 24.03A, 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*.

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

(amended by board action 05-15-2021)

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 (or designee), and the growth and development committee shall work with WSPTA staff to 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 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

(amended by board action 02-16-2022; previously amended 05-15-2021 and 01-26-2019)

1. New local PTAs and councils are chartered under the authority of the WSPTA.
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 accept the *WSPTA Uniform Bylaws* and agree 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, list of officers, list of charter members, as well as the membership dues for all charter members, shall be submitted within 45 days of the charter meeting. As soon as all documentation is received WSPTA shall announce the new PTA and send the charter certificate and welcome letter.
4. Local PTAs in a non-council area may apply to WSPTA to charter a council. Prior to application submittal, the motion to form a council shall be approved by a majority of the local PTAs in that area, with majority votes of their respective boards of directors. The application shall be approved by the appropriate region director and area vice president and submitted to the growth and development chair, who shall present it to the WSPTA executive committee for approval.

To certify the vote of each local PTA, the following information must be attached to the application for each individual PTA in the council area:

- PTA name and number
- Date the local PTA board of directors voted on the formation of the council
- Result of the vote (yes/no/abstain)

- Signatures of two elected officers

If a local PTA in a non-council area does not participate in voting, an explanation must be attached to the application.

The WSPTA executive committee may request local PTA minutes to verify information on the council charter application.

5. The region director (or designee) and the Growth and Development committee 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. All persons involved in supporting the charter of a new PTA must attend Growth and Development training prior to the beginning of the charter process.
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 is disaffiliated for not being in good standing may reorganize as a new local PTA to re-establish 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 Revocation of Local PTA and Council Charters

(amended by board action 05-15-2021)

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. 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, revoke the charter of the local PTA or council.

5. If a local PTA is unresponsive to communications, the WSPTA board of directors reserves the right to send a communication to its membership.
6. 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).

3.12.3 Dissolution of a Local PTA or Council

(amended by board action 05-15-2021)

Dissolution 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 dissolution, 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 dissolve, as provided in the *WSPTA Uniform Bylaws*.

3.12.4 Local PTA or Council Ending Affiliation with WSPTA

(amended by board action 05-15-2021)

Specific steps shall be taken by a local PTA or council if it chooses to end its affiliation with WSPTA.

This happens when a PTA or council takes a vote to no longer be affiliated with WSPTA.

1. 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.
2. 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.

Each local PTA or council is obligated, upon ending affiliation with WSPTA, to cease and desist the use of the service mark "PTA".

When a local PTA or council ends its affiliation, 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.

3.13 Requests for WSPTA Board Consideration

(amended by board action 01-26-2019)

Requests for WSPTA board of directors' consideration should be emailed to the WSPTA president and may be submitted by PTA members, local PTAs in good standing, and councils in good standing.

All requests will be considered using the following criteria:

- Alignment with WSPTA's vision, mission, goals, and core values.
- Adherence to governing documents (*National PTA Bylaws*, *WSPTA Uniform Bylaws*, *WSPTA Standards of Affiliation*, and *WSPTA Strategic Plan*).
- Adherence to Internal Revenue code, Washington state nonprofit and tax laws.
- Positive and negative impacts to WSPTA and/or its local PTAs and councils.
- Fiscal, staffing, volunteer, and technology impacts.
- Other criteria as determined by the WSPTA Executive committee.

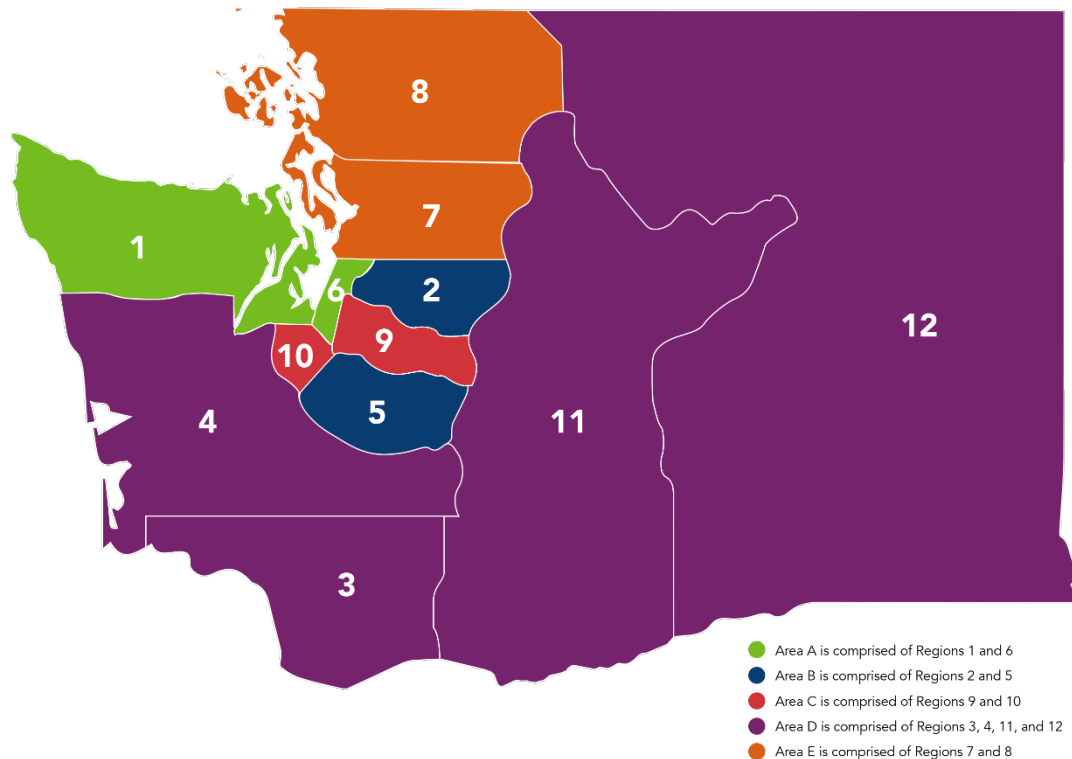
Advocacy/legislative requests will be considered using the following additional criteria:

- Addresses an issue that is statewide in scope.
- Supplements, but does not conflict with, the WSPTA legislative platform or with National PTA resolutions or position statements.
- There is sufficient time to thoroughly vet the request.
- Other criteria currently used by the WSPTA Advocacy Director and WSPTA Advocacy committee.

PTA members may refer to *WSPTA Policy*, [Section 5.1.5](#) Guest Protocols for WSPTA Board of Director Meetings, for information about the PTA Member Forum and Guest Seats.

SECTION FOUR: REGIONS AND AREAS

4.1 Regions



4.1.1 WSPTA Region Boundaries

(amended by board action 05-15-2021, previously amended 04-26-2020)

WSPTA is divided into twelve 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 (except Morton School District), 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, the Morton School District in Lewis County, and the Enumclaw School District in King County (except Black Diamond).

Region 6 covers a portion of King and Snohomish counties. It consists of the Northshore, Seattle, and Shoreline school districts.

Region 7 covers Snohomish County and Island County.

Region 8 covers San Juan, Skagit, and Whatcom counties.

Region 9 covers a portion of King County. It consists of the Auburn, Federal Way, Highline, Kent, Renton, Tukwila, and Tahoma school districts, and Black Diamond in the Enumclaw School District.

Region 10 covers a portion of Pierce County and a portion of King County. It consists of the Clover Park, Peninsula, Steilacoom Historical, Tacoma and University Place school districts in Pierce County, and Vashon Island School District in King County.

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 Adams, Asotin, Benton, Columbia, Franklin, Ferry, Garfield, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Whitman, and Walla Walla counties.

4.1.2 Region Directors

(conforming edit by approved bylaws amendment of the members, effective 07-01-2020)

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 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 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.

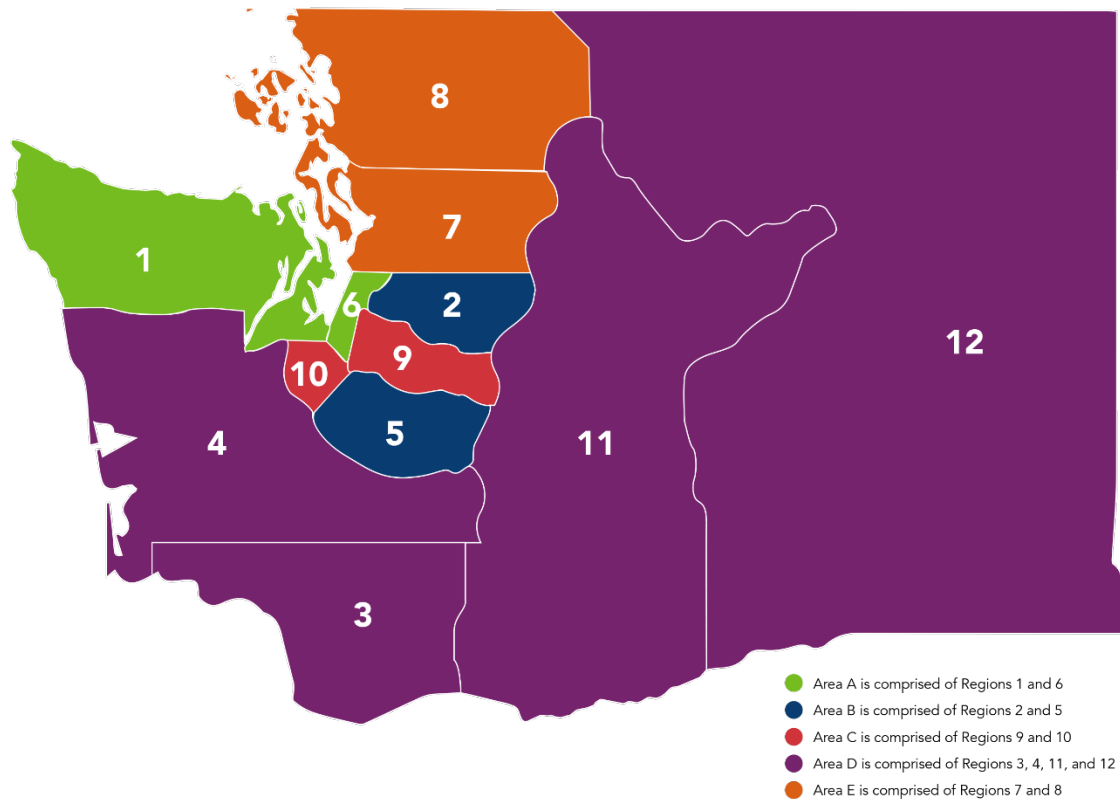
4.1.4 Region Service Delivery Teams

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 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 and 8

SECTION FIVE: WSPTA BOARD OF DIRECTORS OPERATIONS

5.1 Board Structure

5.1.1 Responsibilities of Directors

(amended by board action 08-02-2020; prev. amended 02-01-2020, effective 07-01-2020 with passing of bylaw amendment)

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 recommendations of the advocacy committee and resolutions committee and approve them for presentation to the legislative assembly. The advocacy committee and resolutions committee shall base their recommendation on criteria in [Section 6.4.6](#) of this policy document.
7. WSPTA board members shall not speak to any submission presented to the membership for consideration at WSPTA convention or legislative assembly, unless to provide clarification or if the submission is materially amended.

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](#): WSPTA Elections of this policy document.

5.1.4 Meetings of the WSPTA Board of Directors

(amended by board action 10-30-2021, 05-15-2021)

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.
 - g. WSPTA Autumn Leadership Launch (A.L.L.)
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's draft of the minutes shall be provided to the members of the board before the next regular board meeting. If it is necessary to have a committee approve the minutes, the WSPTA secretary shall appoint a committee of three to approve the minutes of that meeting. The members of this minutes approval committee shall be members of the WSPTA board of directors.

5.1.5 Guest Protocols for WSPTA Board of Directors Meetings

(amended by board action 06-05-2022)

A. PTA Member Forum

Any full 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. Send a request to the WSPTA board president three days prior to the scheduled board meeting.
2. Sign in fifteen minutes prior to the meeting start time.
3. Engage in a two-way dialogue with the WSPTA board of directors.
4. Provide proof of full 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 full 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 full members to observe the board's decision-making. It is not intended to create a mechanism to challenge individual board members' discussion or votes. Full 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 if the request is received three days prior to the meeting. At their discretion, the president or presider may waive the three-day requirement.

Protocol:

1. Provide proof of full 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 may 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 meetings. Courtesy seats shall also not be allowed at any WSPTA board retreats, 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 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 full members of the organization to serve in their 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.

- Endorsement – 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:

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:

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:

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

(amended by board action 06-05-2022)

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 must be full members of WSPTA and 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, Advocacy, 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 October 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

(amended by board action 06-02-2019)

1. The purpose of the WSPTA corporate finance committee (CFC) is to set policies regarding finances (see [Section Eight: WSPTA Financial](#) 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.
2. The CFC shall consist of at least five members: the WSPTA president, WSPTA finance officer, and three or more other full WSPTA members by application. Appointments to the committee shall be made each year by the WSPTA finance officer with the approval of the executive committee. Committee members will sign the Confidentiality Agreement, Standards of Conduct, and Conflict of Interest forms.
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

(amended by board action 05-15-2021; prev. amend. 06-02-2019, 04-25-2019)

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* and WSPTA Policy.

- 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. Prepare agendas for meetings of the WSPTA board of directors.
- f. Approve membership waivers.
- g. Recommend actions to the WSPTA board of directors.
- h. Conduct the business of the association between meetings of the WSPTA board of directors.
- i. Communicate with the WSPTA board of directors about actions being taken between meetings.
- j. Review/approve leadership presentations for alignment with the WSPTA vision, mission, goals, and WSPTA governance documents.
- k. Develop a mentoring program for the members of the board of directors as needed.
- l. Work with the area vice presidents and the leadership director to develop and schedule appropriate region director training(s).
- m. Develop the timeline and process to update *PTA and the Law* materials and training for the presenters.
- n. The executive committee shall be apprised of any changes to the *WSPTA Employee Handbook*.

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 at least one area vice president, WSPTA staff, 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 in [Section Seven: WSPTA 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

(amended by board action 06-05-2022; prev. amend. 02-01-2020 (effective 07-01-2020 with passing of bylaw amendment), 04-25-2019)

1. The WSPTA resolutions committee chair shall be selected by the WSPTA president as soon as possible after June 1. The advocacy director shall be an ex officio member of the resolutions committee. Other members of the committee may be added by the resolutions chair as needed to fulfill specific skill requirements in consultation with the WSPTA president. These additional members of the committee must be full PTA members.
2. 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. Ensure notice of submission deadlines, submission forms and review criteria are posted at least one month before the submission deadlines. Resolution submissions for addition to the annual WSPTA convention agenda shall be due no later than November 15 and submissions 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.
 - b. Review current resolutions to determine if they need to be amended, retired, or rescinded.

- c. Submit new or amended resolutions based on new National PTA resolutions or gaps in current WSPTA position.
- d. Review all resolutions submitted as outline in [Section 6.4.6](#) 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 or WSPTA legislative assembly notifications.
- e. Work cooperatively with the WSPTA advocacy committee to support the advocacy efforts of both committees, including in training opportunities and state and region conferences.

5.4.11 WSPTA State Awards Committee

(amended by board action 10-19-2018)

The WSPTA state awards committee is responsible for reviewing, updating and ensuring that the various WSPTA recognition awards are advertised and that recipients are selected as appropriate.

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, the WSPTA advocacy director, and no less than two nor more than four additional members.

The following awards may be presented annually by the WSPTA board of directors, with the WSPTA board of directors having the authority to approve additional state-level awards:

Friend of Children

1. The purpose of the *Friend of Children* award is to recognize and honor an individual or organization for state-level dedication to all children through service aligned with WSPTA's vision and mission supporting the welfare, health, safety and/or education of Washington state's children.

Honorary Life Membership

1. The purpose of the *Honorary Life Membership* award is to recognize and honor an individual who has contributed significantly to the development, growth, and sustainability of WSPTA at the state level. It is awarded to someone who has shown extraordinary commitment to WSPTA's vision and mission.
2. A recipient of the *Honorary Life Membership* award shall be a PTA member.
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 an individual for state-wide service to children. This individual has given dedicated and long-term volunteer service

that positively impacts every child throughout Washington state while demonstrating the WSPTA core values.

2. 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 an individual for state-wide advocacy and commitment in helping to create strong policies relating to the health, welfare, safety, and education of children and youth. The individual should have furthered WSPTA's policy positions (legislative principles, resolutions, and legislative issues), by activities such as, but not limited to, submitting policy positions, testifying on policy positions on behalf of WSPTA, or representing WSPTA on workgroups or coalitions.
2. A recipient of the state-level *Outstanding Advocate* award shall be a PTA member.

Outstanding Student Advocate

1. The purpose of the Outstanding Student Advocate award is to recognize and honor a student for statewide advocacy, leadership or service on behalf of all children and youth.

Outstanding Educator

1. The purpose of the *Outstanding Educator* award is to recognize and honor an individual or group for state-wide level continued and dedicated contributions and efforts to enhance the educational outcomes of all children or youth. This is the "Educator of the Year" award from WSPTA.

Additional information and direction shall be covered in the WSPTA State Awards Committee handbook.

Information on local PTA and council awards is located in [Section Three](#) of this policy document.

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 adjust 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.

5.4.14 WSPTA Communication Committee

(added by board action 08-08-2021)

The purpose of the WSPTA Communication Committee is to ensure that all WSPTA internal communications, external marketing, public relations, and published documents are accessible, clear, concise, and meet professional communication standards. Duties will include, but are not limited to:

1. Working with other committees, manage content for and development of all WSPTA documents and publications.
2. Review and evaluate new and current communication methods and provide recommendations to the executive committee and board of directors.
3. Within the context of the current organizational strategic plan, establish and maintain a strategic marketing plan and an annual communication plan. Communicate these plans with other WSPTA volunteers.

5.5 WSPTA Board Ethics

5.5.1 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.

5.5.2 WSPTA Volunteer Standards of Conduct Agreement

The WSPTA board of directors shall approve a standards of conduct agreement for volunteers each year. A copy of the most recent agreement is located as [Appendix E](#) of this policy document.

5.5.3 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 F](#) of this policy document.

5.5.4 Service on Local PTA and Council Boards of Directors

(amended by board action 01-30-2021, effective as of 07-01-2021)

WSPTA board members shall not hold a position on a local PTA or council board of directors while serving on the WSPTA Board of Directors. Board members shall not be members of a service delivery team except as directed by the executive committee. This restriction shall be part of the WSPTA Director Commitment Form. A copy of the policy is located as [Appendix C](#) of this policy document.

5.5.5 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 G](#) of this policy document.

5.5.6 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 H](#) of this policy document.

5.5.7 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 I](#) of this policy document.

5.5.8 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 J](#) of this policy document.

5.5.9 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 K](#) 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 consider 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 each region.
3. Region teams may consist of members who shall also serve on the family and community engagement state committee, advocacy 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

(amended by board action 04-25-2019)

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 members. Members shall include WSPTA board members and full 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.

6.2.3 WSPTA Diversity Equity and Inclusion Committee

(added by board action 05-15-2021)

1. The FACE director shall provide oversight for the WSPTA diversity equity and inclusion (DEI) committee and shall serve as the committee's liaison to the WSPTA board of directors. The FACE director may appoint a chair for the committee, with the approval of the executive committee, or may chair the committee themselves.
2. The purpose of the committee is to:
 - a. Identify strengths, issues, and opportunities for increasing DEI at all levels of WSPTA.
 - b. Create and distribute materials and resources to enhance DEI efforts at all levels of WSPTA.
 - c. Collaborate with contracted consultants who provide DEI expertise and recommendations.
 - d. Operationalize the concepts of DEI set forth in the WSPTA legislative platform.
 - e. Serve as a resource for other state committees to ensure that their work and products is reflective of principles of DEI.
3. The diversity equity and inclusion committee shall consist of the WSPTA FACE director and at least seven members. Members shall include WSPTA state directors or their

representatives, an area vice president, a communications committee representative, and full PTA members as appointed by the FACE director in consultation with the WSPTA president.

4. The committee shall act on recommendations from the board of directors.
5. The WSPTA president is an ex officio member of the committee.

6.2.4 WSPTA Special Education Committee

(added by board action 08-07-2022)

1. The FACE director shall provide oversight for the WSPTA special education committee and shall serve as the committee's liaison to the WSPTA board of directors. The FACE director may appoint a chair for the committee, with the approval of the executive committee, or may chair the committee themselves.
2. The purpose of the committee is to:
 - a. Work in collaboration with the WSPTA advocacy committee in their efforts to advocate for families of students with disabilities at all levels of WSPTA.
 - b. Create and distribute materials and resources to support PTAs in serving families of students with disabilities at all levels of WSPTA.
 - c. Provide guidance to specialty PTAs and councils that serve families of students with disabilities.
 - d. Collaborate with experts and specialists who provide special education expertise and recommendations.
 - e. Work in collaboration with the FACE and DEI committees to ensure that efforts to engage families and increase diversity in PTA is inclusive of families of students with disabilities.
3. The committee shall act on recommendations from the WSPTA board of directors.
4. The WSPTA president is an ex officio member of the committee.

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

(amended by board action 10-30-2021, 06-06-2021)

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, Autumn Leadership Launch (A.L.L.) and annual WSPTA convention classes.
3. The leadership committee shall consist of the WSPTA leadership director and at least five members. Members shall include WSPTA board members and full 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

(amended by board action 08-08-2021; prev. amended by board action 05-15-2021)

1. All WSPTA class presentations and resources, including *PTA and the Law*, are the intellectual property of Washington State PTA. The WSPTA executive committee shall review and approve presentations and resources for alignment with the WSPTA vision, mission, goals, and WSPTA governance documents. Significant revisions or updates of existing materials will also be reviewed and approved by the executive committee.
2. The WSPTA *PTA and the Law* workshop is only available to WSPTA members. Thus, only those members who attend this workshop are entitled to a copy of the *PTA and the Law Handbook* and resources. Sharing of these resources with non-members is prohibited.
3. The WSPTA leadership director may designate use of WSPTA presentations and materials for use in statewide webinars.
4. All events where WSPTA training or marketing materials will be used must be submitted by region directors for approval using the established submission process. Submissions must be approved by the WSPTA Leadership Director in consultation with the appropriate area vice president. Region directors are responsible for submitting events on behalf of councils that desire to use the WSPTA approved training and/or statewide marketing. Modifications to any WSPTA presentation for use at a region or council event

must be approved by the WSPTA Leadership Director. 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.

Event requests submitted by a member of the WSPTA board of directors and state committee chairs must be approved by the WSPTA Leadership Director in consultation with the executive committee.

5. The most recent version of an approved class shall be used at all times. Changes to any WSPTA class presentation are not permitted without the approval of the WSPTA Leadership Director.
6. WSPTA class presentations may be used for training where a charge is made for attendance at WSPTA events, consistent with [Section 8.3](#) of this policy manual

6.4 WSPTA Advocacy

6.4.1 WSPTA Advocacy Director

(amended by board action 04-25-2019)

1. The WSPTA advocacy director shall perform the duties as detailed in the *WSPTA Uniform Bylaws*. Additional responsibilities and expectations are included in the *WSPTA Board Handbook*. The advocacy director is also responsible for maintaining an *Advocacy Director Handbook* with details that may help facilitate the transition between officers.
2. The WSPTA advocacy director shall be responsible for maintaining an *Advocacy Committee Handbook* with details that may facilitate the work of the committee and its members.
3. The WSPTA advocacy director shall provide oversight for the WSPTA resolutions chair and committee and shall serve as the WSPTA resolutions committee's liaison to the WSPTA board of directors. The WSPTA advocacy director shall be an ex officio member of the WSPTA resolutions committee.

6.4.2 WSPTA Advocacy Committee

(amended by board action 06-28-2020; prev. amend. 02-01-2020 (effective 07-01-2020 with passing of bylaw amendment), 04-25-19)

1. The WSPTA advocacy director shall serve as chair of the WSPTA advocacy committee
2. The committee shall consist of the WSPTA advocacy director, and the region advocacy chairs (RACs). The RACs shall be appointed by region directors and approved by the area vice presidents. 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. Other members of the committee may be added by the WSPTA advocacy director as needed to fulfill specific skill requirements in consultation with the WSPTA president. These additional members of the committee must be full PTA

members. The chair of the WSPTA resolutions committee and Federal Legislative Chair shall be ex officio members of the WSPTA advocacy committee. The contracted legislative consultant may be consulting staff to the WSPTA advocacy committee at the direction of the executive director.

3. The purpose of the advocacy committee is to recommend short-term, legislative platform and long-term legislative principles to the WSPTA board of directors, and to coordinate and facilitate the legislative, regulatory, and public policy activities of the local PTAs and councils of the WSPTA. Duties include:
 - a. Ensure notice of submission deadlines, submission forms and review criteria are posted at least one month before the submission deadlines. Draft legislative issue or principles submissions for addition to the legislative assembly agenda shall be due on May 1, and final submissions shall be due no later than June 1. Changes to these dates require approval from the WSPTA executive committee.
 - b. Submit new or amended legislative issues based on gaps in current WSPTA positions. In the second year of the platform, review current top 5 legislative issues to determine if they need to be moved to the also supported list. Each year, review current legislative principles to determine if they need to be amended, retired, or rescinded.
 - c. Review all submissions as outlined in [Section 6.4.6](#) of this policy manual and make recommendations to the WSPTA board of directors. Recommendations to the board shall be done 1 time to comply with deadlines for the annual WSPTA legislative assembly notifications. The WSPTA board of directors shall evaluate these legislative issues or legislative principles for forwarding to delegates at the WSPTA legislative assembly based on the information provided in the advocacy committee report. The WSPTA board of directors may amend a submission before presenting it to the legislative assembly.
 - d. Assist the WSPTA advocacy director in planning and implementing the annual WSPTA legislative assembly and statewide legislative advocacy events such as Focus Day.
 - e. Work cooperatively with the WSPTA resolutions committee to support the advocacy efforts of both committees, including in training opportunities and state and region conferences.

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 advocacy director or designated alternate shall be the voting delegate representing the WSPTA board of directors at legislative assembly.

The advocacy 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 advocacy 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 Program

(amended by board action 02-01-2020 (effective 07-01-2020 with passing of bylaw amendment); prev. amend. 04-25-19)

1. The purpose of the WSPTA legislative program is to identify, promote the understanding of and advocacy for, policy positions relevant to the vision, mission and goals of WSPTA.
2. Local PTAs, councils, and PTA members can advocate for policy positions through a variety of methods including, but not limited to, contacting legislators, talking to school board directors, providing information to members, and supporting programs and events that complement the policy positions.

6.4.6 Legislative Principles, Legislative Issues, and Resolutions: Criteria, Limits, and Review Process

(amended by board action 02-01-2020, effective 07-01-2020 with passing of bylaw amendment)

1. **Criteria** – New and amended legislative issues, legislative principles, and resolutions submitted by full PTA members, local PTAs, or councils in good standing, or WSPTA

committees, may be considered only if they meet the following criteria and they have been approved by the WSPTA board of directors:

- Submission is received by the deadline.
 - Submission is complete and includes all required information and verifiable supporting evidence.
 - Submission is statewide in scope.
 - Submission supplements but does not conflict with the WSPTA legislative program or with National PTA resolutions or position statements.
 - Submission is consistent with PTA purposes, values, vision and mission, and relates to the health, safety, well-being, and education of children and youth.
 - Submission does not harm or negatively impact WSPTA (including, but not limited to, legal, financial, volunteers and other resources, as well as implications to existing partnership and coalition agreements).
 - Submission meets the definition of a legislative principle, legislative issue, or resolution and is submitted as the correct option.
 - Submissions for legislative principles and resolutions fit under existing legislative principle and existing resolution categories.
2. **Categories** – The legislative principle categories are determined and organized by the WSPTA advocacy committee. The resolution categories are determined and organized by the WSPTA resolutions committee.
 3. **Limits and recommendations** – The following limits and recommendations apply to legislative principles, legislative issues, and resolutions and will be included on the submission form, the review checklist, and the legislative assembly and/or convention proposed standing rules and voters' guide/program:
 - **Legislative principles** – legislative principle language recommendation not to exceed 100 characters.
 - **Legislative issues** – issue title not to exceed 50 characters; issue description not to exceed 350 characters.
 - **Resolutions** – resolution title not to exceed 60 characters; limit of ten whereas clauses; limit of four resolved clauses.
 4. **Amendments and debate** – At legislative assembly and convention, voting delegates will have the opportunity to debate and amend the following, which will be shown in the voters' guide/program:
 - **New legislative principle** – only the language of a proposed new legislative principle.
 - **Amendment to an existing legislative principle** – only the language of a proposed amendment to an existing legislative principle.
 - **New legislative issue** – only the title and description statement of a proposed new issue.

- **Amendment to an existing legislative issue** – only the title and/or part(s) of the description statement of an existing issue that have proposed amendments (as shown in the voters’ guide/program)
 - **New resolution** – only the title and resolved clauses of a proposed new resolution. If a resolved clause of a resolution is amended, the resolutions committee shall edit the whereas clause(s) as necessary.
 - **Amendment to an existing resolution** – only the title and/or resolved clause(s) of an existing resolution that have proposed amendments (as shown in the voters’ guide/program). If a resolved clause of a resolution is amended, the resolutions committee shall edit the whereas clause(s) as necessary.
5. **Committee review process** – The WSPTA advocacy committee and/or WSPTA resolutions committee shall conduct a qualitative analysis and review of all legislative principle, legislative issue, and resolution submissions received from members, local PTAs, or councils in good standing, and WSPTA committees using the appropriate review checklist (see *Advocacy Committee Handbook* for additional review process details). The committee will provide the WSPTA board of directors a written report detailing the submissions received and the committee’s recommendation for each submission.
 6. **Board approval and amendments** – The WSPTA board of directors shall make the final determination as to which legislative principles, legislative issues, and resolutions will be presented to the membership for consideration. Those legislative principles, legislative issues, and resolutions approved by the board of directors will be presented for debate, possible amendment, and vote for possible adoption by the voting delegates at legislative assembly and/or convention. The WSPTA board of directors may refer a submission back to committee for further review or clarification. The WSPTA board of directors may amend a submission before presenting it to the membership at legislative assembly or convention.

6.4.7 Federal Legislative Advocacy

(added by board action 11-07-2020)

The purposes of WSPTA federal legislative advocacy are to promote awareness of National PTA’s federal public policy agenda and legislative issues to WSPTA leaders and members, and to encourage advocacy at all levels of public policy decision making.

1. The WSPTA Federal Legislative Chair (FLC) shall be the WSPTA Advocacy Director, or a designee recommended by the advocacy director and appointed by the WSPTA President, with approval of the executive committee.
2. The duties of the FLC are year-round and include:
 - Participate in FLC webinars, or find a substitute
 - Participate in and promote National PTA action alerts to WSPTA leaders and members

- Keep state membership and leaders up to date on key federal legislative priorities and issues
 - Promote advocacy within Washington state on National PTA public policy positions
 - Attend annual National PTA Legislative Conference in Washington, D.C.
 - Participate in FLC training sessions prior to and during the conference
 - Schedule Congressional Hill visits with federal legislators representing Washington state
 - Serve as the lead on Hill visit coordination, including reporting and following up with Congressional offices
 - Maintain regular contact with federal legislators
 - Connect PTA members with their legislators and promote the association's legislative agenda
 - As budget permits, attend National PTA Convention
 - If the FLC is someone other than the advocacy director, they shall be an ex officio member of the advocacy and resolutions committees.
3. The FLC may form a WSPTA Federal Legislative Advocacy Committee, as a subcommittee of the WSPTA Advocacy Committee, to help carry out the duties of the FLC.
 4. To be eligible to attend a meeting with members of Congress (MOC) or their staff that is either organized in conjunction with National PTA Legislative Conference (LegCon) or Hill Day or organized and led by WSPTA, an attendee must meet all of the following criteria:
 - Be a current full member of a local PTA in good standing with WSPTA a minimum of fifteen (15) days prior to the scheduled meeting or LegCon;
 - Send a copy of either their WSPTA membership card or their membership payment receipt for that membership year to the WSPTA FLC a minimum of fifteen (15) days prior to the scheduled meeting or LegCon;
 - If the anticipated meeting is for NPTA LegCon or Hill Day, register for the event a minimum of fifteen (15) days prior to the event's first day;
 - Reply to correspondence as requested by the WSPTA FLC;
 - Attend any scheduled WSPTA preparatory meetings for the MOC meeting;
 - Agree to code of conduct: Prior to and during a meeting with an MOC or their staff, an attendee must do the following:
 - ** Not promote their own personal business or employer. The only exception is attendees who are employees, elected officers or appointed officers of WSPTA or PTA who wish to share information about their local PTA or WSPTA. Contractors with WSPTA or PTA are not covered by this exemption.
 - ** Be respectful of MOCs, their staff and other attendees.
 - ** Follow directions from the WSPTA FLC or their representative or meeting lead concerning participation in the meeting.
 - Violation of any criteria in this subsection may result in suspension from any or all future MOC meetings for the year at the discretion of the WSPTA FLC or Advocacy Director.

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

(amended by board action 06-06-2021)

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 members. Members shall include WSPTA board members and full 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 may be found in the *WSPTA Board Handbook*.

6.6 WSPTA Programs

6.6.1 WSPTA Program Director

(amended by board action 08-02-2020)

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 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

(amended by board action 08-02-2020)

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 members. Members shall include WSPTA board members and full 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 president is an ex officio member of the committee.
6. 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 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.

6.6.5 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.

6.6.6 WSPTA Scholarship Committee

(moved and amended from 5.4.11 by board action 08-02-2020)

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 in part 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. The program director shall provide oversight for the WSPTA Scholarship Program and shall serve as the Scholarship committees' liaison to the WSPTA board of directors. The WSPTA president appoints the chair of the committee.

6.6.7 WSPTA Essay Program

(created by board action 08-02-2020)

1. The purpose of the WSPTA Essay program is to provide an opportunity for students to share their appreciation to the varied influencers in their lives and education.
2. Awards for the essays shall be determined by the WSPTA Essay committee.
3. The program director shall provide oversight for the WSPTA Essay program and shall serve as the WSPTA Essay committee's liaison to the WSPTA board of directors.
4. The WSPTA Essay committee shall assist the WSPTA Essay chair in updating the WSPTA Essay materials and resources and then implements the WSPTA Essay program.

6.6.8 WSPTA Game Development Program

(created by board action 08-02-2020)

1. The purpose of the WSPTA Game Development program is to provide an opportunity for students to use their creative talents by expressing themselves through their own original works.
2. Awards for the game submissions shall be determined by the WSPTA Game Development committee.
3. The program director shall provide oversight for the WSPTA Game Development program and shall serve as the WSPTA Game Development committee's liaison to the WSPTA board of directors.

4. The WSPTA Game Development committee shall assist the WSPTA Game Development chair in updating the WSPTA Game Development materials and resources and then implements the WSPTA Game Development program.

6.6.9 WSPTA Leadership Service Award

(created by board action 08-02-2020)

1. The purpose of the WSPTA Leadership Service award is to provide an opportunity for PTA leaders to be recognized for their volunteer service and encourage leadership growth.
2. Awards shall be determined based on points earned and after a review by the leadership service award committee.
3. The program director shall provide oversight for the WSPTA Leadership Service Award committee and shall serve as the Leadership Service Award committee's liaison to the WSPTA board of directors. The program director appoints the chair of the committee.

SECTION SEVEN: WSPTA ELECTIONS

7.1 WSPTA Nominating Committee

(amended by board action 05-19-2022)

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.

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.

7.1.3 WSPTA At-Large Members

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 and willingness to serve on the committee. The form is located on the WSPTA website. Upon receipt of the form, staff shall verify that the self-declared candidate is a current PTA member of 30 days standing and contact them to confirm their willingness to serve on the nominating committee. When the self-declared window closes, staff will request from each candidate all items listed in section 7.4.2. Candidates shall provide those items to the office within 15 days of the request. 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 and posted on the WSPTA website.

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 serve on the nominating committee, a candidate shall be a PTA member for at least 30 days and may not serve for two consecutive terms.

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.

7.1.4 Vacancies in the WSPTA Nominating Committee

1. If there is a vacancy on the nominating committee in a position elected by the WSPTA board, the WSPTA board of directors shall elect a new member.

2. If there is a vacancy on the nominating committee due to fewer than three members elected at convention, the vacancy shall be filled by using the process described in 7.1.4(5) through 7.1.4(8).
3. The nominating committee shall continue to function with four members in the following circumstances:
 - a. There is one vacancy in a position that is not elected by the WSPTA board of directors, and
 - b. The vacancy is not due to an insufficient number of members elected at the convention.
4. If there is more than one vacancy on the committee in positions not elected by the WSPTA board of directors, all of these vacancies shall be filled using the process described in 7.1.4(5) through 7.1.4(8).
5. WSPTA members of at least 30 days standing may self-nominate by declaring their intent to run and willingness to serve on the committee by submitting:
 - a. A signed Declaration of Good Faith form
 - b. A statement, not to exceed 200 words
 - c. A one-page (8 ½" x 11") résumé

WSPTA members shall have at least 30 days to self-nominate by submitting these items to the WSPTA office. WSPTA staff shall verify that the individual has been a WSPTA member for the previous 30 days.
6. The WSPTA board of directors shall decide whether the vacancy will be filled.
 - a. Either during an election at a convention or legislative assembly, as described in 7.1.4(7) or
 - b. By using a ballot without a meeting, as described in 7.1.4(8).
7. If the vacancy will be filled during an election at a convention or legislative assembly,
 - a. The notice for the convention or legislative assembly shall include a statement that an election to fill vacancies on the nominating committee will take place;
 - b. Election is by plurality vote; and
 - c. The election shall be conducted using the same procedures as specified for the election of the nominating committee during a convention in an even-numbered year.

8. If the vacancy will be filled without a meeting by ballot,
 - a. After the deadline for self-nomination, WSPTA shall send an electronic ballot to all WSPTA members with a valid email address in the membership database;
 - b. The ballot shall contain the name of each candidate, provide an opportunity for the member to vote for the candidates individually, and allow each member to cast as many votes as there are vacancies to fill;
 - c. Write-in votes shall not be valid;
 - d. Election is by plurality vote;
 - e. The information sent with the ballot shall include the number of responses required to have a valid vote and the deadline for submitting the ballot;
 - f. To have a valid vote, ballots must be submitted from 150 members and at least one ballot must be submitted from a majority of the regions;
 - g. The deadline to submit a ballot shall be at least ten days after the blank ballots are sent to the WSPTA members and shall be set by the WSPTA board of directors;
 - h. The teller for the election shall be the chair of the Elections Oversight Committee; and
 - i. The results of the election will be communicated to all WSPTA members electronically and posted on the WSPTA website.

7.1.5 WSPTA Nominating Committee Responsibilities of Members

(amended by board action 01-21-2023, 04-25-2019)

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.
6. *WSPTA Nominating Committee Report* form.

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. The Chair shall prepare a final report and email it to the Executive Director 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.

The WSPTA nominating committee file shall be maintained in the WSPTA Nominating Committee digital file for the duration of the election cycle. The digital file should include all applications, nomination forms, resumes, and correspondence with potential nominees. The Chair is responsible for destroying these files at the completion of the election. Committee

members must destroy any notes or electronic files in their personal possession once the Report has been submitted. At the end of the Nominating Committee's term of office, WSPTA office staff will ensure that all digital records are 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 and 8

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

- 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.
- 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*.
- Provide each nominee and self-declared candidate with campaign regulations, *Declaration of Good Faith* form, officer job descriptions, EOC information, and any other requirements.
- Verify all candidates for at-large nominating committee member positions are members in good standing 30 days prior to the election.
- Prepare a general notification prior to the annual WSPTA convention that includes candidate statements and photos of all candidates.
- 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 7.4.4](#) of this policy document).
- EOC information ([Section 7.4.4-K](#) 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 Materials Required from all Candidates

Each declared candidate shall provide the following no later than 15 days after the nominating committee report is posted:

- Signed *Declaration of Good Faith* form (see [section 7.4.4](#) of this policy manual).
- A statement, not to exceed 150 words, to be published in the notification sent prior to convention, in the convention program and on the campaign board.
- A statement, not to exceed 500 words, to be posted on the candidate’s page on the WSPTA website.
- A digital photo to be published in the notification sent prior to convention, in the convention program, on the campaign board, and on the candidate’s page on the WSPTA website. Digital photos shall be a headshot and only include the candidate.
- A one-page (8 1/2” x11”) résumé, to be posted on the candidate’s page on the WSPTA website.

7.4.3 Candidate Convention Access

All candidates will be provided a limited access candidate pass (access to general sessions only). Candidates who wish to attend the full convention may do so at their own expense. Candidates who wish to be voting delegates must follow the same procedures as all other voting delegates.

7.4.4 Campaign Regulations

(amended by board action 05-15-2021)

Each candidate shall sign a *Declaration of Good Faith* form, and submit within 15 days of the slate being posted, 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 7.4.4-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. Candidate materials will be used as follows:

- a. 150-word maximum statement - to be published in the notification sent prior to convention, in the convention program and on the campaign board.
 - b. 500-word maximum statement - to be posted on the candidate's page on the WSPTA website.
 - c. Digital photo - to be published in the notification sent prior to convention, in the convention program, on the campaign board, and on the candidate's page on the WSPTA website. Digital photos shall be a headshot and only include the candidate.
 - d. One-page (8 1/2" x11") résumé - to be posted on the candidate's page on the WSPTA website.
2. The 150-word maximum statement, 500-word maximum statement, digital photo, and résumé 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 policy 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, a one-page (8 1/2" x11") résumé, and a digital photo. All documents shall be provided electronically 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 no later than 14 days prior to convention.
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. Candidates may not use WSPTA resources, such as email system, stationary, mailing and phone lists, or assignments as a WSPTA board representative for campaigning.
6. Candidates are expected to conduct themselves professionally, guided by truth, accuracy, fairness, respect, and responsibility in all election processes and campaigning.
7. No signs, badges or pins endorsing or opposing a candidate may be worn by anyone.
8. No campaigning within 25 feet of any polling location.
9. Candidates are prohibited from using PTA communications, including blogs or forums for the purpose of campaigning or otherwise promoting their candidacy.
10. 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.
11. 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 and Speeches

Candidates may 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.

H. 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.

I. 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.

J. 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."

K. 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

(amended by board action 06-28-2020)

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 or as a local PTA or council officer for at least three separate years are eligible to self-declare by a date set by the WSPTA president.

7.6.2 Election

(amended by board action 06-28-2020)

If there is more than one candidate, election of the 5th member of the executive committee shall be by ballot or some other method that ensures the secrecy of the votes. 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 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

(amended by board action 11-07-2020, 04-25-2019)

1. 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, and a reserve fund for the purpose of maintaining a rainy-day fund. Cash is managed via a checking account, savings account, and an investment fund 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

(amended by board action 11-07-2020, 04-25-2019)

1. The executive director shall create a proposed budget annually and present it to the WSPTA finance officer and the CFC. The CFC shall review and update the draft with input from the board of directors, committee chairs, and region directors as appropriate.

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, 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

(amended by board action 05-15-2021, previously amended 11-07-2020)

The fees for attending WSPTA events shall be determined by the committee and staff organizing and arranging the event. Fees shall be consistent with the annual budget adopted by the WSPTA board of directors. To advance equity within the association, subsidized rates shall be made available at all events.

If there will be income or expenses related to the event, an event budget form shall be submitted to the WSPTA finance officer, president, and executive director at least six weeks prior to making final arrangements for region workshops, conferences, banquets and recognition events. If individuals will be charged and/or if exhibitors will pay a fee, this shall be recorded on the event budget form.

Registration and fees shall be managed and collected by office staff. Any fees collected by volunteers at an event must be submitted to the WSPTA office within ten days.

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

(amended by board action 04-25-2019, 08-19-2019, 02-01-2020)

1. Expenses shall be reimbursed when incurred on official WSPTA business, as preapproved by the WSPTA president.
2. The rate of reimbursement for reimbursable charges shall be approved by the WSPTA board of directors.
3. **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.

4. **Meals:** Breakfast \$10, lunch \$15, and dinner \$25. Receipts are required for reimbursement. Expenses for alcoholic beverages shall not be reimbursed. Reimbursements shall not be made when a meal is provided, unless dietary restrictions cannot be accommodated.
5. **Lodging:** If authorized by the WSPTA president, lodging shall be covered as follows: Rooming will be assigned as double occupancy with two beds and two people. If a single room is requested, the requester shall be responsible for 50% of the room expense.
6. **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.
7. **Airfare (poor weather):** Full fare if pre-approved with as much notice to the WSPTA president as possible.
8. **Ground transportation:** As needed to get to meeting sites, at the lowest reasonable cost.
9. Expenses for which monetary allowances are received from other sources shall not be reimbursed.
10. 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 finance officer on a case-by-case basis.

8.4.1 WSPTA Board of Directors

(amended by board action 10-30-2021, 08-19-2019, 04-25-2019)

Expenses shall be reimbursed to WSPTA board members for attending the following:

1. WSPTA board of directors' meetings/retreats/trainings. Housing and meal expenses for board of directors' meetings shall be paid directly by WSPTA.
2. WSPTA convention.
3. Legislative assembly.
4. Leadership conference.
5. Autumn Leadership Launch (A.L.L.).
6. Region conferences.

7. Ad hoc and standing committee meetings (if provided for in the budget and approved by the chair in advance).
8. PTA workshops, meetings and activities held or presented within a board member's region.
9. Meetings at the request/approval of the WSPTA president.
10. Other meetings or events as determined by the WSPTA executive committee.
11. 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

(amended by board action 11-07-2020, 04-25-2019)

Expenses of attending the National PTA convention may be provided for the WSPTA president if not reimbursed by the National PTA. Expenses of attending the National PTA convention may be provided for the executive director (or staff member designated by the executive director) and board of directors based upon the approved budget.

Expenses of attending the National PTA legislative conference may be provided for the WSPTA president and federal legislative chair if not reimbursed by the National PTA. WSPTA may provide for the executive director (or staff member designated by the executive director) based upon the approved budget.

8.4.3 Region Directors and Region Service Delivery Teams

(amended by board action 10-30-2021, 06-28-2020, 04-25-2019, 08-19-2019)

Region budgets may be used to cover region expenses at the region director's discretion. Region budgets may be used to provide expressions of appreciation for service delivery team members, not to exceed \$15 per member, and not to include cash or cash equivalents (including but not limited to gift cards) per year. In collaboration with their respective area vice president, an annual detailed region budget must be submitted to and approved by the finance officer in advance of using funds. Any budgetary changes should require resubmittal.

Service delivery team members shall submit an expense claim form approved by the region director in order to be reimbursed.

Meals, parking, and lodging shall be charged to the region budget. Mileage shall be charged to the WSPTA board of directors, region directors, service delivery team and state committee mileage budget line.

Expenses shall be reimbursed according to [Section 8.4](#) of this policy document to WSPTA region directors for attending the following WSPTA events:

1. WSPTA convention.

2. Legislative assembly.
3. Leadership conference.
4. Autumn Leadership Launch (A.L.L.).

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

(amended by board action 04-25-2019, 08-19-2019; conforming edit 07-01-2020)

WSPTA legislative assembly expenses shall be provided for or reimbursed according to [Section 8.4](#) of this policy document:

1. The WSPTA board of directors, with complimentary voting delegate registration.
2. Region directors, with complimentary voting delegate registration.
3. Region advocacy chairs, with complimentary voting delegate registration.
4. WSPTA resolutions committee chair, with complimentary delegate registration.
5. The WSPTA executive director.
6. Necessary staff.

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

A. WSPTA past presidents:

1. Complimentary delegate registration.

B. 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 by presenting one class 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 two volunteers as voting delegates.

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.

Any change to these requirements must be approved by the WSPTA board of directors no later than the summer board meeting.

8.4.6 WSPTA Convention

(amended by board action 04-25-2019, 08-19-2019; conforming edit 07-01-2020)

WSPTA convention expenses shall be provided for or reimbursed according to [Section 8.4](#) of this policy document:

1. The WSPTA board of directors.
2. Region directors, with complimentary voting delegate registration.
3. WSPTA resolutions committee chair, with complimentary delegate registration.
4. The WSPTA executive director.
5. Necessary staff.
6. Such other persons as pre-approved by the CFC within the approved budget.

Expenses shall be reimbursed for the WSPTA convention as follows:

A. 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.

B. 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.

C. 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.

D. Bylaws 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.

E. Past presidents:

1. Complimentary delegate registration.
2. Special event ticket (if applicable).

F. 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 by presenting one class 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 two volunteers as voting delegates.

G. WSPTA candidates:

1. Limited access candidate pass (access to general sessions and candidate events only).

H. 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.

Any change to these requirements must be approved by the WSPTA board of directors no later than the winter board meeting.

8.5 Payment Authorization, Check Signing and Credit Cards

(amended by board action 11-07-2020)

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 executive director may hold WSPTA credit cards. Each charge shall have a designated receipt. All charges to the office cards shall have the approval of the executive director.

8.6 Guidelines for Resource Development Opportunities

(amended by board action 05-15-2021, previously amended 04-25-2019)

1. The priorities for selecting resource development opportunities, including but not limited to corporate sponsorships, advertising, vendor exhibition, and direct fundraising are:
 - a. Alignment with WSPTA vision, mission, and goals.
 - b. Parallels in program goals and objectives.
 - c. Reputation for integrity and service to the community.
 - d. Appropriate for children and families.
2. Nonprofit communication partnerships are designed to allow sharing of mission-aligned nonprofit programs or services to PTA members through WSPTA communication channels. Programs and services shall be evaluated using a standardized checklist (see [Appendix O](#)).
3. Member discounts are non-contractual (not legally binding) business relationships with companies offering either services or discounts to our local PTAs and membership.

Membership discounts 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 nature of the relationship shall in no way be legally binding upon either WSPTA or the company offering the service/discount.
4. The executive director is responsible for writing and formalizing agreements and advising the CFC and the board of directors of their actions after appropriate review by legal counsel.

8.7 Investments

(amended by board action 04-25-2019)

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

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

(amended by board action 11-07-2020)

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 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

(amended by board action 04-25-2019)

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.

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

(amended by board action 11-07-2020, 04-25-2019)

This investment policy shall be administered by the executive director. This person 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 board of directors 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 L](#) of this policy document.

8.8 Reserves

(amended by board action 04-25-2019)

1. The WSPTA shall accumulate and maintain cash reserves in an amount that is no less than six months and no more than one year's operating budget. The exact dollar amount of the Reserve fund shall be set annually as part of the budget process.
2. The WSPTA will maintain an operating cash fund of three months of the annual budget.

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 G](#) of this policy document) and *Harassment Policy* ([Appendix H](#) 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

(amended by board action 08-04-2019)

The distribution of membership cards for each new member will be done electronically through the WSPTA membership database ('database'). For any members without an email address in the database, the local PTA will be responsible for the distribution of membership cards to those members.

10.2 Membership Lists

(amended by board action 06-28-2020)

WSPTA membership lists shall not be shared with outside interests.

Local PTAs shall have access to their own membership lists.

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

Region directors, area vice presidents, and state directors shall have access to the officer lists, as well as the current and historic membership figures of each local and council PTA within their respective boundaries for PTA purposes only.

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 advocacy director may request WSPTA to send a call to action through the WSPTA's own resources.

10.4 Leadership Materials and Training Resources

(amended by board action 10-19-2018)

All leadership materials including, but not limited to, presentations, webinars, videos, forms, handbooks, resource documents, etc. shall have the WSPTA or National PTA logo and be clearly branded as a product of WSPTA. As appropriate, materials shall also have the revision date. All leadership materials are the intellectual property of 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 discounts, 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 discounts 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 WSPTA Social Media Accounts

In keeping with standard business practices for associations, the WSPTA shall maintain a presence on social media.

WSPTA staff shall determine the platforms that shall be used. The board shall be informed and given an opportunity for feedback. WSPTA staff shall analyze new options knowing that the media is very fluid. They shall determine the needs of any platform including but not limited to: maintenance time, training to best utilize the medium, the reach to our members, the benefits to our members, and the return on investment both of any monetary cost and of time expended.

WSPTA shall be the sole owner of any social media account and the board, as fiduciaries, are responsible for maintaining the integrity of the brand. The WSPTA staff shall be responsible for the creation of any WSPTA social media account. A WSPTA staff member or contractor shall be the equivalent of administrators on any platform and board members, region directors or committee members may have appropriate access to the account as needed.

Any board member, region director, or committee member that may create a social media account for WSPTA use shall surrender the ownership of that account to WSPTA or be required to delete the account.

10.7 Digital Assets

WSPTA staff shall manage the digital assets necessary to present a professional standard look to WSPTA materials and to be in compliance with any business requirements associated with

the source of the digital assets. This includes, but is not limited to, the website, social media, presentations, handbooks, and other resource materials. Digital assets, including but not limited to, photos and videos are the property of WSPTA.

10.7.1 Stock Photo and Video Accounts

Photos shall be provided through an account(s) established by the WSPTA staff to ensure proper licensing requirements and usage limitations are met. Storage of these assets shall be kept in a central location managed by WSPTA staff. Board members, region directors, or committee members may have appropriate access to the account as needed.

WSPTA staff shall maintain a library of digital assets and any required documentation for tracking usage as related to licensing requirements.

10.7.2 Stock Photo and Video Usage

Photos and videos shall only be used within the bounds of any licensing requirements including what it can be used for, how to cite, and number of uses. If a board member requires additional assets not already managed by the association, the request shall be made through the WSPTA president and WSPTA staff. Free digital assets may only be accessed from the pre-approved sites provided by the WSPTA staff.

10.7.3 Original Photo and Video Usage

Photos or videos may be taken at WSPTA events for use in future WSPTA marketing. WSPTA events shall clearly provide a photo/video release in the registration process.

Photos or videos may be provided by members at large. Such assets must have a photo release acknowledgement.

The use of children in original photos or videos shall be used sparingly and with a more stringent release process to protect the children. All WSPTA student programs have clear release language so parents understand that their child's work and likeness may be used by WSPTA in a variety of ways including, but not limited to, the website and print media.

10.8 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.

10.9 WSPTA Uniform Bylaws

(conforming edit effective 07-01-2022)

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.

In addition, the WSPTA board of directors has the authority to make changes as necessary to remain in compliance with the National PTA standards of affiliation agreement or with state or federal law. Such changes will be communicated with the membership within 30 days of the change(s) and be reported as information at the next convention per the *WSPTA Uniform Bylaws* Article 12, Section 2.

10.10 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 M](#) of this policy document.

10.11 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. If 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.

10.12 Data Management

(section added by board action 10-30-2021)

All WSPTA volunteers are provided with a name-based Washington State PTA email address ending in @wastatepta.org. In addition to identifying the volunteer as a valuable member of the volunteer team, this email address provides them with a license to a browser-based version of Microsoft Office. All volunteers are required to use these services when working on behalf of WSPTA. All emails, files, documents, and other data created using these resources are the property of Washington State PTA.

10.12.1 Data Security

It is essential to maintain the security of all Washington State PTA data. In addition to accessing email, the @wastatepta.org email access grants volunteers access to WSPTA data and systems. Like any business, WSPTA ensures that what belongs to WSPTA stays within WSPTA. Therefore, @wastatepta.org email cannot be forwarded to personal email addresses.

All staff and volunteers are sent weekly IT security training videos. It is extremely important that staff and volunteers regularly view these videos to stay current on cyber-security issues. Dark web monitoring is conducted to ensure data security.

10.12.2 Email Guidelines

Email messages shall be professional and courteous. In general, an email message shall reference facts and not address personalities. WSPTA volunteers shall be aware that any email sent may in turn be forwarded to people who are not originally intended to see the message.

To allow for smoother transitions when volunteer leaders change positions, some volunteers are provided access to position-based email addresses. This allows a board member, committee chair, or region director to access historical email messages related to the position. Whenever possible, volunteers should use the position-based email address for position-related correspondence.

10.12.3 Document Management

The work of Washington State PTA is organized into committees, service delivery teams, and other groups. The work is managed using Microsoft Teams and other Office 365 applications including SharePoint. It is vital that documents be saved and maintained in the SharePoint site related to the appropriate group. While the volunteers also have access to OneDrive, files in those folders are not readily accessible to other group members and should not be used.

10.12.4 Data Retention

In accordance with the Document Retention and Destruction Policy ([Appendix I](#)), all WSPTA email, files, and documents are subject to permanent deletion. Washington State PTA email accounts automatically delete correspondence more than three years old. Working, draft, and in process documents stored on SharePoint sites are also subject to deletion after three years.

Published and other specially designated documents may be set aside in permanent archive to maintain a historical record of WSPTA activities as described in the Document Retention and Destruction Policy ([Appendix I](#)).

10.13 Media Relations

10.13.1 Press Releases

Press releases shall be used on a limited basis.

10.13.2 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.

10.13.3 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.

10.13.4 Letters/Letters to the Editor

A WSPTA board member choosing to write a letter to the editor shall not use their WSPTA title unless the content has been approved by the executive committee.

10.14 Social Media Requirements for Board and Committee Members

(amended by board action 08-02-2020, legal review completed 07-21-2020)

Washington State PTA (“WSPTA”) recognizes that social media is an influential tool that has the power to amplify and spread its messages, raise awareness about important issues and mobilize action, and broaden its community connections. However, the use of social media does not come without risk, including risk of abuse, spread of false, misleading or potentially destructive information, and reputational harm to WSPTA. The purpose of this Social Media Policy is to provide limitations and guidance for the use of social media by designated WSPTA representatives (defined below) to maximize the value of using social media use while minimizing risk. For the purposes of this policy, the term “social media” includes any means of online publication and commentary, including but not limited to: blogs, wikis, and social networking sites such as Facebook, Instagram, LinkedIn, Twitter, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies (except to the extent

such future policies amend or replace this policy) regarding the use of technology, computers, e-mail, and the internet.

10.14.1 Application of this Policy

This policy governs the publication of and commentary on social media by members of the WSPTA Board of Directors and WSPTA committee members, including region directors and members of service delivery teams (“WSPTA Representatives”).

This policy applies to both WSPTA’s social media accounts (i.e., social media accounts that are owned, controlled or managed by WSPTA or are hosted on WSPTA-owned domains) and to the use of personal social media accounts to the extent they include information about or reference to WSPTA.

10.14.2 Guidelines and Best Practices for Using Social Media

A. Value-Added Approach to Publication and Commentary

Blogs and social networks that are hosted on WSPTA-owned domains shall be used in a way that adds value to WSPTA’s business. If it helps WSPTA board or committee 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 adds value.

B. Compliance with Ethical Standards

Maintenance of ethical standards is of the utmost importance to WSPTA. As such, to the extent WSPTA Representatives publish content or comment via social media (whether on behalf of the WSPTA using WSPTA-owned social media accounts or using personal social media accounts), they must do so in accordance with this policy. In publishing content or posting commentary on social media, WSPTA representatives have obligations similar to their obligations when engaging in any other kind of publication or commentary, and all uses of social media must follow the same ethical standards that apply to the WSPTA members under WSPTA policy.

C. Issues of Representation

WSPTA Representatives must never present themselves as a spokesperson for WSPTA, unless specifically authorized to do so. If authorized to speak on WSPTA’s behalf (including for purposes of participating in a professional or community discussion), WSPTA Representatives must clearly state who they are, their role within WSPTA and their relationship to the topic. The content of such WSPTA Representative’s message(s) is subject to prior WSPTA approval.

Even when WSPTA Representatives are not acting as spokespersons for WSPTA, they can be viewed as representing WSPTA on social media. On social media, lines between personal and professional, private and public, may blur. A WSPTA Representative may be said to represent WSPTA from their personal social media account if he/she/they:

Identify themselves in their profile or in their posts as a member of the WSPTA Board of Directors or as a member of a WSPTA committee;

Identify WSPTA, or a past or present affiliation with WSPTA, as the source of expertise and/or knowledge of a subject;

Uses the name or logo of WSPTA in a profile or description; or

Has social media contacts based on their position in WSPTA.

As such, WSPTA Representatives should be thoughtful about how they present themselves in their personal social media accounts. This is especially true if a WSPTA Representative is connecting with other WSPTA members, staff or stakeholders via his/her/their personal social media account. WSPTA Representatives who identify themselves by their position with WSPTA on their personal social media accounts shall ensure that their profile and content are appropriate for sharing with colleagues, board members, sponsors, and partners.

If WSPTA is a subject of the content being created, the writer should be clear and open about the position they hold, and make it clear that their views do not represent those of WSPTA, fellow board or committee members, staff, members or people working on behalf of WSPTA. Board members may not promote WSPTA by creating a link from a personal blog, website, or other social networking site to a WSPTA website without identifying themselves as a member of the WSPTA Board of Directors. WSPTA Representatives should remain aware of all associations with WSPTA when using a professional social media identity, when representing WSPTA in online communications, or when using personal social media accounts.

When using a personal social media identity (Facebook, LinkedIn, etc.) and representing affiliation with WSPTA, the following disclaimer may be added to a personal profile: “The postings on this site are my own and are not intended to represent Washington State PTA positions, strategies, or opinions.” However, this disclaimer is not a substitute for adherence to the requirements of this policy.

D. Content Must be Honest and Accurate

Whether publishing or posting to social media on behalf of the WSPTA or in their personal capacities, WSPTA Representatives shall make every effort to be honest and accurate when posting content on social media. WSPTA Representatives shall correct any mistake or misrepresentation as expeditiously as possible after the mistake or misrepresentation is discovered.

WSPTA Representatives should be open about any previous posts that have been altered. The internet archives almost everything and screen shots may be taken; therefore, even deleted postings may be searched and shared.

If there are misrepresentations made about WSPTA in the media, WSPTA Representatives may point out the error with respect and with the facts.

E. Consider the Potential for Adverse Consequences

Before creating online content including statements, photographs, video, or audio content (whether doing so on behalf of WSPTA or for purposes of a personal social media account), WSPTA Representatives should consider the risks and rewards of that content. WSPTA Representatives must bear in mind that any conduct that adversely affects WSPTA, its members, and its ability to maintain relationships and to secure the resources needed to fulfill its mission may result in disciplinary action (as described below).

Adverse consequences may include loss of members or local PTAs, negative impacts to WSPTA relationships with advocacy partners or policy makers, loss of donations, loss of sponsorship, risk of disaffiliation with National PTA, risk of WSPTA's nonprofit status, negative comments in the media, and negative comments on social media.

To the extent that the risks of these adverse consequences outweighs the benefit of the contemplated content, WSPTA Representatives should not post such content to social media. In other words, WSPTA Representatives should only post content to social media that, after weighing the applicable risks and benefits, has independent benefit that outweighs the risk of potential adverse consequences.

F. Respect Copyrights and Fair Use

WSPTA Representatives must always give individuals and entities proper credit for their work. Prior to publishing or posting content on social media, WSPTA Representatives must: (i) ensure that they have the right to use another's work, including by getting permission to reproduce the work with attribution from the original author/source, (ii) cite and link to the original the source (never quote more than short excerpts of another's work without attribution) and (iii) respect all laws governing the use of copyrighted material.

As a best practice, WSPTA Representatives should link to another's work, not reproduce it.

G. Use Respectful Communication

Posts shall always be fair and courteous to WSPTA Representatives, members, staff, and other people who work with or on behalf of WSPTA.

WSPTA Representatives are required to avoid posting content that could reasonably be viewed as malicious, obscene, threatening or intimidating, that disparages individuals, or that might constitute harassment or bullying. Disrespectful conduct may subject the individual to disciplinary action.

Examples of disrespectful online conduct may include (but are not limited to):

- Posts intended to harm someone's reputation
- Posts targeting someone because of their identity
- Posts containing obscene or lewd content

- Posts that contain insulting, inflammatory, or negative comments towards a person or group of people

10.14.3 Prohibited and Discouraged Activity

A. Prohibited Content

The following types of publications, posts, comments or other remarks made on social media (“Content”), whether made on WSPTA-owned social media accounts or a WSPTA Representative’s personal account, are strictly prohibited, will not be tolerated, and may subject the individual to investigation and/or disciplinary action by the WSPTA:

- Content that includes discriminatory remarks, harassment, and threats of pain, injury, violence or similar inappropriate or unlawful conduct;
- Content that could reasonably 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;
- Content that, in a partisan manner, praises or disparages a political party, or that otherwise threatens to endanger WSPTA’s 501 (c)(3) status;
- Content that contradicts a board or member-voted position of Washington State PTA or National PTA (this applies to members of the board of directors only);
- Content that is intended to retaliate or has the effect of retaliating against any other WSPTA Representative or employee for lawful practices;
- Content that contains confidential information;
- Content that is in any way unlawful, including content that infringes on intellectual property rights (e.g., copyrights, trademarks, service marks, etc.); and
- Content that contains information or rumors that are known to be false, including false information or rumors about WSPTA, board members, staff, PTA members, or others working on behalf of WSPTA.

B. Confidential and Proprietary Information

WSPTA Representatives must always be mindful of the trust placed in the board of directors and its committees by WSPTA members, volunteers, and community stakeholders. Those individuals and entities have a right to expect protection of their information and confidentiality. Accordingly, WSPTA Representatives shall not use social media to:

- Report on conversations, decisions, or events that might be considered private or internal to WSPTA
- Discuss information that has not been made public.
- Share internal personnel issues or confidential information about any stakeholder.
- Share information about members, member PTAs, donors, or grantors without express permission.

C. Retaliation

Retaliation is strictly prohibited by the WSPTA. Any WSPTA Representative who retaliates against another WSPTA representative or employee for reporting a possible deviation from this policy or for cooperating in an investigation shall be subject to disciplinary action.

D. Contacting the Media

WSPTA Representatives 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.

E. Political Activity

When publishing content or commenting on behalf of WSPTA-owned social media accounts, WSPTA representatives must not engage in any political activity that is not previously authorized in writing by WSPTA. Examples of prohibited political activity include, but are not limited to, endorsing any political candidate or political campaign on behalf of WSPTA, lobbying for WSPTA, or expressing personal political beliefs.

With respect to WSPTA Representatives' personal social media accounts, WSPTA Representatives should keep in mind that, even in their personal capacities, their statuses and positions as representatives of WSPTA means that their personal beliefs may be viewed (whether intentionally or not) as beliefs held by WSPTA. For example, a WSPTA Representative's simple participation in some online political or lobbying groups could be seen to indicate endorsement of that group's views. Moreover, partisan political posts may damage WSPTA's reputation with governmental decision-makers, since WSPTA works with legislators on both sides of the aisle. As such, although WSPTA Representatives are entitled to express their personal political beliefs, they should use the upmost care when posting about these beliefs on their personal social media accounts.

Accordingly, WSPTA Representatives are encouraged to avoid:

- Partisan political posts, particularly those that disparage one or more groups of people; and
- Joining online groups or using social media in any form (including a Facebook page or a personal blog) that takes a position on legislative efforts, as this could be construed as lobbying.

If WSPTA Representatives engage in political discussion or otherwise express their personal political views on social media, they should be specific in stating that their opinions and political views do not reflect the ideology, strategy, or mission of WSPTA.

F. Use of WSPTA Resources for Social Media

WSPTA Representatives may not use WSPTA members' email addresses or personal information or other WSPTA resources for any personal use, including for registration on social networks, blogs or other online tools or for other advertising or promotional purposes.

The WSPTA logo may be used only with respect to resources and materials created by WSPTA staff or with prior written approval of the WSPTA Executive Committee.

10.14.4 Disciplinary Action

WSPTA Representatives are solely responsible for what they post online. Failure to follow this policy may result in conversations about social media content, additional training, a request to remove specific content, deletion of content on a WSPTA page or account, or removal of an officer or committee member through the process outlined in *WSPTA Uniform Bylaws* and WSPTA Policy.

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 PTA 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 advocacy director and the WSPTA president. Alternate delegates may be selected by the executive committee if 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 advocacy 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.

Appendices

- [A Standards of Conduct \(Guests\)](#)
- [B Endorsement Form](#)
- [C Director Commitment Form](#)
- [D Volunteer Commitment Form](#)
- [E WSPTA Volunteer Standards of Conduct](#)
- [F Conflict of Interest Policy and Form](#)
- [G Whistleblower Policy](#)
- [H Harassment Policy and Procedure](#)
- [I Document Retention and Destruction Policy](#)
- [J Gift Acceptance Policy](#)
- [K Protection of Individually Identifiable Information](#)
- [L Investment Fund Policy](#)
- [M Social Media Policy](#)
- [N Electronic Voting Best Practices](#)
- [O Guidelines for Development Opportunities – Nonprofit Communication Partnerships](#)

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: Director Commitment Form

Washington State PTA Board of Directors

This *Director Commitment Form* is between the Washington State PTA (WSPTA), a nonprofit corporation organized under the Revised Code of Washington, Chapter 24.03A (*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 the following during my term on the WSPTA board of directors:

Recognition of Function of Washington State PTA

I will act in a manner consistent with, and with the intent to carry out, WSPTA and National PTA's mission and purpose.

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.

Membership and Participation

I agree to maintain ongoing membership in PTA. 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, asking questions, attending informational sessions, and doing the appropriate due diligence. With fair and independent judgment and due care in my conduct of WSPTA business, I will vote in a manner that I believe serves the best interests of the WSPTA.

Confidentiality

As a board member, I may be given access to confidential information, materials, email, etc. I will keep board matters confidential and I will 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 provide oversight, and I agree to hold the executive director and my fellow board members accountable for following WSPTA Policy as approved by the board. Whenever possible, I will discuss concerns directly with those I work with and make a good-faith attempt to resolve issues prior to escalation.

I will adhere to the policies included in the *WSPTA Policy Manual* including the *Whistleblower* policy ([Appendix G](#)) and *Harassment* policy ([Appendix H](#)). If I am unable to independently resolve a concern about the executive director, staff, or others in respect to policy, I will discuss it with the compliance

officer or the WSPTA president. I will discuss any issue occurring with the compliance officer or president with the executive director. 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.

Retaliation for reporting a violation of policy to the WSPTA compliance officer, president, or executive director is strictly prohibited. Should I engage in retaliation against another member of the board, WSPTA staff, or volunteers, I may be subject to disciplinary measures, including removal from the board of directors per *WSPTA Uniform Bylaws*.

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 Volunteer Standards of Conduct* ([Appendix E](#)) 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 and members. 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, all other PTA representatives and volunteers, and all others with whom I connect in the course of PTA business. I will encourage and support WSPTA's staff. I will treat others respectfully and in a manner that is in accordance with workplace laws and with our *WSPTA Volunteer Standards of Conduct* ([Appendix E](#)) (e.g. in a manner that does not constitute harassment or discrimination).

Duty of Legal Compliance

I agree to abide by the Washington Nonprofit Corporation Act (RCW 24.03A), 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 take an active part in reviewing, approving, and monitoring the budget and any fundraising efforts. I agree to be fiscally responsible while executing my duties. I will seek the most economical price in any purchase for WSPTA and return expense statements as required in WSPTA policy. I recognize that failure to adhere my conduct to the duties of reasonable care could result in personal liability in the event of mismanagement or a failure of oversight.

Conflict of Interest

I will abide by the WSPTA *Conflict of Interest* policy ([Appendix F](#)) and file the annual disclosure form to make the association 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 on the WSPTA Board of Directors.

Service on a Local PTA, Council, or Service Delivery Team (effective July 1, 2021)

I will not hold a position on a local PTA or PTA council board of directors and understand that I shall not serve as a member of any WSPTA service delivery team, except as directed by the executive committee, while serving as an officer of WSPTA.

Personal Social Media Requirements for WSPTA Board Members

I will carefully read and abide by WSPTA policy [section 10.14](#), *Social Media Requirements for Board and Committee 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 be an active member of at least one committee of WSPTA. I may also act as a liaison to a 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 online should the meeting notice include login information. It is my responsibility to respond to all communication in a timely and professional manner.

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

After signing, please deliver to the WSPTA secretary.

Date

Washington State
PTA[®]
everychild.onevoice.[®]

Appendix D: Volunteer Commitment Form

Washington State PTA Region Directors, committee chairs, and all committee members

This *Commitment Form* is between the Washington State PTA (WSPTA), a nonprofit corporation organized under the Revised Code of Washington, Chapter 24.03A (*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 as a WSPTA representative in my role as a region director or committee chair, and/or in consideration of my participation in the work of WSPTA as a volunteer, I agree to confirm the following:

Recognition of Function of Washington State PTA

I will act in a manner consistent with, and with the intent to carry out, WSPTA and National PTA's mission and purpose.

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.

Membership and Participation in the Work of the Association

I agree to maintain ongoing membership in PTA. If I am a region director or state committee chair, I agree to attend and actively participate in all mandatory meetings, except in case of family or business emergency.

If I am a committee member, I agree to regularly attend meetings and participate in the work of the committee. If there are circumstances that prevent my full participation, I will communicate these clearly and, whenever possible, ahead of time to the committee organizer.

Confidentiality

As a member or chair of a WSPTA committee, I may be given access to confidential information, materials, email, etc. I will exercise discretion, sensitivity, and sound judgment in sharing and discussing WSPTA matters, while protecting privileged or confidential information. If I am unsure if something is sensitive, privileged, or confidential, I will ask my committee chair or the WSPTA president.

WSPTA Policy

I understand the role of WSPTA Policy in the work of the association, and I will hold myself and those I work with accountable for following WSPTA Policy. Whenever possible, I will discuss concerns directly with those I work with and make a good-faith attempt to resolve issues prior to escalation.

I will adhere to the policies included in the *WSPTA Policy Manual* including the *Whistleblower* policy ([Appendix G](#)) and *Harassment* policy ([Appendix H](#)). 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.

Standards of Service

I understand that I am subject to WSPTA's Articles of Incorporation, bylaws, policies, and procedures. I will conduct all my 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 Volunteer Standards of Conduct* ([Appendix E](#)) enacted by the board for all volunteers.

Representation of WSPTA

I will prioritize organizational goals before personal goals when representing WSPTA. I will represent WSPTA appropriately, and I will not use my title or any PTA address list to further any personal agenda. I will use my PTA title only on correspondence concerning WSPTA business. My personal correspondence, electronic or otherwise, shall not contain my PTA title.

Professionalism Towards Others

I agree to conduct myself always in a professional manner towards PTA staff, all other PTA representatives and volunteers, and all others with whom I connect in the course of PTA business. 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 and the *WSPTA Volunteer Standard of Conduct* (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 24.03A), the WSPTA's Articles of Incorporation, bylaws and policies and procedures, and all federal and state regulations that govern the operation of the WSPTA.

Fiscal Responsibility

I agree to be fiscally responsible while executing the work required by my position. I will treat all purchases for WSPTA with discretion, seeking the most economical price in any purchase and returning expense statements as required by WSPTA policy.

Personal Social Media Requirements for WSPTA Board Members

I will carefully read and abide by WSPTA policy [section 10.14](#), *Social Media Requirements for Board and Committee Members*.

Notification and Response (on-going)

I agree to accept all notices from WSPTA and other materials via email. I agree to meet online should the meeting notice include login information. It is my responsibility to respond in a timely and professional manner.

By signing this document, I accept this *Commitment Form*. I understand that if I am not able to meet my obligations as region director, committee chair, or committee member, I will offer my resignation either voluntarily or at the request of the WSPTA president or my committee chair, or I may otherwise be removed.

Signed

After signing, please deliver to the WSPTA secretary.

Date



Appendix E: WSPTA Volunteer Standards of Conduct

Applies to all Washington State PTA volunteers, including the WSPTA Board of Directors, WSPTA Region Directors, committee chairs, and committee members.

Trust: Our actions build trust in PTA.

- I act and speak with honesty and care for others.
- I am responsive to communication.
- I help people understand WSPTA and our rules, processes, and procedures
- I ensure all viewpoints are heard and given due consideration.
- I keep confidential matters confidential.
- I hold space for new ideas and new ways of thinking.

Respect: We treat people with respect, care, and dignity.

- I approach others with a positive attitude and good faith.
- I value every contribution.
- I seek out diverse individuals to do the work of the association.
- I avoid gossip and address issues appropriately with those who are best equipped to address or solve an issue.
- I ask for help from my fellow volunteers if I feel I have taken on too much.
- I do not ask volunteers to take on more than they are comfortable with, and I offer help when they take on too much.
- I create a safe environment for collaboration and sharing.

Commitment: We care about our association and our work.

- I uphold and promote the mission, vision, and value of PTA.
- I give my best to my role and to each task I take on.
- I am trained for my job and am proud to meet a high standard for my work.
- I follow through on the work I have committed to.
- I prepare for and actively participate in meetings and committee work.
- I seek new opportunities for the growth and improvement of the association.

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

Washington State PTA Volunteer's Signature

Date

Appendix F: 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

Washington State PTA 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 G: Whistleblower Policy

Washington State PTA 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 H: Harassment Policy and Procedure

Washington State PTA 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 I: Document Retention and Destruction Policy

Washington State PTA 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 executive director 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 J: Gift Acceptance Policy

Washington State PTA 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.
6. Pledge agreements.
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 property 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 K: Protection of Individually Identifiable Information

Washington State PTA 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 L: Investment Fund Policy

Washington State PTA Board of Directors

(amended by board action 04-25-2019)

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.

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 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.
2. 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.
3. 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

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 transferal 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 M: Social Media Policy

(Legal review of policy completed 07-21-2020)

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.

Appendix N: Electronic Voting Best Practices

Washington State PTA Board of Directors

Purpose

This policy contains best practices for mail, email, electronic voting by members of a local PTA or council.

Standing Rules

- Standing rules shall specify whether member voting by mail, email, or electronic transmission is a regular practice or only to be used in certain circumstances.
- Standing rules shall include specific instructions on voting by mail and electronic transmission or shall refer to a policy document containing specific instructions.
- Standing rules shall be approved by the PTA membership prior to soliciting voter information on the membership form.

Membership Registration Form

- The membership form should collect both a physical mailing address and email address for each member and must note that this information may be used for voting purposes.
- Each member must supply a unique email address.
- Washington State PTA supports appropriate use of public resources. Taxpayer-funded email address, such as those ending in .gov or .edu should not be used for voting.
- Provide members with the choice to opt out of mail, email, or electronic voting.

Budget

The budget must be amended to include any costs associated with mail, email, or electronic voting, including (but not limited to): postage, paper and printing, mailing labels, envelopes, and the cost of online voting tools.

Tellers Committee

The president shall appoint a tellers committee to count votes. Extra care is necessary concerning the confidentiality of electronic votes.

- WSPTA recommends tellers sign a non-disclosure agreement stating that they will keep all details of voting confidential, except for the final report provided to the president.
- The tellers committee must verify that each ballot is from a paid member.
- Tellers must count votes and must also confirm quorum.
 - Each completed ballot counts toward quorum.
 - Blank ballots may count toward quorum. A blank ballot is similar to an abstaining vote.
 - If a ballot is unreadable, or is in any way ambiguous, it may count toward quorum but not as a vote.

- The tellers report will be added to the minutes of the membership meeting at which the election was initiated. The meeting will officially adjourn upon receipt of this report.
- Once minutes of the election have been approved, all ballots shall be destroyed by the tellers committee, and all electronic member communications containing ballots shall be permanently deleted.

Election of Nominating Committee or Officers

Elections require a two-step process:

1. A notice to self-declare candidacy must go out to all members, with a clear deadline for submission. For an officer election, this notice shall be sent after the nominating committee report is posted, and the report shall be included with this notice.
2. A ballot is sent to all members that includes the nominating committee report (for officer elections) and the names of all self-declared nominees that meet eligibility requirements.

Adoption of Budget, Standing Rules, and Motions

For the approval of a budget or amendments to the budget, standing rules or amendments to standing rules, or other motions, the following must be included with the ballot:

- The full text of a motion must be included. This motion should come from the board of directors or the appropriate committee.
- If the motion refers to a document, the full text and content of the document to be approved, with any notes or rationale, should be included. If the ballot is sent electronically, the document must be in a format that is easily accessed from most computers or mobile devices.

There is no opportunity to amend a motion or a document when voting by mail, email, or electronic tools. Voting instructions must be included with the ballot, clearly stating what constitutes a valid vote and what does not. Votes that stipulate changes be made to the motion or document shall be declared invalid, although they may be used to establish quorum.

Voting by Mail

Ballots returned by mail shall utilize a return envelope, provided by the PTA, that is stamped, addressed, and which contains the member identification number on the outside of the envelope, rather than on the ballot. Ballots not returned in the provided envelope are unverifiable and shall be disqualified.

All PTA members in good standing shall be mailed a paper ballot, unless the member opted out. The ballot shall include a stamped, addressed return envelope, and the ballot deadline shall be clearly identified. Only one ballot may be returned per envelope.

When voting by mail (may also include voting at a physical polling place/meeting):

1. The notice of election must include:
 - Date, time, and place of meeting.
 - Announcement of all voting methods being utilized.
 - Date that ballots will be mailed to members in good standing.
 - Deadline for return of ballots.
2. The same paper ballot shall be utilized at both the polling place (meeting) and by mail.
3. All ballots mailed to members in good standing shall include a brief description of the voting procedure and the ballot return deadline.
4. For election of nominating committee or officers (two-step process): the first mailing includes the full nominating committee report (for officer elections) and/or provides the opportunity for self-declared nominations. This mailing shall also include eligibility requirements for election. The second mailing includes the full list of nominees, including all self-declared nominees who meet eligibility requirements, and the ballot.
5. A record of all members casting a ballot at the physical polling place (meeting) shall be established by the tellers committee and kept as part of the record of election.
6. The tellers committee shall tally and record the total votes cast at the physical polling place (meeting).
 - Ballot results are confidential until all voting concludes, and a final tally is reported.
 - All ballots shall be retained until election minutes are approved.
7. The tellers committee shall review each ballot returned by mail to ascertain:
 - The ballot was cast by a member in good standing.
 - Voter intent is clearly recognized and understood.
 - Spoiled or unreadable ballots are disqualified (but may be counted for the purpose of determining quorum).
 - Under votes (where no candidate is selected) are counted toward quorum.
 - Over votes (ballots with more than the valid number of candidates selected for a position) are disqualified (but are counted toward quorum).
 - The ballot was received by the voting deadline. Ballots should be date-stamped when received.
8. Ballots received after the postmark deadline shall not be counted nor used to establish quorum.
9. The tellers committee shall create a record of all members casting a ballot by mail. This record shall be compared to the record of all members casting a ballot at the physical polling place (voting in person at a meeting).
10. Ballots received by mail from members who are on record as having voted in person shall be disqualified and not counted for purposes of the election or used to establish quorum.

Voting by Email

Email ballot notices shall be delivered to each PTA member in good standing who has consented to electronic voting and provided a unique email address. Members who have not provided written consent shall not be sent an email ballot.

1. When voting by email (may also include voting at a physical polling place/meeting) the notice of election must include:
 - Date, time, and place of meeting.
 - Announcement of all voting methods being utilized.
 - Date that by email ballots will be sent to members in good standing.
 - Deadline for the return of ballots.
2. A comparable ballot shall be utilized at both the polling place (meeting) and by email.
3. All ballots and information emailed to members in good standing shall include a brief description of the voting procedure and ballot return deadline.
4. For election of nominating committee or officers (two-step process): the first mailing includes the full nominating committee report (for officer elections) and/or provides the opportunity for self-declared nominations. This mailing shall also include eligibility requirements for election. The second mailing includes the full list of nominees, including all self-declared nominees who meet eligibility requirements, and the ballot.
5. A record of all members casting a ballot at the physical polling place (meeting) shall be established by the tellers committee and kept as part of the record.
6. The tellers committee shall tally and record the total votes cast at the physical polling place (meeting).
 - Ballot results shall not be announced until all voting concludes and a final tally can be reported.
 - All ballots shall be retained until all votes have been counted and the tellers committee has presented a report.
 - Email messages containing member ballots shall not be forwarded under any circumstances. Paper copies of electronic balloting messages created by the tellers committee must be destroyed.
7. The tellers committee shall review each ballot returned by email to ascertain:
 - The ballot was cast by a member in good standing.
 - The ballot is returned from the member email address on record (has not been forwarded).
 - Voter intent is clearly recognized/understood.
 - The email message containing the ballot was received by the specified voting deadline.
 - Ballots received via email after the announced deadline shall not be counted nor used to establish quorum.

8. The tellers committee shall create a record of all members casting a ballot by email. This record shall be compared to the record of all members casting a ballot at the physical polling place (voting in person if balloting was also conducted at a membership meeting).
9. Ballots received by email from members who are on record as having voted in person shall be disqualified and not counted for purposes of election to office or meeting quorum.
10. Ballots distributed via email must be returned via email to the specified email address included in the original notice.

Appendix O: Guidelines for Development Opportunities – Nonprofit Communication Partnerships

Washington State PTA Board of Directors

Per [Section 8.6](#) of this policy document, nonprofit communication partnerships are designed to allow sharing of mission-aligned nonprofit programs or services to PTA members through WSPTA communication channels at the discretion of WSPTA. Programs and services shall be evaluated using a standardized checklist, at the discretion of the WSPTA board of directors. Nonprofit communication partners are determined to be beneficial to PTA members and represent a value-added proposition for both WSPTA and the nonprofit communication partner. Only mission-aligned 501(c)(3) nonprofits are eligible for review as a potential nonprofit communication partner. WSPTA shall evaluate the nonprofit communication partner with this standardized checklist:

- ☐ Does the work of the nonprofit align with the mission and vision of National PTA and WSPTA?
- ☐ Is the nonprofit statewide in reach and scope?
- ☐ Is the nonprofit mission supported by WSPTA resolutions, legislative priorities, legislative principles, etc.?
- ☐ Is there a cost to WSPTA, councils, or local PTAs associated with the work of the nonprofit?
- ☐ How much time will this relationship require of staff or WSPTA volunteers?
- ☐ Is the nonprofit well established, fiscally sound, well-staffed and self-sufficient?
- ☐ Is there a point of contact at the nonprofit?
- ☐ Will the nonprofit refrain from solicitation of monetary donations from WSPTA or local PTAs?
- ☐ Is the nonprofit programming sustainable (ongoing)?
- ☐ Is the nonprofit able to comply with applicable state and school district requirements such as volunteer background checks?
- ☐ If an educational service provider for youth and families, and where applicable, does the nonprofit programming approach or meet Schools Out Washington (SOWA) Quality Standards?
- ☐ Does the nonprofit educational programming meet Washington State Learning Standards, if applicable?
- ☐ Does the nonprofit educational programming comply with Common Core standards, if applicable?
- ☐ Would the nonprofit consider a co-branding of relevant digital promotional materials, as applicable?