

Adopted WSPTA Policy Amendments

Effective June 2026

[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](#)
- [3 - Policy 6.14.3: Convention Planning Committee](#)
- [4 - Policy 8.4.5: Legislative Assembly and Convention Expenses](#)
- [5 - Policy 11.3.2: Update Delegates for National PTA Legislative Conference](#)
- [6 - Policy Appendix I: Updates to Document Retention Recommendations](#)
- [7 - Policy 10.6: Expand Digital Platforms and Allow WSPTA Representatives to Create and Moderate Accounts](#)
- [8 - Policy 10.11: Update to Expand Digital Platforms Allowed and Clarify Moderation](#)

FEBRUARY 2026 UPDATES

- [9 - Policy 3.3.2: Membership Dues Deadline Update – Conforming Edit](#)
- [10- Policy 3.3.1: \\$0 Membership Dues Clarification](#)
- [11- Policy 3.13: Prohibit AI at WSPTA Events](#)
- [12- Policy 3.18.3: Dissolution Guidance Updates](#)
- [13- Policy 5.1.1: Strategic Plan](#)
- [14- Policy 7.1.3: WSPTA Nominating Committee Deadlines](#)
- [15- Policy 7.1.4: WSPTA Nominating Committee Candidate Materials](#)
- [16- Policy 10.2: RSC & FSC Access to Givebacks](#)
- [17- Policy 10.5.1: WSPTA Newsletter Updates](#)
- [18- Policy 10.11: Update to Member Communications](#)

JUNE AND JULY 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](#)
- [27 – Policy 6.16: Reorganization of the Programs Committee](#)
- [28 – Policy Appendix C: Disciplinary Actions](#)

AUGUST 2026 UPDATES

- [29 – Policy Section 9: Add Business Resource Manager to Staff Section](#)
- [30 – Policy 5.1.1: Remove Contract Language & Add into 8.5](#)
- [31 – Policy 8.5: Add Contract Language Removed from 5.1.1 & Change Title](#)
- [32 – Policy 3.18.1: Clarifying Affiliation/Charter Language](#)
- [33 – Policy 3.18.1: Delete Subsection 9](#)
- [34 – Policy 16.1.8: Add PTAs Must Be in Good Standing](#)
- [35 – Policy 16.1.13: Essay Theme Contest](#)
- [36 – Policy 3.18.2: Clarify Charter Revoked Consequences](#)
- [37 – Policy 3.18.4: Clarify Ending Affiliation Consequences](#)
- [38 – Policy 5.1.3 & 7.2: Add Communications Director – NOT IN EFFECT UNTIL 6/1/27](#)
- [39 – Policy 5.1.3: Remove Mention of Director Handbooks](#)
- [40 – Policy 6.10: Update to Communications Committee – NOT IN EFFECT UNTIL 6/1/27](#)
- [41 – Policy 3.1.1: Update to SOA #12 & #13](#)
- [42 – Policy 3.3.2: Addition of Autopay Givebacks Language](#)
- [43 – Policy 8.1: Clarify Responsibility Financial Review and Process Income](#)
- [44 – Policy 8.3: Management of Fees](#)
- [45 – Policy 8.4.5: Update of Event Matrix](#)
- [46 – Policy 8.4.1: Removal of Information Now in Event Matrix](#)
- [47 – Policy 8.4.3: Removal of Information Now in Event Matrix](#)
- [48 – Policy 3.7: Join & Vote at Membership Meetings](#)
- [49 – Policy 8.4: Meal & Travel Reimbursement Updates](#)
- [50 – Policy 6.16.1: Scholarship Program Updates](#)

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 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.
Rationale	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.

Group(s) Affected	WSPTA																																																																																			
Policy Amendment #4	Legislative Assembly and Convention Expenses																																																																																			
Policy Section	Section 8.4.5 WSPTA Events																																																																																			
Original Language	See chart in policy section 8.4.5 WSPTA Events																																																																																			
Adopted Amendment	<table><tr><td></td><td>August Leadership Launch (remote only)</td><td>Legislative Assembly (remote or in person)</td><td>Convention with no Annual Business Meeting (remote or in person)</td><td>Convention Including Annual Business Meeting (remote or in person)</td><td>Annual Business Meeting as a Stand Alone (remote only)</td></tr><tr><td rowspan="4">Expenses provided per policy 8.4</td><td></td><td>Necessary Staff</td><td>Necessary Staff</td><td>Necessary Staff</td><td></td></tr><tr><td></td><td>Legislative Assembly Planning Chair</td><td>Convention Planning Chair</td><td>Convention Planning Chair</td><td></td></tr><tr><td></td><td>Region Advocacy Chairs</td><td rowspan="2">Others Pre-Approved by CFC or President within approved budget</td><td>Resolutions Chair</td><td></td></tr><tr><td></td><td>Resolutions Chair</td><td>Others Pre-Approved by CFC or President within approved budget</td><td></td></tr><tr><td rowspan="6">Only Lodging (provided per policy 8.4) and Parking for Duration of Event</td><td></td><td>Federal Legislative Chair</td><td>Convention Planning Chair</td><td>Election Oversight Chair</td><td></td></tr><tr><td></td><td></td><td>Scholarship Basket Chair</td><td>Scholarship Basket Chair</td><td></td></tr><tr><td></td><td></td><td>Reflections Chair</td><td>Reflections Chair</td><td></td></tr><tr><td></td><td></td><td></td><td>Nominating Committee Chair</td><td></td></tr><tr><td></td><td></td><td></td><td>Governance Chair</td><td></td></tr><tr><td></td><td></td><td></td><td>Convention & Annual Business Meeting Planning Chair</td><td></td></tr><tr><td rowspan="4">Complimentary Audience Registration (non-voting)</td><td>Past WSPTA Presidents</td><td>Past WSPTA Presidents</td><td>Past WSPTA Presidents</td><td>Past WSPTA Presidents</td><td>Past WSPTA Presidents</td></tr><tr><td></td><td>Resolutions Chair</td><td>Reflections Chair</td><td>Resolutions Chair</td><td>Governance Chair</td></tr><tr><td></td><td>Federal Legislative Chair</td><td>Scholarship Basket Chair</td><td>Scholarship Basket Chair</td><td>Nominating Committee Chair</td></tr><tr><td></td><td>Legislative</td><td>Convention</td><td>Nominating</td><td>Elections</td></tr></table>							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)																																																																															
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																																																																															

	<table><tr><td></td><td>August Leadership Launch (remote only)</td><td>Legislative Assembly (remote or in person)</td><td>Convention with no Annual Business Meeting (remote or in person)</td><td>Convention Including Annual Business Meeting (remote or in person)</td><td>Annual Business Meeting as a Stand Alone (remote only)</td></tr><tr><td rowspan="5"></td><td></td><td>Assembly Planning Chair</td><td>Planning Chair</td><td>Committee Chair</td><td>Oversight Chair</td></tr><tr><td></td><td></td><td></td><td>Elections Oversight Chair</td><td>Annual Business Meeting Planning Chair</td></tr><tr><td></td><td></td><td></td><td>Reflections Chair</td><td>Resolutions Chair</td></tr><tr><td></td><td></td><td></td><td>Governance Chair</td><td></td></tr><tr><td></td><td></td><td></td><td>Convention & Annual Business Meeting Planning Chair</td><td></td></tr><tr><td>Complimentary Delegate Registration</td><td></td><td>Region Advocacy Chair</td><td></td><td></td><td></td></tr><tr><td rowspan="3">Special Event Ticket</td><td></td><td></td><td>Convention Planning Chair</td><td>Convention & Annual Business Meeting Planning Chair</td><td></td></tr><tr><td></td><td></td><td>Past WSPTA Presidents</td><td>Past WSPTA Presidents</td><td></td></tr><tr><td></td><td></td><td>VIP Guests</td><td>VIP Guests</td><td></td></tr><tr><td>Limited Access Registration: general sessions, candidate events</td><td></td><td></td><td>WSPTA Candidates</td><td>WSPTA Candidates</td><td>WSPTA Candidates</td></tr></table>		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
	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	<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 <i>Five Years</i> • Washington State Department of Revenue filings <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
Adopted Amendment	<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 <i>Five Years</i> • Washington State Department of Revenue filings • Insurance claims and payouts <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
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	10.6 WSPTA Social Media Accounts In keeping with standard business practices for associations, the WSPTA shall maintain a presence on social media. 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. 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.
Adopted Amendment	10.6 WSPTA Social Media and Cloud-Based Collaboration Application Accounts In keeping with standard business practices for associations, the WSPTA shall maintain a presence on social media and may utilize cloud-based collaboration applications. 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. 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. 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. 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.
Rationale	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. 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. The term “moderator” has been added as there are currently WSPTA representatives holding those titles on WSPTA social media groups.

	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	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. 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.
Adopted Amendment	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. 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. 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.
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	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. 7. All video and/or live streaming during general sessions is prohibited unless pre-approved by the chair.
Adopted Amendment	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. 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,

	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

	candidate. 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.
Rationale	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. 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.
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	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. 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. WSPTA board members may provide content to be included in both publications.
Adopted Amendment	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. 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.

	WSPTA board members representatives may provide content to be included in both publications. 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.
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	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.
Adopted Amendment	10.11 Membership Communications Expectations 1. Cell phones Devices shall must be silenced or put on vibrate during all in-person WSPTA business meetings and workshops. 2. Video cameras and 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. 3. The use of any AI notetaking, transcription or meeting assistant tools is prohibited unless pre-approved by the president. 24. 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.
Rationale	Most of these changes are updates to reflect current technology. 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.
Group(s) Affected	WSPTA
Policy Amendment #19	Contracts Requiring CFC Recommendation
Policy Section	Section 5.1.1 Responsibilities of Directors, subsection #1
Original Language	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.

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	3.9.5 Best Practices for Appointed Board Member Removal 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. 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. 1. Prior to the decision to call for the removal of an appointed board member 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 - 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

	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.” • 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: - 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. 6. After the meeting: • 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	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. 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. 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.
Adopted Amendment	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. 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. 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. 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.
Rationale	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.
Group(s) Affected	Local PTAs
Policy Amendment #26	Automatic Transfer of Council Fees
Policy Section	Section 3.4.3 Council Fees
Original Language	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.
Adopted Amendment	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. 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.

	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
Policy Amendment #27	Reorganization of the Programs Committee
Policy Section	Section 6.16 WSPTA Programs
Original Language	6.16 WSPTA Programs 6.16.1 WSPTA Program Committee 1. The WSPTA program director shall provide oversight and may serve as the chair of the program committee. 2. 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. 3. The purpose of the program committee shall be to oversee the awards and recognition and other programs. 4. 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. 5. 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. 6. The WSPTA president is an ex officio member of the committee. 7. Additional information and direction shall be covered in the committee handbook. 6.16.2 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. The chair of the awards of excellence committee shall be appointed by the program director and approved by the executive committee. 6.16.3 WSPTA Outstanding PTA of the Year The WSPTA program committee may choose up to two Outstanding PTAs of the Year, one in the elementary division and one in the secondary division (includes middle school, junior high school, high school, community PTAs and councils). No more than one winner per division shall be chosen in a given year. Winners shall meet all requirements, so it is possible there may not be a winner in both divisions each year. The WSPTA grant line item for the WSPTA Outstanding PTA of the Year shall be used to pay for grants and plaques for the winner(s). The funds shall be used at the discretion of the WSPTA board of directors.

6.16.4 WSPTA Reflections Program

1. The purpose of the WSPTA Reflections program is to provide an opportunity for students to use their creative talents by expressing themselves through their own original works.
2. Awards for Reflections shall be determined by the Reflections committee. The Outstanding Interpretation Award entry for each category and division shall be forwarded to the National PTA Reflections program.
3. The chair of the Reflections committee shall be appointed by the program director and approved by the executive committee. 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.

6.16.5 WSPTA Scholarship Committee

1. WSPTA shall conduct a program that awards scholarships for higher education.
2. Recipients shall be selected by a committee process in which judging shall be free of conflicts of interest. Recipients shall be chosen without regard to differences in race, culture, ethnicity, religion, sexual orientation, gender identity, special needs or geographic location within Washington state.
3. Applications shall be posted/distributed by the end of the calendar year. Awarded scholarships shall be announced by April 30.
4. The grant program shall be funded 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 chair of the scholarship committee shall be appointed by the program director with approval from the executive committee.

6.16.6 WSPTA Essay Program

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. The chair of the essay committee shall be appointed by the program director with approval from the executive committee.
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.

6.16.7 WSPTA Leadership Service Award

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 chair of the committee shall be appointed by the program director with approval from the executive committee.
Adopted Amendment	6.16 WSPTA Programs 6.16.1 WSPTA Programs Committee 1. The WSPTA programs director shall provide oversight and may serve as the chair of the programs committee. 2. The programs director shall be responsible for maintaining a programs committee handbook with details that may facilitate the work of the committee and its members. 3. The purpose of the programs committee shall be to oversee the awards and recognition and other programs. 4. The programs committee shall consist of the WSPTA programs director and at least five members. Members shall include WSPTA board members and full PTA members as appointed by the programs director to fulfill specific skill requirements in consultation with the WSPTA president. 5. The programs 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. d. May act as chairs of the various program and award committees. Members of the programs committee will be assigned by the programs director to oversee the Essay, Leadership Service Awards and Scholarships programs. e. May assist the WSPTA Reflections committee. f. May assist the WSPTA Awards of Excellence committee. 6. The WSPTA president is an ex officio member of the committee. 7. Additional information and direction shall be covered in the committee handbook. 8. Award & recognition recipients shall be chosen without regard to differences in race, culture, ethnicity, religion, sexual orientation, gender identity, disabilities or geographic location within Washington state. 9. Judges for all programs will be approved by the WSPTA programs director. The programs director has final say in any controversial judgement or error. 10. Recipients of awards and recognition shall be selected by judges in which judging shall be free of conflicts of interest. As much as possible, judges will not judge students or PTAs from their local, council or regional areas. Guardians of students seeking an award or recognition will be ineligible to serve as a judge for that award. 11. Deadlines for all awards and student programs will be set by the programs director with the approval of the executive committee by May 31st. 12. Scholarship Program: • WSPTA shall conduct a program that awards scholarships for postsecondary education. • The scholarship 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 . • 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 programs committee annually.

	• The scholarship program shall run under the programs committee with a programs committee member assigned by the programs director to oversee the duties associated with the program. 13. Essay Program: • The purpose of the WSPTA Essay program is to provide an opportunity for students to share their appreciation of the varied influencers in their lives and education. • Essays will be scored on content, organization, language/conventions, and style per the judging form. • The essay program shall run under the programs committee with a programs committee member assigned by the programs director to oversee the duties associated with the program. 14. Leadership Service Awards: • 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. • Awards shall be determined based on points earned and after a review by the programs committee. • The leadership service award program shall run under the programs committee with a programs committee member assigned by the programs director to oversee the duties associated with the program. 6.16.2 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. The chair of the awards of excellence committee shall be appointed by the programs director and approved by the executive committee. The chair of the awards of excellence committee shall serve on the programs committee. The programs director shall provide oversight for the WSPTA awards of excellence program and shall serve as the awards of excellence committee's liaison to the WSPTA board of directors. 6.16.3 WSPTA Outstanding PTA of the Year The WSPTA program committee programs director and Awards of Excellence chair 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 and be approved by the WSPTA president, 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. 6.16.4 WSPTA Reflections Program 1. The purpose of the WSPTA Reflections program is to provide an opportunity for students to use their creative talents by expressing themselves through their own original works.
--	---

2. Awards for Reflections shall be determined by the Reflections committee. The Outstanding Interpretation Award entry for each category and division shall be forwarded to the National PTA Reflections program.
 3. The chair of the Reflections committee shall be appointed by the programs director and approved by the executive committee. The programs 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 chair shall serve on the programs committee.**
The Reflections committee shall assist the Reflections chair in updating the Reflections materials and resources and then implementing the WSPTA Reflections program.
- 6.16.5 WSPTA Scholarship Committee**
1. ~~WSPTA shall conduct a program that awards scholarships for higher education.~~
 2. ~~Recipients shall be selected by a committee process in which judging shall be free of conflicts of interest. Recipients shall be chosen without regard to differences in race, culture, ethnicity, religion, sexual orientation, gender identity, special needs or geographic location within Washington state.~~
 3. ~~Applications shall be posted/distributed by the end of the calendar year. Awarded scholarships shall be announced by April 30.~~
 4. ~~The grant program shall be funded 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 chair of the scholarship committee shall be appointed by the program director with approval from the executive committee.~~
- 6.16.6 WSPTA Essay Program**
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. The chair of the essay committee shall be appointed by the program director with approval from the executive committee.~~
 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.~~
- 6.16.7 WSPTA Leadership Service Award**
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 chair of the committee shall be appointed by the program director with approval from the executive committee.~~

Rationale	Bringing the Essay, Leadership Service Awards and Scholarship program under the programs committee will make it so updates to the programs are made by more people, advertising is equal across the board, and the judges are not all the same for all three groups. There were also small changes made to Reflections and Awards of Excellence.
Group(s) Affected	WSPTA
Policy Amendment #28	Disciplinary Actions
Policy Section	Appendix C Director Commitment Form
Original Language	No prior language. This amendment adds a new section.
Adopted Amendment	Disciplinary Actions All individuals serving in an elected or appointed position on the WSPTA board of directors who do not adhere to the WSPTA Uniform Bylaws and WSPTA Policy are subject to the following disciplinary actions if warranted by the WSPTA Compliance Officer following an investigation per WSPTA Policy Manual: Appendix G: Whistleblower Policy, Reporting Violations, Subsection (G) Handling of Reported Violations: • By a vote of the board, one or more of the following disciplinary actions may be imposed depending on the nature and severity of the violation: ○ A documented warning from the WSPTA president; ○ Will not be permitted to attend events in their official capacity; ○ The WSPTA president may request a board member to submit a voluntary resignation; be censured by the board of directors or be subject to removal from the position as described in WSPTA Uniform Bylaws.
Rationale	Current policy does not address what happens if a member of the WSPTA board does not adhere to our bylaws and/or policy.
Group(s) Affected	WSPTA
Policy Amendment #29	Add Business Resource Manager to Staff Section
Policy Section	Section 9 WSPTA Staff
Original Language	SECTION NINE: WSPTA STAFF 1. The staff job descriptions shall be reviewed annually by the executive committee. 2. WSPTA staff shall be supervised by the WSPTA president in accordance with the WSPTA Employee Handbook. 3. The annual performance appraisal of the WSPTA staff shall be conducted by the president with input from the executive committee. The evaluation shall be based on: a. The criteria outlined in the job description for the staff member. b. Goals set by the WSPTA president and staff member. 4. The executive committee shall set the individual salaries of WSPTA staff. The board shall vote to approve the total staff budget line. 5. The benefits for staff shall be defined in the WSTPA Employee Handbook. 6. The executive committee shall employ and terminate staff members to carry on the work of the association in accordance with the WSPTA Employee Handbook, understanding any laws or regulations protecting employee privacy. 7. 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 committee is responsible for reviewing and updating the handbook. 8. 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.
Adopted Amendment	SECTION NINE: WSPTA STAFF 1. The staff job descriptions shall be reviewed annually by the executive committee. 2. WSPTA staff shall be supervised by the WSPTA president in accordance with the WSPTA Employee Handbook. 3. The annual performance appraisal of the WSPTA staff shall be conducted by the business resource manager and president with input from the executive committee and relevant board members. The evaluation shall be based on: a. The criteria outlined in the job description for the staff member. b. Goals set by the business resource manager, the WSPTA president and the staff member. 4. The executive committee shall set the individual salaries of WSPTA staff. The board shall vote to approve the total staff budget line. 5. The benefits for staff shall be defined in the WSTPA Employee Handbook. 6. The executive committee shall employ and terminate staff members to carry on the work of the association in accordance with the WSPTA Employee Handbook, understanding any laws or regulations protecting employee privacy. 7. 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 committee is responsible for reviewing and updating the handbook. 7. The executive committee, in consultation with the business resource manager, is responsible for reviewing and updating the employee handbook. 8. The WSPTA board may provide training to staff that may include information on the <i>WSPTA Uniform Bylaws</i>, 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. 9. The business resource manager will have the ability to make decisions impacting staff and day-to-day operations regarding emergencies or unforeseen changes to the work environment such as, but not limited to, weather, safety, and illnesses. When making these decisions, the business resource manager will take into account that the office must be staffed during regular business hours.
Rationale	These changes allow the business resource manager to be included in appropriate actions with staff and be given the authority to manage office business appropriately.
Group(s) Affected	WSPTA
Policy Amendment #30	Remove Contract Language & Add into Section 8.5
Policy Section	Section 5.1.1 Responsibilities of Directors, subsection 1
Original Language	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.

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. More information on agreements may be found in Section 8.5 of this policy.
Rationale	The struck-out portion of this section of policy goes into detail on the \$\$ amounts of agreements that can be approved and by whom. This information would be better placed within the financial section of policy – Section 8.5.
Group(s) Affected	WSPTA
Policy Amendment #31	Add Contract Language Removed from 5.1.1 & Change Title
Policy Section	Section 8.5 Payment Authorization, Check Signing and Credit Cards
Original Language	Section 8.5 Payment Authorization, Checking Signing and Credit Cards The treasurer shall be authorized to establish one or more operating accounts in a bank or other financial institution. No staff person shall have signing authority on such accounts. The WSPTA president and WSPTA treasurer shall have signing authority on such accounts. All WSPTA checks in the amount of \$50,000.00 or more shall be signed by the president or treasurer with the authorization of the WSPTA executive committee. All signatures shall be on file at the bank or other financial institution. The corporate finance committee is responsible for establishing appropriate control mechanisms to assure that funds deposited into WSPTA accounts are used only for authorized purposes. A designated staff person may hold WSPTA credit cards as approved by the WSPTA president and overseen by the treasurer. Each charge shall have a designated receipt and be within the approved budget.
Adopted Amendment	Section 8.5 Payment, Authorization, Checking Signing and Credit Cards, and Contract Authorization The treasurer shall be authorized to establish one or more operating accounts in a bank or other financial institution. No staff person shall have signing authority on such accounts. The WSPTA president and WSPTA treasurer shall have signing authority on such accounts. All WSPTA checks in the amount of \$50,000.00 or more shall be signed by the president or treasurer with the authorization of the WSPTA executive committee. All signatures shall be on file at the bank or other financial institution. The corporate finance committee is responsible for establishing appropriate control mechanisms to assure that funds deposited into WSPTA accounts are used only for authorized purposes. A designated staff person may hold WSPTA credit cards as approved by the WSPTA president and overseen by the treasurer. Each charge shall have a designated receipt and be within the 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 business resource manager is given the authority to sign event orders for in-person events, in consultation with the

	event chair and president, where the overall contract has previously been signed by the president, the amount is \$5,000 or less, and the estimate is within the budgeted amount. The president must inform the executive committee of all signed agreements. Any contract that will require updating 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 change gives the business resource manager the authority to manage office business appropriately.
Group(s) Affected	WSPTA
Policy Amendment #32	Clarifying Affiliation/Charter Language
Policy Section	Section 3.18.1 Chartering/Organizing Local PTAs and Councils, subsections 2 and 3
Original Language	2. In order to become affiliated with WSPTA and National PTA, the community forming a new local PTA or council shall formally vote to affiliate and adopt standing rules that commit them to adhere to and operate in conformance with the mission, ethics, policies, principles, Standards of Affiliation, and Uniform Bylaws of Washington State PTA. 3. The community forming a new local PTA must have WSPTA executive committee approval of their application for affiliation and at least 25 charter members in order to hold a charter meeting and elect officers. Upon receiving the list of officers, WSPTA will announce the new PTA and send the charter certificate and welcome letter.
Adopted Amendment	2. A. In order to become affiliated with WSPTA and National PTA, the community forming a new local PTA or council shall hold two community meetings led by a representative of WSPTA: 1. An affiliation meeting to formally vote to affiliate, set charter membership dues, appoint a steering committee, and adopt standing rules that commit them to adhere to and operate in conformance with the mission, ethics, policies, principles, Standards of Affiliation, and Uniform Bylaws of Washington State PTA. The community forming a new local PTA must meet the following requirements before holding a charter meeting and electing officers: o Receive WSPTA executive committee approval of its application for affiliation. o Have at least 25 individual charter members. o Charge a minimum individual charter membership dues amount that will cover the cost of dues for WSPTA and National PTA as well as the estimated start-up costs for insurance and filings with the Washington Secretary of State. An exception may be made for preexisting groups choosing to affiliate with PTA who already hold existing funds. 2. A charter meeting at which charter members elect the officers of the PTA. Upon receiving the list of officers, WSPTA will announce the new local PTA and send the charter certificate and welcome letter. The group becoming affiliated with WSPTA and National PTA may not use the PTA/PTSA name or logo until they have elected officers and been sent their charter certificate and welcome letter from WSPTA. B. While requests to affiliate with WSPTA will be considered year-round, the collection of charter memberships and scheduling of charter meetings may not occur between April 1 through June 30. Communities organizing between April 1 through June 30 may hold an affiliation meeting and submit an application for affiliation but will not begin the collection of charter memberships until July 1. Charter meetings must be held at least 30 days before the opening day of the annual meeting in order for the local PTA to send delegates to that year's annual meeting (per

	WSPTA Uniform Bylaws, Article 9, Annual Meeting, Section 2, Voting Delegates – Annual Meeting). Once the charter membership window has been established in the application for affiliation, the parent group may not extend the agreed upon dates without approval from the executive committee. 3. The community forming a new local PTA must have WSPTA executive committee approval of their application for affiliation and at least 25 charter members in order to hold a charter meeting and elect officers. Upon receiving the list of officers, WSPTA will announce the new PTA and send the charter certificate and welcome letter.
Rationale	The details of the process for chartering a local PTA have been found in G&D materials but not in policy. This motion combines the information in subsections 2 and 3 into a single section that now outlines all of the steps into one section; subsection 2A describes the two-meeting sequence and subsection 2B describes the new parameters the board is placing on the timing of the process.
Group(s) Affected	WSPTA & Affiliating Local PTAs
Policy Amendment #33	Delete Section 3.18.1 Subsection 9
Policy Section	Section 3.18.1 Chartering/Organizing Local PTAs and Councils, subsection 9
Original Language	9. 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.
Adopted Amendment	9. 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.
Rationale	It is unclear what benefits this refers to. There is language on discounts in another section of policy as well as included language about charter meetings being held at least 30 days before the opening day of Convention in order to send delegates.
Group(s) Affected	WSPTA
Policy Amendment #34	Add PTAs Must Be in Good Standing
Policy Section	Section 6.16.1 WSPTA Programs Committee, bullet point 8
Original Language	8. Award & recognition recipients shall be chosen without regard to differences in race, culture, ethnicity, religion, sexual orientation, gender identity, disabilities or geographic location within Washington state.
Adopted Amendment	8. Award & recognition recipients shall be chosen without regard to differences in race, culture, ethnicity, religion, sexual orientation, gender identity, disabilities or geographic location within Washington state. All students participating in WSPTA Programs must be enrolled in schools with active PTAs, or served by Special Education PTAs or Community PTAs. PTAs must be in good standing.
Rationale	Aligns policy with current practice.
Group(s) Affected	WSPTA & Local PTAs
Policy Amendment #35	Essay Theme Contest
Policy Section	Section 6.16.1 WSPTA Programs Committee, subsection 13, first bullet point
Original Language	The purpose of the WSPTA Essay program is to provide an opportunity for students to share their appreciation of the varied influencers in their lives and education.
Adopted Amendment	The purpose of the WSPTA Essay program is to provide an opportunity for students to share their appreciation of the varied influencers in their lives and education. students with an opportunity to express their appreciation and love of writing. The programs committee will determine the theme annually and may hold a theme contest if they choose to do so.

Rationale	Having run for several years with the same theme, introducing a different theme could encourage more PTAs and students to participate in the Essay contest. Making this change could enhance the program's longevity by increasing participation across multiple grade levels, as well as encouraging repeated involvement.
Group(s) Affected	WSPTA
Policy Amendment #36	Clarify Charter Revoked Consequences
Policy Section	Section 3.18.2 Revocation of Local PTA and Council Charters, subsection 6 and add new subsection
Original Language	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).
Adopted Amendment	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). 7. Each local PTA or council that has had its charter revoked by WSPTA shall immediately cease and desist from using the PTA/PTSA name and logo in all their communications and change their legal name to remove PTA/PTSA from their legal filings. WSPTA shall provide guidance to the local PTA or council on how to legally dissolve or change their name with the IRS and Secretary of State.
Rationale	In February 2026, the board amended Policy section 3.18.3 Dissolution of a Local PTA or Council to strike and replace the same language about WSPTA notification of insurance, the state and IRS. When WSPTA revokes the charter of a PTA, that group should stop using the PTA branding.
Group(s) Affected	WSPTA & Charter Revoked Local PTAs & Councils
Policy Amendment #37	Clarify Ending Affiliation Consequences
Policy Section	Section 3.18.4 Local PTA or Council Ending Affiliation with WSPTA, last three paragraphs
Original Language	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.
Adopted Amendment	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. Each local PTA or council that has ended its affiliation with WSPTA shall immediately cease and desist from using the PTA/PTSA name and logo in all their communications and change their legal name to remove PTA/PTSA from their legal filings. WSPTA shall provide guidance on how to legally change their name with the IRS and Secretary of State.

Rationale	In February 2026, the board amended Policy section 3.18.3 Dissolution of a Local PTA or Council to strike and replace the same language about WSPTA notification of insurance, the state and IRS. When a group ends its affiliation with PTA, that group should immediately stop using the PTA branding, including the name and logo.
Group(s) Affected	WSPTA & Disaffiliated Local PTAs & Councils
Policy Amendment #38	Add Communications Director – NOT IN EFFECT UNTIL 6/1/27
Policy Section	Section 5.1.3 State Directors, add new #2 & Section 7.2 WSPTA Officer Elections, first paragraph
Original Language	Section 5.1.3 – Adding a new subsection #2 Section 7.2 - The officers of WSPTA are president, vice president, two field service directors, secretary, treasurer, family and community engagement director, leadership director, advocacy director, membership director and program director. Eligibility criteria and process for elections at the annual meeting and for filling vacancies can be found in the WSPTA Uniform Bylaws.
Adopted Amendment	Section 5.1.3 - 2. Communications Director The WSPTA communications director shall perform the duties as detailed in the WSPTA Uniform Bylaws. Additional responsibilities and expectations are included in the WSPTA Board Handbook. The communications director is also responsible for maintaining position details that may help facilitate the transition between officers. Section 7.2 - The officers of WSPTA are president, vice president, two field service directors , secretary, treasurer, advocacy director, communications director , family and community engagement director, two field service directors , leadership director, advocacy director , membership director and programs director. Eligibility criteria and process for elections at the annual meeting and for filling vacancies can be found in the <i>WSPTA Uniform Bylaws</i> .
Rationale	The membership approved the addition of a communication director starting June 1, 2027. This policy amendment does not go into effect until June 1, 2027.
Group(s) Affected	WSPTA
Policy Amendment #39	Remove Mention of Director Handbooks
Policy Section	Section 5.1.3 State Directors, subsections 1 – 6 with reorg to alphabetical order
Original Language	1. WSPTA Field Service Directors The WSPTA field service directors shall perform the duties as detailed in the WSPTA Uniform Bylaws. Additional responsibilities and expectations are included in the WSPTA Board Handbook. The Field Service Directors are also responsible for maintaining an Field Service Committee Handbook with details that may help facilitate the transition between officers. 2. Family and Community Engagement Director 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. 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. 4. Advocacy Director 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. 5. Membership Director 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. 6. Program Director 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.
Adopted Amendment	1. Advocacy Director 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. maintaining position details that may help facilitate the transition between officers. 1. WSPTA Field Service Directors The WSPTA field service directors shall perform the duties as detailed in the WSPTA Uniform Bylaws. Additional responsibilities and expectations are included in the WSPTA Board Handbook. The Field Service Directors are also responsible for maintaining an Field Service Committee Handbook with details that may help facilitate the transition between officers. (Communications Director is #2) 3. Family and Community Engagement Director 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. maintaining position details that may help facilitate the transition between officers. 4. WSPTA Field Service Directors The WSPTA field service directors shall perform the duties as detailed in the WSPTA Uniform Bylaws. Additional responsibilities and expectations are included in the WSPTA Board Handbook. The Field Service Directors are also responsible for maintaining an Field Service Committee Handbook with details that may help facilitate the transition between officers. maintaining position details that may help facilitate the transition between officers.

	5. 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. maintaining position details that may help facilitate the transition between officers. 4. Advocacy Director 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. 6. Membership Director 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 help facilitate the transition between officers. maintaining position details that may help facilitate the transition between officers. 7. Programs Director 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. maintaining position details that may help facilitate the transition between officers.
Rationale	There are no director position handbooks. WSPTA relies on bylaws, policy, board of directors handbook, job descriptions, various procedure documents, and transition documents to aid in transition.
Group(s) Affected	WSPTA
Policy Amendment #40	Update to Communications Committee – NOT IN EFFECT UNTIL 6/1/27
Policy Section	Section 6.10 WSPTA Communications Committee
Original Language	Section 6.10 WSPTA Communications Committee 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. The chair of the communications committee will be appointed by the WSPTA president with approval from the executive committee. The WSPTA vice president shall serve as the communications committee's liaison to the WSPTA board of directors.
Adopted Amendment	Section 6.10 WSPTA Communications Committee 6.10.1 Communications Committee The purpose of the WSPTA Communications s 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, to 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. The chair of the communications committee will be appointed by the WSPTA president with approval from the executive committee. The WSPTA vice president shall serve as the communications committee's liaison to the WSPTA board of directors. The WSPTA communications director shall provide oversight and may serve as chair of the WSPTA communications committee or may appoint a chair with the approval of the executive committee. 6.10.2 Marketing Committee The purpose of the WSPTA marketing committee is to advertise PTA and the value we bring to students, families, schools and communities. The communications director shall provide oversight for the WSPTA marketing committee and shall serve as the committee's liaison to the WSPTA board of directors. The communications director may appoint a chair for the committee, with the approval of the executive committee, or may chair the committee themselves. Marketing committee duties: ● Establish and maintain a marketing plan ● Identify events that will aid in marketing the programs, advocacy, membership, and community engagement of WSPTA. ● Host tables at community or business events ● Maintain the exhibitor kit. ● Update the WSPTA style guide as needed, ensuring cohesion with National PTA's style guide and accessibility standards. ● Assists the president with press releases
Rationale	The membership approved the addition of a communication director starting June 1, 2027. The communications committee needed to be updated to remove marketing and to go under the supervision of the incoming communications director. This policy amendment does not go into effect until June 1, 2027.
Group(s) Affected	WSPTA
Policy Amendment #41	Update to SOA #12 & #13
Policy Section	Section 3.1.1 SOA Agreement Requirements
Original Language	12. Had at least 25 members (or approved membership waiver) the prior fiscal year. Enter into the membership database and submit a payment to WSPTA for at least 25 members for the current fiscal year no later than October 31. 13. Membership dues paid Current & Prior 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.

Adopted Amendment	12: Had at least 25 members (or approved membership waiver) the prior fiscal year. Enter into the membership database and submit a payment to WSPTA for Enroll at least 25 members for the current fiscal year no later than October 31. #13 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. auto paid using the associated bank account on the 25th of each month.
Rationale	Updated because of the new Givebacks bill processing procedures.
Group(s) Affected	Local PTAs
Policy Amendment #42	Addition of Autopay Givebacks Language
Policy Section	Section 3.3.2 Local PTA Membership Dues Collection
Original Language	Dues collected during member registration, 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. On the 25th of each month, if there is a balance due to State and National PTA, dues will be automatically transferred from the local units linked bank account. Payment shall be made in full via autopay. WSPTA and each local PTA must have a bank account associated with the database ACH system for processing dues payments. 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.
Adopted Amendment	Dues collected during member registration in 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. On the 25th of each month, if there is a balance due to State and National PTA, dues will be automatically transferred from the local units linked bank account. Local PTAs are required to opt in to the auto pay feature in the database. Councils can choose to opt in to receive their fees automatically through the database. If a council chooses to opt in to receive fees automatically, the local PTA is required to submit those fees automatically in the database like State and National PTA dues. Payment shall be made in full via autopay. WSPTA and each local PTA must have a bank account associated with the database ACH system for processing dues payments. 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.
Rationale	This gives more clarity around PTAs being required to set up the auto pay feature and that councils can opt in as well and that the local PTA will be required to submit those fees via auto pay.
Group(s) Affected	Local PTAs & Councils
Policy Amendment #43	Clarify Responsibility Financial Review and Process Income
Policy Section	Section 8.1 General, subsection #5 & #7
Original Language	5. 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. 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.

Adopted Amendment	5. Income derived from any source shall be processed through the WSPTA office, treasurer, or other individual as assigned by the president in consultation with the Corporate Finance Committee. This includes but is not limited to workshop fees, grants and donations. 7. An annual audit report or financial review shall be presented to the CFC and then to all board members by the audit firm representative or the financial review report shall be shared on the CFC and board of directors Teams once complete. after the close of the fiscal year.
Rationale	The state office is not currently the only one processing deposits or income. WSPTA has also not been doing an annual audit as it is more costly than a financial review. This section update is necessary to reflect what is current.
Group(s) Affected	WSPTA
Policy Amendment #44	Management of Fees
Policy Section	Section 8.3 Fees and Budgets for Conferences, Meetings and Workshops
Original Language	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 treasurer and president 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 <i>Region Director Handbook</i> for more information on workshops.
Adopted Amendment	The fees for attending WSPTA events shall be determined by the committee and staff organizing and arranging the event in consultation with the treasurer. 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 treasurer and president 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 set up shall be managed and collected by the office staff, treasurer or another individual as assigned by the president in consultation with the Corporate Finance Committee. 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 <i>Region Director Handbook</i> for more information on workshops.
Rationale	The state office is not currently the only one processing deposits or income.
Group(s) Affected	WSPTA
Policy Amendment #45	Update of Event Matrix
Policy Section	Section 8.4.5 WSPTA Events

Original Language

	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

Adopted Amendment

	Expenses Provided	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 or in person)
	All expenses provided per policy 8.4		- Board of Directors - Region Directors - Necessary Staff - Legislative Assembly Planning Chair - Region Advocacy Chairs - Resolutions Chair	- Board of Directors - Region Directors - Necessary Staff - Convention Planning Chair - Others Pre-approved by CFC or president per policy	- Board of Directors - Region Directors - Necessary Staff - Convention Planning Chair - Resolutions Chair - Others Pre-approved by CFC or president per policy	
	Only lodging (provided per policy 8.4) and parking for duration of event		Federal Legislative Chair	Scholarship Fundraising Chair	- Election Oversight Chair - Scholarship Fundraising Chair - Nominating Committee Chair - Governance Chair	
	Complimentary audience registration (non-voting)	- Board of Directors - Region Directors - Past WSPTA Presidents	- Past WSPTA Presidents - Legislative Assembly Planning Chair - Resolutions Chair - Federal Legislative Chair	- Board of Directors - Region Directors - Past WSPTA Presidents - Scholarship Fundraising Chair - Convention Planning Chair	- Past WSPTA Presidents - Resolutions Chair - Scholarship Fundraising Chair - Elections Oversight Chair - Governance Chair - Convention Planning Chair	- Past WSPTA Presidents - Governance Chair - Nominating Committee Chair - Resolutions chair
	Complimentary delegate registration (voting)		- Board of Directors - Region Directors - Region Advocacy Chairs		- Board of Directors - Region Directors	- Board of Directors - Region Directors
	Special Event Ticket			- Planning Chair - Past WSPTA Presidents - VIP Guests	- Planning Chair - Past WSPTA Presidents - VIP Guests	
	Limited access registration: general sessions, candidate events, etc...			WSPTA Candidates	WSPTA Candidates	WSPTA Candidates
Rationale	Both board members and region directors have been added so that it is easier to see who has which expenses reimbursed all in one spot. The update in scholarship verbiage allows the scholarship committee to fundraise in a different way other than just a raffle at Convention.					
Group(s) Affected	WSPTA					
Policy Amendment #46	Removal of Information Now in Event Matrix					
Policy Section	Section 8.4.1 WSPTA Board of Directors					
Original Language	Expenses shall be reimbursed to WSPTA board members for attending the following: - WSPTA board of directors' meetings/retreats/trainings. Housing and meal expenses for board of directors' meetings shall be paid directly by WSPTA. - WSPTA convention + complimentary registration. - WSPTA annual meeting + complimentary delegate registration. - Legislative Assembly + complimentary delegate registration. - Leadership conference. - August Leadership Launch (A.L.L.) + complimentary registration. - Region conferences. - Ad hoc and standing committee meetings (if provided for in the budget and approved by the chair in advance). - PTA workshops, meetings and activities held or presented within a board member's region. - Meetings at the request/approval of the WSPTA president. - Other meetings or events as determined by the WSPTA executive committee. - 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.					
Adopted Amendment	Expenses shall be reimbursed to WSPTA board members for attending the following: See chart in policy section 8.4.5 WSPTA board of directors' meetings/retreats/trainings. Housing and meal expenses for board of directors' meetings shall be paid directly by WSPTA. WSPTA convention + complimentary registration. WSPTA annual meeting + complimentary delegate registration. Legislative Assembly + complimentary delegate registration. Leadership conference. August Leadership Launch (A.L.L.) + complimentary registration.					

	37. Region conferences. 48. Ad hoc and standing committee meetings (if provided for in the budget and approved by the chair in advance). 59. PTA workshops, meetings and activities held or presented within a board member's region. 610. Meetings at the request/approval of the WSPTA president. 711. Other meetings or events as determined by the WSPTA executive committee. 812. 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.
Rationale	The board of directors are listed in the updated 8.4.5 chart. There is no longer a need to have these listed here since they are in the chart.
Group(s) Affected	WSPTA
Policy Amendment #47	Removal of Information Now in Event Matrix
Policy Section	Section 8.4.3 Region Directors and Region Service Committees, 4 th paragraph
Original Language	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 + complimentary registration. 2. WSPTA annual meeting + complimentary delegate registration. 3. Legislative assembly + complimentary delegate registration. 4. Leadership conference. 5. August Leadership Launch (A.L.L.) + complimentary registration.
Adopted Amendment	Expenses shall be reimbursed according to Section 8.4 of this policy document to WSPTA region directors for attending the following WSPTA events listed out in the chart in policy section 8.4.5.: 1. WSPTA convention + complimentary registration. 2. WSPTA annual meeting + complimentary delegate registration. 3. Legislative assembly + complimentary delegate registration. 4. Leadership conference. 5. August Leadership Launch (A.L.L.) + complimentary registration.
Rationale	The region directors are listed in the updated 8.4.5 chart. There is no longer a need to have these listed here since they are in the chart.
Group(s) Affected	WSPTA
Policy Amendment #48	Join & Vote at Membership Meetings
Policy Section	Section 3.7 Membership Voting
Original Language	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. 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.
Adopted Amendment	A. 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. B. The Washington Nonprofit Corporation Act requires that an alphabetical list of the names and physical or email addresses of all members entitled to vote at a

	membership meeting be created no later than the day before the notice of the meeting is given. The list must be available for inspection by any member two business days after the notice of meeting. The law provides an exception: If a PTA wishes to permit people to join and vote at a membership meeting, it must: • Adopt a standing rule permitting members to join and vote at meetings • Send every current member a notice of the meeting 10 days prior to the membership meeting, stating: "This PTA is operating under section 6 of RCW 24.03 A.405 with respect to the list of members entitled to vote at the meeting." This allows the PTA to make the membership list available for member inspection after the meeting. By including this statement in the meeting notice, that PTA could allow people to join and vote at the meeting, while staying compliant with state law. C. Representatives from local PTAs whose council fees are not paid may not participate in the business or activities of the council. D. 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.
Rationale	While it has been the practice of most PTAs to allow someone to join at a meeting and vote, that is actually not allowed under state law; there is an exception a PTA could declare, but must be in the meeting notice, and several additional rules must be in place. The default in law is that only people who were members 1 day prior to the meeting notice are eligible to vote, because law requires the production of a list of members eligible to vote be available for member inspection 2 days after the meeting notice. The RCW mentioned in the motion provides an exception; PTAs utilizing the exception would still be able to allow new members joining at a meeting to vote, as the required list could be produced after the meeting.
Group(s) Affected	Local PTAs
Policy Amendment #49	Meal & Travel Reimbursement Updates
Policy Section	Section 8.4 WSPTA Reimbursement
Original Language	Section 8.4 WSPTA Reimbursement • Expenses shall be reimbursed when incurred on official WSPTA business, as preapproved by the WSPTA president. • The rate of reimbursement for reimbursable charges shall be approved by the WSPTA board of directors. • 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. • Meals: Breakfast \$20, lunch \$25, and dinner \$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. • Lodging: If authorized by the WSPTA president, lodging shall be covered for the following: • WSPTA Convention • WSPTA Legislative Assembly All other WSPTA related travel involving an overnight stay: • Rooming will be provided for those traveling 30 miles one way or more or in special circumstances approved by the WSPTA president. • 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. • 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. • Airfare (poor weather): Full fare if pre-approved with as much notice to the WSPTA president as possible. • Ground transportation: As needed to get to meeting sites, at the lowest reasonable cost. • Expenses for which monetary allowances are received from other sources shall not be reimbursed. • 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 treasurer on a case-by-case basis.
Adopted Amendment	Section 8.4 WSPTA Reimbursement for Staff and Board Members/Approved Volunteers (as noted in policy 8.4.5) • Expenses shall be reimbursed when incurred on official WSPTA business, as preapproved by the WSPTA president. • The rate of reimbursement for reimbursable charges shall be approved by the WSPTA board of directors. • Mileage: Shall be reimbursed at a rate equal to seventy percent of the Standard Business Mileage Rates for volunteers as published by the Internal Revenue Service (IRS), rounded to the nearest next whole number one-tenth-cent, plus any necessary ferry fares or bridge tolls at the actual cost incurred. • Meals: Both volunteers and staff shall be reimbursed at a maximum of \$80 per diem (per day) to include breakfast, lunch and dinner. Breakfast \$20, lunch \$25, and dinner \$35. Itemized r 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. When meals are provided (ex: at an event or WSPTA hosted dinner) the daily per diem allowance must be reduced. Neither volunteers or staff may claim a per diem amount for any meal that was provided unless otherwise approved by the president and treasurer due to dietary restrictions. The \$80 daily per diem breaks down into the following specific meal values: o Dinner Deduction: \$35.00 o Lunch Deduction: \$25.00 o Breakfast Deduction: \$20.00 Accurately reporting provided meals on expense reports is required. • Lodging: See section 8.4.5 If authorized by the WSPTA president, lodging shall be covered for the following: • WSPTA Convention • WSPTA Legislative Assembly All other WSPTA related travel involving an overnight stay: • Rooming will be provided for those traveling 30 miles one way or more or in special circumstances approved by the WSPTA president. • 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. • 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. • Airfare (poor weather): Full fare if pre-approved with as much notice to the WSPTA president as possible. • Ground transportation: As needed to get to meeting sites, at the lowest reasonable cost. • Expenses for which monetary allowances are received from other sources shall not be reimbursed. •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 May and June, the expense claim form shall be submitted by July 10. Exceptions may be granted for good cause by the treasurer on a case-by-case basis. The treasurer may move the deadline up with no less than 14 days notice as needed for accounting purposes.
Rationale	There is currently no language around staff reimbursement in policy. Moving staff and volunteers to \$80 per day allows them to determine between meals how much they spend on each. Added the type of IRS mileage rate for clarity since there is a non-profit rate at .14 a mile.
Group(s) Affected	WSPTA
Policy Amendment #50	Scholarship Program Updates
Policy Section	Section 6.16.1 WSPTA Programs Committee, subsection 12
Original Language	12. Scholarship Program: • WSPTA shall conduct a program that awards scholarships for postsecondary education. • The scholarship 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 . • 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 programs committee annually. • The scholarship program shall run under the programs committee with a programs committee member assigned by the programs director to oversee the duties associated with the program.
Adopted Amendment	12. 6.16.5 Scholarship Program: 1. WSPTA shall conduct a program that awards scholarships for postsecondary education. WSPTA shall conduct a program that awards scholarships for postsecondary education. This could include but is not limited to vocational/trade schools, community colleges, and four-year colleges and universities. The programs committee will review criteria for scholarships and eligibility requirements annually to make changes as needed. 2. The scholarship 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 .

	• 50% of the revenue generated by the WSPTA Golden Acorn award sales through ShopPTA. • All funds raised during the scholarship fundraiser taking place at the WSPTA convention. • Donations directed by the donor to be used for post-secondary education scholarships. • Grants or other fundraising opportunities in consultation with the treasurer and resource development committee. 3. Total amount of scholarships awarded yearly shall depend on the funds raised in the prior fiscal year. The budget should account for rollover funds from the previous fiscal year donations and fundraising efforts fiscal budget of the association approved by the WSPTA board of directors. Division of approved funds shall be decided by the programs committee annually. 4. The financial award must be directed to the awardee's institution of choice during the fiscal year following high school graduation. Any use of scholarship funds after August or September (fall quarter) of the fiscal year requires approval from the executive committee. 5. The recipient must acknowledge the acceptance of the scholarship by June 30. Failure to acknowledge the scholarship after multiple attempts have been made to reach out to the recipient will result in the programs committee offering the scholarship to the runner up. 6. If the recipient cannot use the funds within the fiscal year following high school graduation, the recipient must contact WSPTA within 45 days of the award letter. The recipient may request a deferral of one year by submitting that request to the programs director who will send it to the executive committee for approval. 7. The scholarship program shall run under the programs committee with a programs committee member assigned by the programs director to oversee the duties associated with the program. The scholarship program shall be managed by the Programs Committee Chair, with a member appointed by the Programs Director to oversee all responsibilities related to the scholarship program. The Programs Committee Chair may appoint a separate committee member to serve as the Scholarship Fundraiser Lead. If they do, this person will oversee all scholarship fundraising activities, including those conducted at the convention. Under section 8.4.5, the scholarship fundraiser lead qualifies as the chair of the program.
Rationale	With the changes laid out the scholarship committee lead can seek out other funding and the funding from year to year can change based on income brought in specifically for the scholarship program. With doing a rollover line it is much easier if we keep the recipient disbursement timeframe within the fiscal year for record keeping purposes.
Group(s) Affected	WSPTA