

[WSPTA Policy](#) governs and guides the WSPTA board of directors and the WSPTA membership. The WSPTA board of directors owns the WSPTA policies and is charged with revising and updating them to reflect current business practices. The policies address how business is done but allow for some flexibility and nimbleness to address opportunities that may arise.

Section Three: Local PTAs and Councils of WSPTA Policy should be used as a resource by all local PTAs and councils in developing their own policies and procedures that align with the requirements to run an effective PTA. This section explains the standards of affiliation requirements, defines information regarding local PTA membership, considerations on membership dues, function of councils, information about electronic financial transactions, details for elections, procedures for financial reviews, board duties and meetings, explanation about WSPTA resources available, volunteer recognition options, and more.

This document is provided as a service to local PTAs and councils to allow for a quick way to highlight amendments made to WSPTA policy as they occur throughout the year. This will allow for a complete update of the WSPTA Policy document to occur less frequently.

This document lays out in detail each amendment to policy, the rationale for the change and whether the amendment will have a direct effect on local PTAs and councils.

Adopted Policy Amendments

NOVEMBER 2025 UPDATES

- [1 - Policy 4.1.2: Region Director Terms](#)
- [2 - Policy 6.1: WSPTA Committee Chairs - One Year Appointment](#)
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FEBRUARY 2026 UPDATES

- [9 – Policy 3.3.2: Membership Dues Deadline Update – Conforming Edit](#)
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- [11- Policy 3.13: Prohibit AI at WSPTA Events](#)
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- [17- Policy 10.5.1: WSPTA Newsletter Updates](#)
- [18- Policy 10.11: Update to Member Communications](#)

JUNE 2026 UPDATES

[19 – Policy 5.1.1: Contracts Requiring CFC Recommendation](#)

[20 – Policy 6.9: State Award Language Updates](#)

[21 – Policy 3.9.5: Appointed Board of Directors Process for Removal](#)

[22 – Policy 3.18.1: Clarify WSPTA Event Discounts for New Community/SpEd PTAs](#)

[23 – Policy 5.1.3: PTA & The Law Responsibilities Clarification](#)

[24 – Policy 8.4: WSPTA Meals Reimbursement Updates](#)

[25 – Policy 3.3.2: Local PTA Automatic Transfer of Membership Dues](#)

[26 – Policy 3.4.3: Automatic Transfer of Council Fees](#)

Policy Amendment #1	Region Director Terms
Policy Section	Section 4.1.2 Region Directors, first paragraph
Original Language	Region directors shall be appointed as detailed in the <i>WSPTA Uniform Bylaws</i> . The field service directors shall appoint a region director for a one-year term. Region directors shall assume their duties on June 1.
Adopted Amendment	Region directors shall be appointed as detailed in the <i>WSPTA Uniform Bylaws</i> . The field service directors shall appoint a region director for a one-year term. Region directors shall assume their duties on June July 1.
Rationale	This amendment allows for more time for volunteers to transition into the region director role, especially when looking for support in a WSPTA board of directors turnover year where new board member terms begin on June 1. It also allows a region director to be in service throughout the local PTA and council fiscal year to assist with important year-end tasks like transition support and elections.
Group(s) Affected	WSPTA
Policy Amendment #2	WSPTA Committee Chairs - One Year Appointment
Policy Section	Section 6.1 General, bullet point #1
Original Language	1. Except where noted, committee chairs shall be appointed by the WSPTA president with the approval of the executive committee.
Adopted Amendment	1. Except where noted, committee chairs shall be appointed for a one-year term by the WSPTA president with the approval of the executive committee.
Rationale	This has been inserted to make it clear and codify that all WSPTA committee chairs are appointed for a one-year term, unless otherwise noted. Instead of adding a sentence into each committee section in policy, it was added here in the General section to cover all committees.
Group(s) Affected	WSPTA
Policy Amendment #3	Convention Planning Committee
Policy Section	Section 6.14.3 WSPTA Convention Planning Committee, first paragraph
Original Language	The purpose of the WSPTA convention planning committee is to plan and coordinate the volunteer workers and their activities for the annual WSPTA convention. The leadership director may appoint a chair for the committee, with the approval of the executive committee, or may chair the committee themselves. 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.
Adopted Amendment	The purpose of the WSPTA convention planning committee is to plan and coordinate the volunteer workers and their activities for the annual WSPTA convention. Each year, the

	<p>leadership director president may appoint a chair for the committee, with the approval of the executive committee, or may chair the committee themselves. 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. The WSPTA president shall provide oversight and serve as the convention planning committee’s liaison to the WSPTA board of directors.</p>
Rationale	<p>This amendment makes the convention planning committee a stand-alone committee for this specific event. It removes the responsibility of the leadership director to have to chair or appoint a chair for this committee, while maintaining their presence on the planning committee.</p>
Group(s) Affected	<p>WSPTA</p>
Policy Amendment #4	Legislative Assembly and Convention Expenses
Policy Section	<p>Section 8.4.5 WSPTA Events</p>
Original Language	<p>See chart in policy section 8.4.5 WSPTA Events</p>

Adopted Amendment

	August Leadership Launch (remote only)	Legislative Assembly (remote or in person)	Convention with no Annual Business Meeting (remote or in person)	Convention Including Annual Business Meeting (remote or in person)	Annual Business Meeting as a Stand Alone (remote only)
Expenses provided per policy 8.4		Necessary Staff	Necessary Staff	Necessary Staff	
		Legislative Assembly Planning Chair	Convention Planning Chair	Convention Planning Chair	
		Region Advocacy Chairs	Others Pre-Approved by CFC or President within approved budget	Resolutions Chair	
		Resolutions Chair		Others Pre-Approved by CFC or President within approved budget	
Only Lodging (provided per policy 8.4) and Parking for Duration of Event		Federal Legislative Chair	Convention-Planning Chair	Election Oversight Chair	
			Scholarship Basket Chair	Scholarship Basket Chair	
			Reflections Chair	Reflections Chair	
				Nominating Committee Chair	
				Governance Chair	
				Convention & Annual Business Meeting Planning Chair	
Complimentary Audience Registration (non-voting)	Past WSPTA Presidents	Past WSPTA Presidents	Past WSPTA Presidents	Past WSPTA Presidents	Past WSPTA Presidents
		Resolutions Chair	Reflections Chair	Resolutions Chair	Governance Chair
		Federal Legislative Chair	Scholarship Basket Chair	Scholarship Basket Chair	Nominating Committee Chair
		Legislative	Convention	Nominating	Elections

	August Leadership Launch (remote only)	Legislative Assembly (remote or in person)	Convention with no Annual Business Meeting (remote or in person)	Convention Including Annual Business Meeting (remote or in person)	Annual Business Meeting as a Stand Alone (remote only)
		Assembly Planning Chair	Planning Chair	Committee Chair	Oversight Chair
				Elections Oversight Chair	Annual Business Meeting Planning Chair
				Reflections Chair	Resolutions Chair
				Governance Chair	
				Convention & Annual Business Meeting Planning Chair	
Complimentary Delegate Registration		Region Advocacy Chair			
Special Event Ticket			Convention Planning Chair	Convention & Annual Business Meeting Planning Chair	
			Past WSPTA Presidents	Past WSPTA Presidents	
			VIP Guests	VIP Guests	
Limited Access Registration: general sessions, candidate events			WSPTA Candidates	WSPTA Candidates	WSPTA Candidates

Rationale	This amendment allows the WSPTA Legislative Assembly Planning Chair, Federal Legislative Chair and Convention Planning Chair to have expenses covered for attending the events that they worked hard to make happen and allows them to be present to attend to logistics and last-minute planning issues.
Group(s) Affected	WSPTA
Policy Amendment #5	Update Delegates for National PTA Legislative Conference
Policy Section	Section 11.3.2 National PTA Legislative Conference, first paragraph
Original Language	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.
Adopted Amendment	The delegates to the National PTA legislative conference shall be the WSPTA advocacy director federal legislative chair 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.
Rationale	This amendment fixes a discrepancy between Policy section 8.4.2 and 11.3.2. Section 8.4.2 states that expenses to Legislative Conference (LegCon) may be provided for the

	WSPTA president and federal legislative chair, if not reimbursed by National PTA. Section 11.3.2 states that WSPTA’s delegates to LegCon will be the president and advocacy director. It is one of the federal legislative chair’s duties to attend LegCon (Policy 6.11.4).
Group(s) Affected	WSPTA
Policy Amendment #6	Updates to Document Retention Recommendations
Policy Section	Appendix I: Document Retention and Destruction Policy, Three Years + Five Years + Permanent Sections
Original Language	<p><i>Three Years</i> • Insurance certificates • Financial and insurance matters • Job applications • Employee benefits • Attendance and time reports • Personnel files after termination • Payroll records after termination</p> <p><i>Five Years</i> • Washington State Department of Revenue filings</p> <p><i>Permanent</i> • Charts of accounts • Depreciation schedules • Financial statements • General ledgers • Inventory records • Conformed Articles of Incorporation/Amendments/Restatements • Certificate of Incorporation • Legal correspondence • Minutes (board & membership meetings) • Outdated bylaws and policy manuals • PTA charter • Letter of determination of tax-exempt status from IRS • Letter assigning Employer Identification Number (EIN) • Correspondence with IRS • Forms 990/990EZ/990N and 990-T (to report unrelated business income, if applicable) with IRS • Membership/board roster • Completed Form 1023 or 1024 (application for tax exemption and all documents submitted as support) • Financial reviews • Award recipients • Select published documents as a historical archive, such as annual reports and annual meeting programs • Current employee files • External audit reports • Copyrights, trademarks, patents • Mortgages, licenses, deeds • Partnership agreements</p>
Adopted Amendment	<p><i>Three Years</i> • Insurance certificates • Financial and insurance matters Insurance renewal records • Job applications • Employee benefits • Attendance and time reports • Personnel files after termination • Payroll records after termination</p> <p><i>Five Years</i> • Washington State Department of Revenue filings • Insurance claims and payouts</p> <p><i>Permanent</i> • Insurance certificates • Charts of accounts • Depreciation schedules • Financial statements • General ledgers • Inventory records • Conformed Articles of Incorporation/Amendments/Restatements • Certificate of Incorporation • Legal correspondence • Minutes (board & membership meetings) • Outdated bylaws and policy manuals • PTA charter • Letter of determination of tax-exempt status from IRS • Letter assigning Employer Identification Number (EIN) • Correspondence with IRS • Forms 990/990EZ/990N and 990-T (to report unrelated business income, if applicable) with IRS • Membership/board roster • Completed Form 1023 or 1024 (application for tax exemption and all documents submitted as support) • Financial reviews • Award recipients • Select published documents as a historical archive, such as annual reports and annual meeting programs • Current employee files • External audit reports • Copyrights, trademarks, patents • Mortgages, licenses, deeds • Partnership agreements</p>
Rationale	This past year the <i>Records Retention</i> document was updated for local PTAs and councils. One of the big changes was how long it was recommended that insurance documents were kept. This update makes WSPTA policy match the recommendations to local PTAs and councils.
Group(s) Affected	WSPTA
Policy Amendment #7	Expand Digital Platforms and Allow WSPTA Representatives to Create and Moderate Accounts
Policy Section	Section 10.6 WSPTA Social Media Accounts

Original Language	<p>10.6 WSPTA Social Media Accounts</p> <p>In keeping with standard business practices for associations, the WSPTA shall maintain a presence on social media.</p> <p>The executive committee staff shall determine the platforms that shall be used, as long as it is within the budget. The board shall be informed and given an opportunity for feedback. The communications committee 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.</p> <p>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.</p> <p>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.</p>
Adopted Amendment	<p>10.6 WSPTA Social Media and Cloud-Based Collaboration Application Accounts</p> <p>In keeping with standard business practices for associations, the WSPTA shall maintain a presence on social media and may utilize cloud-based collaboration applications.</p> <p>The executive committee staff shall determine the platforms that shall be used, as long as it is within the budget. The board shall be informed and given an opportunity for feedback. The communications committee 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.</p> <p>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 or a WSPTA representative appointed by the president and approved by the executive committee shall be responsible for the creation of any WSPTA social media account on any approved platform.</p> <p>A WSPTA staff member, or a contractor, or WSPTA representatives appointed by the president and approved by the executive committee shall be the equivalent of administrators or moderators on any platform. and Board members, region directors or committee members may have appropriate access to the account as needed.</p> <p>Any board member, region director, or committee member that may create a social media or cloud-based collaboration application account for WSPTA use, whether the outlined processes have been followed or not, shall surrender the ownership of that account to WSPTA or be required to delete the account, upon request.</p>
Rationale	<p>Since WSPTA will be extending its back-and-forth digital communication options with the addition of a new interactive advocacy community, this section was updated.</p> <p>Over the past two years, WSPTA has moved away from staff solely managing the digital platforms and now have volunteers currently doing many of these tasks. This change updates language to allow for a WSPTA representative appointed by the president and approved by the executive committee to be able to create and manage accounts.</p> <p>The term “moderator” has been added as there are currently WSPTA representatives holding those titles on WSPTA social media groups.</p>

	The last paragraph has been updated to make it clearer that any accounts created for the purpose of communicating on behalf of WSPTA are owned by WSPTA.
Group(s) Affected	WSPTA
Policy Amendment #8	Update to Expand Digital Platforms Allowed and Clarify Moderation
Policy Section	Section 10.11 Membership Communications, bullet point #4
Original Language	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.
Adopted Amendment	4. Online collaboration and communication platforms, including but not limited to social media and cloud-based collaboration applications , discussion groups shall not be moderated but shall be monitored by WSPTA representatives. Accounts on these discussion groups platforms 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 platform may be limited. WSPTA board members shall be invited to join all approved platforms included in every discussion group .
Rationale	Since WSPTA will be inviting members to participate in a new interactive advocacy community, this section has been updated to allow it to cover not only current social media and communication platforms but also any future platforms. “Online discussion group” is an outdated term. The original sentence regarding “moderate” vs “monitor” was confusing. On social media, the people that look over posts and content to weed out inappropriate/offensive content are called moderators – standard terminology. It was decided to use “moderate” because it is a known term and because it gives WSPTA representatives the power to step in to defuse a situation that might arise. The word “monitor” has a more passive viewing connotation.
Group(s) Affected	WSPTA
Policy Amendment #9	Membership Dues Deadline Update – Conforming Edit
Policy Section	Section 3.3.2 Local PTA Membership Dues Collection, second and third paragraph
Original Language	On the first of each month, if there is a balance due, local PTAs shall go into the membership database and “submit ACH” to make payment to WSPTA for both State and National PTA dues. Payment shall be made in full via ACH through the database on the 1st of each month. WSPTA and each local PTA must have a bank account associated with the database ACH system for processing dues payments.
Adopted Amendment	On the first At the end of each month, if there is a balance due, local PTAs shall go into the membership database and “submit ACH” to make payment to WSPTA for both State and National PTA dues. Payment shall be made in full via ACH through the database on the 1st by the end of each month. WSPTA and each local PTA must have a bank account associated with the database ACH system for processing dues payments.
Rationale	Policy was updated in August 2025 to have the deadline for membership dues be the end of month. This section needed to be updated to match that approved change. Local PTA SOA #13 (3.1.1) - "Membership dues paid in full for the previous fiscal year by June 30. Current fiscal year membership dues shall be paid at the end of the month in

	which they were entered. Enter current fiscal year members within 30 days of member payment."
Group(s) Affected	Local PTAs
Policy Amendment #10	\$0 Membership Dues Clarification
Policy Section	Section 3.3.1 Local PTA Membership Dues
Original Language	<p>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 meeting. National PTA assessment increases shall be automatic according to changes made by National PTA.</p> <p>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.</p> <p>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.</p>
Adopted Amendment	<p>WSPTA per capita membership dues shall be five dollars and seventy-five cents \$5.75, and the National PTA per capita membership dues is two dollars and twenty-five cents \$3.25. Increases to WSPTA membership dues shall be determined by the voting delegates during the annual meeting. National PTA assessment increases shall be automatic according to changes made by National PTA.</p> <p>Local PTA membership dues shall be listed in the local PTA standing rules, either as a specific amount, including \$0, or an "up to \$x" statement. If the amount of dues for the local PTA is less than the combined amount for National and WSPTA dues, the local PTA shall be responsible for remitting that amount to National and WSPTA. 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.</p> <p>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.</p>
Rationale	Updated to reflect that some local PTAs provide memberships at no cost to members and pay dues to WSPTA and National PTA from their general fund.
Group(s) Affected	Local PTAs who choose to offer memberships at no cost and pay dues to WSPTA and National PTA.
Policy Amendment #11	Prohibit AI at WSPTA Events
Policy Section	Section 3.13 WSPTA Events, bullet point #6 and #7
Original Language	<p>6. All cell phones or other noise-producing devices must be put on vibrate only or silent mode during all general sessions, workshops, panels, and classes.</p> <p>7. All video and/or live streaming during general sessions is prohibited unless pre-approved by the chair.</p>
Adopted Amendment	<p>6. All cell phones or other noise-producing devices must be put on vibrate only or silent mode during all general sessions, workshops, panels, and classes.</p> <p>7. All video recording and/or live streaming as well as the use of any AI notetaking, transcription or meeting assistant tools during general sessions, workshops, panels,</p>

	and classes is prohibited unless pre-approved by the chair president . Exceptions to AI services will be evaluated on a case-by-case basis, including but not limited to the content of the event taking place, the potential benefits of using an AI tool and accessibility-related issues.
Rationale	Some personal AI transcription/meeting assistant/notetaking services upload content to third party apps that may publish content publicly unbeknownst to the organization hosting the meeting(s). To protect against this happening, WSPTA added language prohibiting the use of these tools.
Group(s) Affected	Attendees of WSPTA event general sessions, workshops, panels and classes
Policy Amendment #12	Dissolution Guidance Updates
Policy Section	Section 3.18.3 Dissolution of a Local PTA or Council
Original Language	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.
Adopted Amendment	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. WSPTA shall provide guidance on how to legally dissolve. 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.
Rationale	Current policy states that WSPTA will notify the IRS, WA Secretary of State, and others that a PTA or council is dissolving. In most cases, WSPTA does not do this but instead provides instructions and assistance to the PTA or council on how to notify the agencies. This change would more accurately reflect the service that WSPTA provides.
Group(s) Affected	Local PTAs and councils
Policy Amendment #13	Strategic Plan
Policy Section	Section 5.1.1 Responsibilities of Directors, subsection 2
Original Language	2. The WSPTA board of directors shall develop a strategic plan for the association which shall be reviewed and updated on a regular basis.
Adopted Amendment	2. The WSPTA board of directors shall develop approve a strategic plan for the association which shall be reviewed and updated on a regular basis.
Rationale	Developing a strategic plan has been demonstrated to be a very big lift for the board and consumes a large amount of time in the limited number of meetings the board has – which would be compounded due to the change to not having an executive director. Trusted strategic plan sources indicate that it would be more effective and efficient to have the board approve a plan developed by a small team or task force dedicated specifically to its creation.
Group(s) Affected	WSPTA
Policy Amendment #14	WSPTA Nominating Committee Deadlines
Policy Section	Section 7.1.3 WSPTA At-Large Members, first paragraph

Original Language	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.
Adopted Amendment	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 an application and Declaration of Good Faith form to the WSPTA office by February 15 the February deadline , 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 7.1.4(5) . 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.
Rationale	This change allows flexibility in setting a deadline that can be more easily advertised on WSPTA’s various platforms and communications schedule – as well as offering more flexibility yet still setting a necessary timeframe for future boards. Reference to the policy location is incorrect in the current policy language. It was left from a previous 2022 policy update.
Group(s) Affected	WSPTA Candidates self-declaring for WSPTA Nominating Committee
Policy Amendment #15	WSPTA Nominating Committee Candidate Materials
Policy Section	Section 7.1.4 Vacancies in the WSPTA Nominating Committee
Original Language	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.
Adopted Amendment	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 d. A digital photo to be published in the notification sent prior to the annual meeting, in the annual meeting 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

	<p>candidate.</p> <p>WSPTA members shall have at least 30 15 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.</p>
Rationale	<p>In reviewing Nominating Committee policies, it was noted that a headshot is not asked of Nominating Committee nominees. However, headshot photos are used in the Voters' Guide and other publications/slides at the annual meeting.</p> <p>It is proposed to change the days from 30 to 15 for the self-nomination period because a 30-day deadline can run into difficulties with voting delegates deadlines and meeting announcement deadlines if the candidacy period needs to be reopened.</p>
Group(s) Affected	WSPTA Candidates self-declaring for WSPTA Nominating Committee
Policy Amendment #16	RSC & FSC Access to Givebacks
Policy Section	Section 10.2 Membership Lists, fourth paragraph
Original Language	Region directors, field service directors, and state directors shall have access to the officer lists and membership lists of each local PTA within their boundaries, as well as the current and historic membership figures of each local and council PTA within their respective boundaries for PTA purposes only.
Adopted Amendment	Region directors, region service committee members , field service directors, field service committee members , and state directors shall have access to the officer lists and membership lists of each local PTA within their boundaries, as well as the current and historic membership figures of each local and council PTA within their respective boundaries for PTA purposes only.
Rationale	Region service committee members exist to assist the region directors to support local PTAs and councils. Field service committee members fill the same need, stepping in to help field service directors support regions with no region director support. Region directors and field service directors should be able to delegate tasks that include functionalities within Givebacks to their committee members to allow for quick and thorough support of those PTAs and councils.
Group(s) Affected	WSPTA
Policy Amendment #17	WSPTA Newsletter Updates
Policy Section	Section 10.5.1 Newsletters
Original Language	<p>The communications committee 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.</p> <p>The communications committee 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.</p> <p>WSPTA board members may provide content to be included in both publications.</p>
Adopted Amendment	<p>The communications committee is responsible for the compilation of 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.</p> <p>The communications committee is responsible for the compilation of 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.</p>

	<p>WSPTA board members representatives may provide content to be included in both publications.</p> <p>The advocacy committee is responsible for the content of the advocacy newsletter. The newsletter shall provide members with information that highlights current advocacy events and opportunities for students and families.</p>
Rationale	This change would clarify that the WSPTA communications committee is responsible for gathering newsletter information from WSPTA directors, committees, National PTA, and other sources rather than authoring content. Additionally, the advocacy newsletter is not mentioned in this section of policy currently and should be added.
Group(s) Affected	WSPTA
Policy Amendment #18	Update to Membership Communications
Policy Section	Section 10.11 Membership Communications, bullet points #1 & #2, adding two new bullet points and renumbering the rest
Original Language	<p>10.11 Membership Communications</p> <p>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.</p> <p>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.</p>
Adopted Amendment	<p>10.11 Membership Communications Expectations</p> <p>1. Cell phones shall Devices shall must be silenced or put on vibrate during all in-person WSPTA business meetings and workshops.</p> <p>2. Video cameras and recording Recording and/or live streaming equipment, other than that approved by the WSPTA president, shall not be used during WSPTA in-person or virtual events in the assembly hall or workshops.</p> <p>3. The use of any AI notetaking, transcription or meeting assistant tools is prohibited unless pre-approved by the president.</p> <p>4. All connections to, and information published on, the Internet in the name of the WSPTA shall be administered through the WSPTA office communications committee. All state-level communications shall be administered through the WSPTA office communications committee.</p>
Rationale	<p>Most of these changes are updates to reflect current technology.</p> <p>Some personal AI transcription/meeting assistant/notetaking services upload content to third party apps that may publish content publicly unbeknownst to the organization hosting the meeting(s). To protect against this happening, language has been added to prohibit the use of these tools.</p>
Group(s) Affected	WSPTA
Policy Amendment #19	Contracts Requiring CFC Recommendation
Policy Section	Section 5.1.1 Responsibilities of Directors, subsection #1
Original Language	<p>1. The WSPTA board of directors approves, implements, and oversees all the organization's contracts and obligations. As such, the president signs all such agreements on behalf of the organization. Any financial obligation shall be within the board-approved budget. The board of directors must approve any agreement for \$50,000 or more. The executive committee must approve any agreement for more than \$5,000 and less than \$50,000. The president may sign any agreement for \$5,000 or less that is within the board-approved budget without additional approval. The president must inform the executive committee of all signed agreements.</p>

Adopted Amendment	1. The WSPTA board of directors approves, implements, and oversees all the organization’s contracts and obligations. As such, the president signs all such agreements on behalf of the organization. Any financial obligation shall be within the board-approved budget. The board of directors must approve any agreement for \$50,000 or more. The executive committee must approve any agreement for more than \$5,000 and less than \$50,000. The president may sign any agreement for \$5,000 or less that is within the board-approved budget without additional approval. The president must inform the executive committee of all signed agreements. Any contract that will require updating of the current budget or inclusion in a future budget must be sent to the CFC for a recommendation before being sent to the board of directors for approval.
Rationale	This addition adds language into policy on how to best ensure fiscal responsibility when signing contracts for future events.
Group(s) Affected	WSPTA
Policy Amendment #20	State Award Language Updates
Policy Section	Section 6.9 WSPTA State Awards Committee, last paragraph
Original Language	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.
Adopted Amendment	Additional information and direction shall be covered in the WSPTA State Awards Committee handbook. Members of the board and staff members are eligible to receive any of the state level awards. Information on local PTA and council awards is located in Section Three of this policy document.
Rationale	It should be stated in policy to make it clear that WSPTA staff and/or current WSPTA board members may receive state awards.
Group(s) Affected	WSPTA
Policy Amendment #21	Appointed Board of Directors Process for Removal
Policy Section	Section 3.9 Elections, insert a new section 3.9.5
Original Language	NONE
Adopted Amendment	<p>3.9.5 Best Practices for Appointed Board Member Removal</p> <p>All board members, whether elected or appointed, are the legal custodians of the PTA; each has the fiduciary duty and responsibility to ensure that the PTA operates in a fiscally responsible and legally sound manner.</p> <p>The following policy is the best practice for removing an appointed non-elected board member. Removing a board member 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 appointed board member removal.</p> <p>1. Prior to the decision to call for the removal of an appointed board member the following items should be addressed:</p> <ul style="list-style-type: none"> • Conflict - All efforts shall be made to resolve conflict, including requesting assistance from your council and/or region director. • Failure to fulfill duties - Efforts shall be made to support the struggling member and allow them the opportunity to adequately fulfill the duties.

2. If the above efforts fail, a conversation with the board member should occur, offering them the opportunity to step down from the position. Your council and/or region director can assist with this conversation as needed.
3. If the board member chooses not to resign, the board of directors may hold a board meeting to consider the removal of the board member. The board member may attend this board meeting and has the same speaking and voting privileges as any other board member. This board vote must be recorded in the board meeting minutes. The board member should be notified in writing of the board's decision.
4. Proper meeting notice shall be given. This may take place at a regularly scheduled meeting or a special board of directors' meeting. The purpose of the meeting, "possible director removal," should be stated in the agenda.
- According to WSPTA Uniform Bylaws Article 5 section 9, special meetings of the board of directors may be called by the president or upon written request of a majority of the members of the board of directors.
 - Notification of place, date, time and purpose of the meeting shall be delivered to each member of the board of directors at least five days prior to the special meeting in a manner specified in the local PTA or council standing rules. If less than five days' notice is given, documentation of each board member's consent to conduct business shall be obtained in writing or by email.
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 board of directors' meeting. In the case that the president is unable to take part the vice president (or another designated officer) shall be the presiding officer.
 - The presiding officer should state that per "Robert's Rules of Order – Newly Revised", this part of the board of directors meeting should be conducted in executive session, meaning that only PTA Board of Directors have voice and vote. Non-board members must leave the meeting until the executive session is concluded.
 - The presiding officer should state that the board member who is being considered for removal has the same speaking and voting privileges as any other board member.
 - Members may be invited to attend the board of directors' meeting to share testimony, but do not take part in debate or vote. For privacy and for the board of directors to have candid discussion, it is recommended that members who are not part of the board of directors are asked to leave before debate and voting takes place.
 - Board members should be reminded of their duty of loyalty, and that debate and voting is confidential.
 - The presiding officer should have available 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 – Newly Revised". The presiding officer should share the process for a motion as indicated in "Robert's Rules of Order – Newly Revised" with the board of directors.
 - The motion to remove the board member should be made by a board member. A sample motion for this purpose would be "I move that the currently appointed (state

	<p>the position) for the 20XX-XX term be removed from their role on the board.” or “I move that Jane Doe, the current (state the position) be removed from the board.”</p> <ul style="list-style-type: none"> • The presiding officer should ask for a second. The presiding officer repeats the motion, which formally places the matter before the board. 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. • As per “Robert’s Rules of Order — Newly Revised,” the presiding officer should state the following: <ul style="list-style-type: none"> o 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. o Each speaker is limited to a total of 10 minutes unless the board members present at the meeting agree to a shorter limit. o Someone may make a motion to end debate, to limit debate or to limit the amount of time each person may speak. These motions do require a second, are not debatable, and require a 2/3 majority vote. o Once debate is finished, the chair should take the vote. A vote of 2/3 passes. • Once the board 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. • Board members should be reminded that all discussion about the board member’s removal and the executive session are confidential. • If the motion passes, the removal becomes effective immediately. • After the vote, the executive session ends. The result of the vote should 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. <p>6. After the meeting:</p> <ul style="list-style-type: none"> • Information must be communicated delicately and tactfully to the membership. Any questions should be referred to the president. • A council leader or region director can assist with this procedure. Each situation may be slightly different.
Rationale	WSPTA Policy 3.9.4 explains the best practices for removing an elected officer, but there is no similar policy for removing a non-elected board member. Local PTAs and councils have asked for guidance on how to remove an appointed board member.
Group(s) Affected	Local PTAs and councils
Policy Amendment #22	Clarify WSPTA Event Discounts for New Community/SpEd PTAs
Policy Section	Section 3.18.1 Chartering/Organizing Local PTAs and Councils, subsection #8, In-Person WSPTA Events, third bullet point.
Original Language	For new local PTAs at Title I schools, in-person events are free for the first two events (4 members for Legislative Assembly and 6 members for all others).
Adopted Amendment	For new local PTAs at Title I schools, in-person events are free for the first two events (4 members for Legislative Assembly and 6 members for all others). In-person events are free for the first two events (4 members for Legislative Assembly and 6 members for all others) for new PTAs serving a school or school district/community in which the percentage of students qualifying for the free and reduced-price lunch program is greater than or equal to 40%.

Rationale	WSPTA currently has no way to define whether a community or special education PTA qualifies for the additional discount that PTAs at Title 1 schools qualify for. This switches the metric to a state-measured metric that is publicly available on OSPI’s website.
Group(s) Affected	New local PTAs that meet certain qualifications
Policy Amendment #23	PTA & The Law Responsibilities Clarification
Policy Section	Section 5.1.3 State Directors and Field Service Directors Membership Communications, subsection 3
Original Language	5.1.3 State Directors and Field Service Directors 3. Leadership Director 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. The leadership director shall work with the executive committee on Page 48 WSPTA Policy Manual (revised August 2025) 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.
Adopted Amendment	5.1.3 State Directors and Field Service Directors 3. Leadership Director 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. 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.
Rationale	The updating of the PTA and the Law materials and the training of presenters already resides as part of the responsibilities of the Executive Committee (WSPTA Policy 6.2). Having this also included in the Leadership Director responsibilities leads to confusion and overlap of responsibilities.
Group(s) Affected	WSPTA
Policy Amendment #24	WSPTA Meals Reimbursement Updates
Policy Section	Section 8.4 WSPTA Reimbursement, bullet point titled “Meals”
Original Language	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.
Adopted Amendment	Meals: Breakfast \$10 \$20 , lunch \$15 \$25 , and dinner \$25 \$35 . 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.
Rationale	The current reimbursement level for meals was set long ago. Unlike mileage reimbursement levels, which are evaluated and updated every January when the IRS releases this information, the meal allotments have not been updated.
Group(s) Affected	WSPTA – To go into effect July 1, 2026
Policy Amendment #25	Local PTA Automatic Transfer of Membership Dues
Policy Section	Section 3.3.2 Local PTA Membership Dues Collection

Original Language	<p>Dues collected during online member registration through the database, not including charter membership dues, 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.</p> <p>On the first of each month, if there is a balance due, local PTAs shall go into the membership database and “submit ACH” to make payment to WSPTA for both State and National PTA dues.</p> <p>Payment shall be made in full via ACH through the database on the 1st of each month. WSPTA and each local PTA must have a bank account associated with the database ACH system for processing dues payments.</p> <p>Charter membership dues shall be collected by WSPTA in the membership database. WSPTA will remit payment to the local PTA after the chartering process has been completed less WSPTA and National dues.</p>
Adopted Amendment	<p>Dues collected during online member registration through the database, not including charter membership dues, 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.</p> <p>On the first of each month 25th of each month, if there is a balance due to State and National PTA, local PTAs shall go into the membership database and “submit ACH” to make payment to WSPTA for both State and National PTA dues. dues will be automatically transferred from the local units linked bank account.</p> <p>Payment shall be made in full via ACH through the database on the 1st of each month autopay. WSPTA and each local PTA must have a bank account associated with the database ACH system for processing dues payments.</p> <p>Charter membership dues shall be collected by WSPTA in the membership database. WSPTA will remit payment to the local PTA after the chartering process has been completed less WSPTA and National dues.</p>
Rationale	<p>Givebacks is implementing an autopay option through automatic transfer. Local PTAs will need to opt in to this autopay option. Adding this to policy allows WSPTA to require local units to implement this change. This also aligns policy with what WSPTA has historically done for dues remittance when autopay had been an option previously. By assigning the 25th of each month as the set payment date, all memberships will be paid in full before the next business month to assist with accounting and to align with our Standards of Affiliation expectations of having at least 25 members entered and paid by the last day of October rather than the first day of November.</p>
Group(s) Affected	Local PTAs
Policy Amendment #26	Automatic Transfer of Council Fees
Policy Section	Section 3.4.3 Council Fees
Original Language	<p>Councils may charge affiliated local PTAs council service fees on a per-member and/or a flat fee basis as approved in the council’s standing rules. Councils will communicate the due dates and method of payment for these service fees to their affiliated local PTAs.</p>
Adopted Amendment	<p>Councils may charge affiliated local PTAs council service fees on a per-member and/or a flat fee basis as approved in the council’s standing rules. Councils will communicate the due dates and method of payment for these service fees to their affiliated local PTAs.</p> <p>Councils shall have the option of having fees automatically collected electronically through the WSPTA membership database. On the 25th of each month, if there is a balance due, it will be automatically transferred from the local units linked bank account to the linked Council account. Councils and each local PTA must have a bank account associated with the database ACH system for processing fee payments.</p>

	The council is responsible for assuring that any changes to its council fees are updated in the database to ensure accurate fee processing.
Rationale	Givebacks is implementing an autopay option through ACH to help alleviate the task of tracking down Council fees from local units through third party app invoicing or paper invoices. This would allow Councils to have their fees automated, making less work for treasurers of local units and Councils.
Group(s) Affected	Local PTAs and councils