

# WSPTA Uniform Bylaws



All local PTAs and councils affiliated with the Washington State PTA are required, as a condition of their affiliation, to abide by and conform to these *WSPTA Uniform Bylaws*. If you have any questions about the *WSPTA Uniform Bylaws*, contact your Region Director or the WSPTA office.

**This edition of the *WSPTA Uniform Bylaws* contains membership approved amendments from the May 18, 2024, WSPTA Annual Business Meeting session.**

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# Article 1 PURPOSES

## Section 1 Purposes

The purposes of Washington Congress of Parents and Teachers, hereafter the Washington State Parent Teacher Association or WSPTA, and its constituent organizations are:

- A. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- B. To raise the standards of home life;
- C. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- D. To promote the collaboration and engagement of families and educators in the education of children and youth;
- E. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- F. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

## Section 2 Awareness

The purposes of National PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article III of the National PTA Bylaws.

## Section 3 IRS status

WSPTA and its constituent organizations are organized exclusively for charitable and educational purposes (as a 501(c)(3) organization) or for social welfare purposes (as a 501(c)(4) organization), including such purposes within the meaning of sections 501(c)(3) and (4) of the Internal Revenue Code or corresponding provision of any future United States Internal Revenue law (hereafter referred to as the “Internal Revenue Code”).

## Section 4 Relationship of WSPTA and National PTA

WSPTA is a branch of the National PTA and exists to accomplish, at the state level, the purposes of the National PTA. WSPTA and its constituent organizations shall adhere to the provisions of the National PTA bylaws.

# Article 2 BASIC POLICIES

The following are the basic policies of WSPTA:

- A. WSPTA and its constituent organizations shall be noncommercial, nonsectarian, and nonpartisan.

- B. WSPTA and its constituent organizations shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- C. WSPTA and its constituent organizations shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, schools, and the community at large.
- D. WSPTA and its constituent organizations may collaborate with other organizations, as prescribed in WSPTA Policy, but shall not be fiscal agents, fiscal sponsors, or sign a sponsorship or charter agreement with any outside organization or agency.
- E. WSPTA and its constituent organizations shall show commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in Washington State PTA.
- F. WSPTA and its constituent organizations, leaders and members shall be welcoming to all and show respect. Incivility, harassment, bullying, or discrimination violates the values, ethics, and policies of PTA.
- G. WSPTA and its constituent organizations or members in their official capacities may not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- H. Upon the dissolution of WSPTA, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established tax-exempt status under section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of WSPTA.
- I. PTA membership lists may not be released to outside interests.
- J. Use of the WSPTA logo and/or service mark shall be limited to the official business of WSPTA and its constituent organizations. No individual or outside interest shall be allowed to use the WSPTA logo or service mark without authorization from the WSPTA executive director or president.
- K. The fiscal year of WSPTA and its constituent organizations is July 1 to June 30.
- L. The WSPTA board of directors reserves the right to revoke a local PTA or council charter if the local PTA or council violates the *WSPTA Uniform Bylaws*, ethics, policies, or principles of PTA.
- M. WSPTA may hold an annual meeting, legislative assembly, or meeting of the board of directors using remote communication where all participants may hear one another and participate substantially concurrently.
- N. Proxy voting is prohibited for WSPTA and its constituent organizations.

## **Article 3 CONSTITUENT ORGANIZATIONS**

### **Section 1 Constituent organizations**

The constituent organizations of WSPTA include:

- A. Local Parent Teacher Associations (PTAs) or Parent Teacher Student Associations (PTSAs) organized under the authority of WSPTA (hereafter referred to as “local PTAs”). Local PTAs may be any group desiring the services provided by WSPTA, willing to promote the purposes of the National PTA, and willing to uphold WSPTA policies and subscribe to these bylaws.
- B. PTA councils or PTSA councils organized under the authority of WSPTA, consisting of local PTAs within a set area as prescribed by WSPTA policy. The functions of a council are to promote the purposes of WSPTA; to provide services, information, support, and leadership training for local PTAs in the council service area; to promote cooperation among the local PTAs in the council service area; and to encourage projects promoting children’s health, safety, welfare and/or education in local PTAs and the community.

### **Section 2 Local PTA and council charters**

- A. Local PTAs shall be chartered under the authority of WSPTA in the service area in which the local PTA functions, in conformity with these bylaws. Twenty-five or more members are required to organize or continue as a local PTA. Waiver to the 25-member minimum may be granted by the WSPTA executive committee, as prescribed by WSPTA policy.
- B. Councils shall be created at the request of the local PTAs to be served and shall be chartered under the authority of WSPTA in the service area prescribed by WSPTA policy in conformity with these bylaws.
- C. In the case of revocation of its charter by WSPTA, each local PTA and council shall:
  - 1. No longer use any name that implies or connotes association with National PTA or WSPTA.
  - 2. Carry out promptly, under the direction of WSPTA, all proceedings necessary for the purpose of disaffiliating the local PTA or council.

### **Section 3 Disaffiliation of a local PTA or council**

- A. A local PTA or council wishing to disaffiliate shall notify the WSPTA office and its membership at least 30 days prior to the meeting at which members consider disaffiliating the PTA. The region director or an alternate appointed by the region director shall be present at the meeting.
- B. Upon the voluntary dissolution of a local PTA or council, after paying or adequately providing for the debts and obligations of the organization, the membership shall approve a plan in accordance with state law for distribution of any remaining assets to another charitable or nonprofit organization whose purposes are in accordance with those of

WSPTA.

- C. A local PTA or council shall be considered disaffiliated when the membership has approved the disaffiliation and the manner in which assets shall be distributed.
- D. Each local PTA and council is obligated, upon becoming disaffiliated with WSPTA, to cease and desist the use of the service mark “PTA/PTSA,” and all other branded property as prescribed by WSPTA policy.

## **Article 4 MEMBERSHIP AND DUES**

### **Section 1 Membership – local PTA**

Without discrimination, membership in each local PTA shall be open to anyone who supports the purposes and basic policies of the National PTA, WSPTA and the local PTA, and who has submitted a membership registration form and paid any dues required by the local PTA; provided however, that any individual whose membership was terminated by WSPTA under Section 7 shall be ineligible for membership in any other local PTA in Washington, or as a supporting member of WSPTA, unless and until such individual is accepted for reinstatement by a two-thirds (2/3) vote of the WSPTA Board of Directors.

### **Section 2 Membership – WSPTA**

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

### **Section 3 Full membership – WSPTA**

Each member of a local PTA is also a full member of WSPTA.

### **Section 4 Supporting membership – WSPTA**

An individual who supports the purposes and basic policies of the National PTA and WSPTA may be a supporting member of WSPTA by paying dues directly to WSPTA. A supporting member has none of the rights of membership except as specified in these bylaws and may receive other benefits as prescribed by WSPTA policy. A supporting member may become a full member of WSPTA by additionally joining a local PTA.

### **Section 5 Membership term**

Full or supporting memberships may begin anytime during the fiscal year, between July 1 and June 30, and, unless renewed, expire on October 31 of the subsequent fiscal year. Full members who pre-enroll prior to the start of a fiscal year will have a membership term that begins on July 1.

### **Section 6 Dues**

Each local PTA shall enter all members who submit a membership registration form into the WSPTA membership database, and shall pay dues to WSPTA for each member, in accordance with state and federal nonprofit laws and regulations and WSPTA policy. The dues shall equal the amount payable to the National PTA as determined by the National PTA and the amount

payable to WSPTA as determined by the WSPTA.

WSPTA dues are determined by a recommendation from the WSPTA board of directors and approved by a two-thirds vote of the voting delegates at the WSPTA annual meeting.

Dues may be collected by a local PTA. The amount shall be determined by the local PTA's membership.

Each supporting member of WSPTA shall pay annual dues directly to WSPTA. The amount of dues shall be determined by the WSPTA board of directors and shall include the amount payable to National PTA as determined by National PTA.

## **Section 7 Termination of Membership**

An individual's membership in WSPTA may be terminated by a two-thirds (2/3) vote of the WSPTA board of directors for conduct that may damage the value and goodwill associated with WSPTA, or violates the purposes, policies, or bylaws of WSPTA or a constituent organization. Details on the termination and reinstatement processes are included in current WSPTA policy.

# **Article 5 LOCAL PTAS AND COUNCILS**

## **Section 1 Name – local PTA and council**

For local PTAs:

The name of this local PTA is \_\_\_\_\_ Parent Teacher Association (PTA). Local PTAs with student members may choose the name Parent Teacher Student Association (PTSA). Both PTAs and PTSAs are referred to hereafter as local PTAs.

For councils:

The name of this council is \_\_\_\_\_ PTA Council. Councils with PTSAs may choose the name Parent Teacher Student Association (PTSA) Council. Both PTA councils and PTSA councils are referred to hereafter as councils.

## **Section 2 Basic policies – local PTA and council**

- A. A local PTA or council in good standing is one which meets the criteria in the standards of affiliation agreement as prescribed by WSPTA policy.
- B. Each local PTA and council shall hold membership and board of director meetings as needed and as required by state nonprofit law. Meetings may be any combination of in-person, virtual, or hybrid, as allowed in the local PTA or council standing rules. Virtual and hybrid meetings must use remote communication tools where all members attending in-person or virtually have equal opportunity for participation, voice, and vote. If a local PTA or council allows virtual and/or hybrid meetings, the standing rules must also allow for voting by electronic submission. Best practices for virtual and hybrid meetings can be found in WSPTA policy.



- C. In order for business to be legally transacted, a quorum shall be present at a properly called meeting.
- D. No local PTA or council may enter into any financial obligations extending beyond the fiscal year except as approved by the membership.
- E. Each local PTA and council shall operate in a fiscally responsible manner and shall comply in all respects with all applicable provisions of the Washington Nonprofit Corporation Act, the Internal Revenue Code and Regulations and all other applicable law.
- F. All financial documents of a local PTA or council including checks and binding agreements shall require the signature of two elected officers. In the event two or more members of the same household hold elected offices in the same local PTA or council, only one member of the household shall co-sign financial documents.
- G. The use of a PTA debit card, PTA secured credit card, and/or online banking to disburse funds is permitted by a local PTA or council only when included in the standing rules as approved by the membership. Procedures for use of debit or secured credit cards and/or online banking can be found in current WSPTA policy.
- H. Each local PTA and council shall keep permanent books of accounts and records sufficient to establish gross income, receipts, and disbursements of the organization, including the number of its members and dues paid.
- I. Each local PTA and council shall adopt standing rules for the governance of its organization. Local PTA standing rules shall provide for a mechanism to admit and remove members. The process for removing a member (membership termination) is found in current WSPTA policy. In addition, each local PTA shall notify the WSPTA board of directors within 5 business days if the membership of any member was terminated by a local PTA.
- J. Each local PTA and council is self-governing in the areas not in conflict with these bylaws.

### **Section 3 Council composition**

- A. A council shall consist of all local PTAs within the council service area prescribed by WSPTA policy. Any local PTA outside a council service area may join an existing council with mutual consent of the local PTA and the council.
- B. The voting body of a council shall consist of the members of the council board of directors and representative(s) from each local PTA in the council service area as specified in the council's standing rules.
- C. Councils shall be authorized to charge local PTAs in the council a fee to cover council services. The amount of that fee shall be determined by a vote of the council voting body as specified in the council standing rules.

### **Section 4 Voting by mail or electronic transmission – local PTA and council**

The standing rules of a local PTA or council may provide that voting by the membership be by mail or by electronic transmission if the name of each candidate and/or the content of each proposal is contained in the notice of meeting. Electronic voting best practices can be found in current WSPTA policy.

## Section 5 Nominating committee – local PTA and council

- A. A local PTA or council nominating committee of three members shall be elected by ballot at least 30 days preceding the election of officers. The candidates may be declared elected if only three or fewer candidates are nominated. If there are four or more candidates, a plurality vote shall elect. If a vacancy on the nominating committee occurs, the board of directors of the local PTA or council may appoint a replacement. The local PTA or council nominating committee is discharged from service after the officers are declared elected.
- B. Eligibility requirements for local PTA or council nominating committee members are as follows:
  - 1. The members of a local PTA nominating committee shall have been members of the local PTA for at least 15 days preceding their election.
  - 2. The members of a council nominating committee shall have been members of a local PTA in the council for at least 15 days preceding their election.
  - 3. The local PTA or council president may not serve on the nominating committee.
  - 4. A member may not serve more than two consecutive terms on the nominating committee.
  - 5. For a local PTA, the school principal may not serve on the nominating committee.
  - 6. For a council, a school or district administrator may not serve on the nominating committee within the district where he or she is employed.
- C. The local PTA or council nominating committee shall submit to the members a signed report at least 15 days prior to the election stating the name of one or more candidates for each office to be elected. A position may be listed as “open” if the committee is unable to find a qualified candidate. Additional nominations may be made from the floor with the consent of the nominee only when the election is held during a meeting.

## Section 6 Officers and their election – local PTA and council

- A. The officers of a local PTA or council consist of a president, secretary, and treasurer. Other officers may be specified in the local PTA or council standing rules.
- B. The local PTA and council officers shall be elected by ballot prior to the end of the fiscal year for a term of no more than two consecutive years and until their successors are elected. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office. The term of office, whether one year or two years, must be specified in the local PTA or council standing rules.
- C. A member may not serve more than two consecutive fiscal years in the same office. An officer having served eight or more months in the same fiscal year shall be considered to have served a full year.
- D. Officers shall assume their duties on July 1 in the year elected.
- E. To be elected to office in a local PTA, a person shall be at least 18 years of age. The person shall have been a member of any local PTA for at least 15 days preceding the election. Persons joining at the organizational meeting of a new local PTA shall be entitled to privileges of membership including voting and election to office.

- F. Each officer of a local PTA shall be a member of that local PTA.
- G. To be elected to office in a council, a person shall be at least 18 years of age. The person shall have been a member of a local PTA board of directors or council board of directors for at least one term and shall have been a member of a local PTA in the council for at least 30 days preceding the election. Persons participating in the organizational meeting of a new council shall be entitled to privileges of membership including voting and election to office.
- H. A local PTA or council office shall be declared vacant if an officer is absent three consecutive meetings, unless previously excused by the presiding officer.
- I. If a vacancy occurs in a local PTA or council office, the executive committee may appoint a member to fill the vacancy until the next membership meeting. At the next membership meeting nominations shall be made from the floor with the consent of the nominee. The election shall be by ballot vote. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office. The newly elected officer shall immediately assume the duties of the office.
- J. An officer of a local PTA or council may be removed from office, with or without cause, by a two-thirds vote of the membership present at a regularly scheduled meeting or at a special membership meeting called for such purpose. Best practices for officer removal can be found in current WSPTA policy.

## Section 7 Duties of officers – local PTA and council

### A. GENERAL

1. Local PTA and council officers shall be empowered to disburse funds as provided for in the approved budget.
2. Officers shall perform the duties included in these bylaws as well as any others specified in the local PTA or council standing rules.

### B. PRESIDENT

The duties of the local PTA or council president are as follows:

1. Preside at all meetings.
2. Serve as spokesperson for the local PTA or council.
3. With approval of the executive committee, make one-year appointments to positions and committees as specified in the standing rules.
4. Be an ex officio member of all committees except the nominating committee.
5. Disseminate and communicate all information received pertinent to PTA purposes and programs.
6. The local PTA president shall assure local PTA representation at council meetings if the local PTA is part of a council.
7. The council president shall attend region meetings or designate an alternate to attend and cooperate, when requested, with the region director in establishing new local PTAs.

### C. SECRETARY

The duties of the local PTA or council secretary are as follows:

1. Prepare accurate minutes of all meetings.
2. Be responsible for correspondence as requested by the president.
3. Maintain a roster of the members of all standing and special committees.
4. The local PTA secretary shall maintain a roster of members.
5. The council secretary shall maintain a roster of local PTAs served by the council with names and addresses of their officers.

#### D. TREASURER

The duties of the local PTA or council treasurer are as follows:

1. Serve as chair of the budget committee and present the budget to the membership.
2. Maintain accurate financial records.
3. Receive, issue receipts for, and deposit promptly in an authorized PTA account all funds and disburse funds according to the approved yearly budget.
4. Present a written financial report every month and at other times as requested by the president.
5. Provide all financial records if requested by the president or any member of the board of directors.
6. Close the books at the end of the fiscal year and submit the books and records for financial review to the financial review committee no later than thirty days thereafter.
7. Submit any dues collected to WSPTA by deadlines prescribed by WSPTA policy.

### **Section 8 Executive committee – local PTA and council**

- A. The local PTA or council executive committee shall consist of the elected officers as specified in the local PTA or council standing rules. A majority of those currently serving on the executive committee shall constitute a quorum.
- B. The local PTA or council executive committee shall:
  1. Approve appointments made by the president to the board of directors for a term of one year.
  2. Recommend actions to the local PTA board of directors or council board of directors and/or membership.
  3. Perform other duties as specified in the local PTA or council standing rules.
  4. Accept resignations from officers.

### **Section 9 Board of directors – local PTA and council**

- A. The local PTA or council board of directors shall consist of the executive committee and appointed positions as specified in the local PTA or council standing rules. A majority of those currently serving on the board of directors shall constitute a quorum.
- B. Each member of the board of directors of a local PTA shall be a member of that local PTA.
- C. Each member of the board of directors of a council shall be a member of a local PTA in the council.
- D. The board of directors shall hold regular meetings as specified in the standing rules of the local PTA or council.

- E. Special meetings of the board of directors may be called by the president or upon written request of the majority of 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 member's consent to conduct business shall be obtained in writing or by email.
- F. The local PTA or council board of directors shall:
  - 1. Manage the local PTA or council finances in a fiscally prudent manner.
  - 2. Approve the financial review which shall be conducted at the end of each fiscal year.
  - 3. Transact necessary business between meetings of the membership and other business referred to it by the membership.
  - 4. Present recommendations to the membership for action.
  - 5. Perform other duties as specified in the local PTA or council standing rules.

## **Section 10 Membership meetings – local PTA and council**

- A. There shall be regular meetings of the local PTA and council membership as specified in the standing rules to adopt the budget, approve the standing rules, elect the nominating committee, elect officers and conduct other business. A schedule of the regular meetings including date, time and place shall be provided to each member after the annual meeting and at least ten days before the next regular meeting in a manner specified in the local PTA or council standing rules. One of the regular meetings shall be designated as the annual meeting.
- B. There shall be an annual meeting of the local PTA and council membership to be held at a time and place determined by the board of directors for the purpose of electing officers and conducting any other business which may properly come before the annual meeting. The local PTA or council president or secretary shall deliver to each member notification of place, date and time of the annual meeting at least ten but not more than 50 days prior to the date of the annual meeting in a manner specified in the local PTA or council standing rules.
- C. For a local PTA, special membership meetings may be called by the president, a majority of the board of directors, or by five percent of the local PTA membership currently enrolled in the WSPTA membership database. Notification of place, date, time and purpose of the meeting shall be provided to members at least ten days before the special meeting in a manner specified in the local PTA standing rules.
- D. For a council, special meetings may be called by the president, a majority of the board of directors, or by ten percent of the voting body. Notification of place, date, time and purpose of the meeting shall be provided to all local PTAs in the council at least ten days before the special meeting in a manner specified in the council standing rules.
- E. For local PTAs, the quorum requirement shall be specified in the standing rules but shall be at least ten members.
- F. For councils, the quorum requirement shall be specified in the standing rules but shall be at least one-tenth of the voting body of a council.
- G. Membership meetings may be open to all interested persons, but the privileges of

membership shall be limited to the members of the local PTA and to the voting body of the council.

## **Article 6 WSPTA REGIONS**

The state shall be divided into WSPTA regions, the boundaries of which shall be prescribed by WSPTA policy, for the purpose of providing leadership development, networking, service and coordination to all local PTAs and councils within the region.

### **Section 1 Region director duties**

Each region shall have a region director who shall:

- A. Appoint members of the region service committee with approval of the field service director.
- B. Along with the region service committee, coordinate leadership development opportunities for councils and local PTAs in the region.
- C. Attend the WSPTA board of directors' meetings when requested.

### **Section 2 Region director appointment**

- A. The region director shall be a member of a local PTA and have served at least two years in some combination as a local PTA or council officer and/or as a region service committee member.
- B. The region director shall be appointed for a one-year term by the field service director with the approval of the WSPTA executive committee.
- C. The appointed region directors shall assume their duties on a date prescribed by WSPTA policy.
- D. A member may not serve more than two consecutive years as a region director of a given region.

## **Article 7 WASHINGTON STATE PTA**

### **Section 1 Name – WSPTA**

The name of the state organization is the Washington Congress of Parents and Teachers, hereafter the Washington State Parent Teacher Association or WSPTA, an affiliated branch of the National PTA.

### **Section 2 Nominating committee – WSPTA**

- A. Two members of the WSPTA nominating committee shall be elected by the WSPTA board of directors in even numbered years for a term of two years at the first board meeting after the even-numbered year WSPTA annual meeting. At least three members, but no more than five, shall be elected by ballot by the membership for a two-year term at the WSPTA annual meeting in even-numbered years. A plurality vote shall elect. If only five candidates are nominated, the election may be by voice vote. A vacancy on the WSPTA nominating

committee shall be filled as prescribed by WSPTA policy.

- B. The members of the WSPTA nominating committee shall be full members of WSPTA and shall have been full members for at least 30 days preceding their election. A member may not serve more than one consecutive term on the WSPTA nominating committee.
- C. The WSPTA nominating committee shall nominate one or more candidates for each office to be elected. The WSPTA nominating committee shall submit a report to the WSPTA board of directors and to the membership by deadlines as prescribed by WSPTA policy.
- D. After the WSPTA nominating committee's list of candidates is reported to the membership, any full member may declare himself or herself a candidate for WSPTA office. A self-declaration of candidacy shall be submitted no later than the deadline specified in policy, and this deadline must be at least fifteen days after the WSPTA nominating committee has published its list of candidates to the membership.
- E. Nominations may not be made from the floor during the annual meeting.

### **Section 3 Officers and their election – WSPTA**

- A. The officers of WSPTA are president, vice president, secretary, treasurer, advocacy director, family and community engagement director, two field service directors, leadership director, membership director and program director.
- B. WSPTA officers shall be elected at the WSPTA annual meeting in odd-numbered years for a term of two years and until their successors are elected. A member must be a candidate to be eligible for election. The election of the WSPTA officers shall be by ballot vote. A majority vote shall elect. If only one candidate is nominated, the election may be by voice vote. In the event of a tie vote, the tie shall be broken using an impartial method determined by the elections oversight committee and the parliamentarian.
- C. A member may not serve more than one consecutive term in the same office. A WSPTA officer who has served 16 or more months shall be considered to have served a full term.
- D. The WSPTA officers shall assume duties of office on June 1 in the year elected.
- E. To be eligible for any WSPTA office, a candidate shall be a member of a local PTA and meet the following criteria:
  - 1. For the offices of president and vice president, before taking office a member shall have served on the WSPTA board of directors for at least two years.
  - 2. For the offices of secretary and treasurer, before taking office a member shall have served on the WSPTA board of directors for at least one year or as a local PTA or council officer for at least three separate years.
  - 3. For the office of field service director, a member shall reside within Washington state and before taking office shall have served on the WSPTA board of directors for at least one year, or as a region director for at least one year, or as a council president for two years, or on a region service committee for two years. The two field service directors shall reside in different WSPTA regions.
  - 4. For the office of advocacy director, before taking office a member shall have served on the WSPTA board of directors for at least one year, or on the WSPTA advocacy

committee for at least one year, or as a local PTA or council advocacy or legislative chair for at least two separate years.

5. For the office of family and community engagement director, before taking office a member shall have served on the WSPTA board of directors for at least one year, or on the WSPTA family and community engagement committee for at least one year, or as a local PTA or council family and community engagement chair for at least two separate years.
  6. For the office of leadership director, before taking office a member shall have served on the WSPTA board of directors for at least one year, or on the WSPTA leadership committee for at least one year, or as a local PTA or council officer for at least two separate years.
  7. For the office of membership director, before taking office a member shall have served on the WSPTA board of directors for at least one year, or on the WSPTA membership committee for at least one year, or as a local PTA or council officer for at least two separate years.
  8. For the office of program director, before taking office a member shall have served on the WSPTA board of directors for at least one year, or on the WSPTA program committee for at least one year, or as a local PTA or council officer for at least two separate years.
- F. A vacancy in the office of the WSPTA president shall be filled by the vice president for the unexpired term of the president. If another elected office becomes vacant, that office shall be filled by a majority vote of the WSPTA board of directors until the next WSPTA annual meeting.

## Section 4 Duties of officers – WSPTA

The WSPTA officers shall perform the duties specified in these bylaws and by the parliamentary authority adopted by WSPTA.

### A. PRESIDENT

The WSPTA president shall:

1. Preside at meetings of the WSPTA board of directors and at membership meetings.
2. Serve as spokesperson for WSPTA.
3. Make one-year appointments to positions and committees.
4. Be an ex officio member of all committees except the nominating committee.
5. Represent WSPTA at the National PTA convention.
6. Appoint full members to represent WSPTA as delegates at National PTA events.

### B. VICE PRESIDENT

The WSPTA vice president shall:

1. Preside at meetings in the absence of the president.
2. Act as assistant to the president.
3. Perform other duties as delegated by the president.



#### C. SECRETARY

The WSPTA secretary shall:

1. Keep accurate records of WSPTA executive committee, WSPTA board of directors, WSPTA annual meeting, and WSPTA legislative assembly meetings.

#### D. TREASURER

The WSPTA treasurer shall:

1. Chair the WSPTA corporate finance committee.
2. Serve as WSPTA's whistleblower compliance officer.
3. Submit a proposed budget to the WSPTA board of directors for adoption prior to May 31.
4. Keep a full and accurate account of the funds of WSPTA.
5. Work with staff to ensure proper internal controls are in place to secure the funds and financial holdings of WSPTA.

#### E. FIELD SERVICE DIRECTORS

The WSPTA field service directors shall:

1. Represent the members in their assigned regions to the WSPTA board of directors.
2. Support the work of the region directors and region service committees in their areas.
3. Appoint region directors in their areas with approval of the executive committee.
4. Approve appointments of region service committee members in their areas.
5. Perform other duties as delegated by the president.

#### F. STATE DIRECTORS

Each of the following WSPTA state directors shall chair the respective committee and help develop, review, update and coordinate committee resources and activities:

1. Advocacy director
2. Family and community engagement director
3. Leadership director
4. Membership director
5. Program director

### Section 5 Executive committee – WSPTA

- A. The WSPTA executive committee shall consist of the president, vice president, secretary, treasurer and one member of the board of directors elected for a term ending on May 31 following the board member's election to the executive committee. This member shall be elected by the field service directors and state directors at the June board meeting. A majority of those currently serving on the WSPTA executive committee shall constitute a quorum.
- B. The WSPTA executive committee shall:

1. Review, recommend action and report to the WSPTA board of directors any alleged violations by local PTAs or councils of National PTA or WSPTA bylaws or their own standing rules which cannot be resolved with the assistance of the region director and/or field service director.
2. Approve appointments of region directors.
3. Recommend actions to the board of directors.
4. Perform other duties as specified in these bylaws or as assigned by the board of directors.

## Section 6 Board of directors – WSPTA

- A. The WSPTA board of directors shall consist of the WSPTA executive committee and all other elected officers. A majority of those currently serving on the WSPTA board of directors shall constitute a quorum.
- B. The WSPTA board of directors shall hold regular meetings four times per year as determined by the board of directors.
- C. Special meetings may be called by the president or upon written request of the majority of members of the board of directors. Each member of the board of directors shall receive notification of date, place, time and purpose of the meeting at least five days before the special meeting. If less than five days' notice is given, documentation of each member's consent to conduct business shall be obtained in writing or by email.
- D. Courtesy seats at WSPTA board of directors' meetings shall be provided as prescribed by WSPTA policy.
- E. The WSPTA board of directors shall have full power and authority over the affairs of WSPTA between meetings of delegates except as otherwise provided in these bylaws. The board of directors:
  1. May adopt legislative positions not part of the adopted legislative program.
  2. May appropriate funds beyond the limits set by the adopted budget upon a three-fourths vote of the board of directors.
  3. Shall hire and evaluate the performance of the executive director.
  4. Is authorized to terminate the service of the executive director under conditions specified by the executive director's contract and with a three-fourths vote of the members of the board of directors.
  5. May remove from office any member of the board of directors by a two-thirds vote of the members of the board of directors.
  6. May revoke a local PTA or council charter if the local PTA or council violates the *WSPTA Uniform Bylaws*, ethics, policies, or principles of PTA.
- F. Ongoing annual training shall include Diversity, Equity, Inclusion; PTA and the Law; and Executive Leadership Development for the elected officers of the Board of Directors.

## **Article 8 WSPTA EXECUTIVE DIRECTOR**

The WSPTA executive director shall be hired by the WSPTA board of directors. The WSPTA executive director shall perform those duties set forth in the employee contract and WSPTA policies. The performance of the executive director shall be evaluated by the board of directors. The board of directors is authorized to terminate the service of the executive director under conditions specified by the executive director's contract and with a three-fourths vote of the members of the board of directors.

## **Article 9 WSPTA LEGISLATIVE ASSEMBLY**

### **Section 1 Meeting – legislative assembly**

- A. An annual legislative assembly shall be held for the purpose of determining legislative priorities of WSPTA, educating and mobilizing advocates, and advancing WSPTA's legislative program.
- B. The date, place, and registration fee for the legislative assembly shall be determined by the WSPTA board of directors. Written or electronic notice of the place, date, and time of the legislative assembly shall be sent to all WSPTA members at least ten days but not more than 60 days in advance of the legislative assembly.
- C. Only those publications approved by the WSPTA president or executive director shall be displayed, distributed, or offered for sale at the legislative assembly.

### **Section 2 Voting delegates – legislative assembly**

- A. The method for selecting voting delegates and alternates shall be specified in the local PTA and council standing rules.
- B. Local PTA voting delegates shall be members of the local PTA they represent. Council voting delegates shall be members of a local PTA in the council they represent.
- C. Voting credentials shall be issued to voting delegates who have registered and paid the registration fee established by the WSPTA board of directors.
- D. The number of voting delegates shall be determined as follows:
  1. Local PTAs in good standing shall be entitled to have voting delegates for legislative assembly determined by the number of paid members at the end of the previous fiscal year as shown below:
    - a. Up to 200 members: four voting delegates
    - b. One additional delegate for each additional 100 members
  2. New local PTAs and councils chartered after June 30 of the previous year shall be allowed representation on the basis of membership recorded in the WSPTA office 15 days prior to the opening day of the legislative assembly.
  3. Each council in good standing shall be entitled to have four voting delegates at legislative assembly.
  4. Members of the WSPTA board of directors, WSPTA region advocacy chairs, and WSPTA region directors shall be voting delegates at legislative assembly.

- E. Any member of WSPTA may attend the legislative assembly upon payment of registration fees. Invited guests and staff may also attend as prescribed in WSPTA policy.
- F. A portion of the registration fee may be waived for volunteers at legislative assembly as prescribed by WSPTA policy.

### **Section 3 Quorum – legislative assembly**

One hundred voting delegates with at least a majority of the regions represented shall constitute a quorum for transacting business at the WSPTA legislative assembly.

### **Section 4 Cancellation – legislative assembly**

- A. In the event of an emergency, the WSPTA board of directors shall, by a two-thirds vote, have the authority to cancel the legislative assembly.
- B. If no legislative assembly is held the WSPTA advocacy committee shall submit a proposed legislative program to the WSPTA board of directors for its approval and the approved legislative program shall remain in effect until the next legislative assembly.

### **Section 5 Legislative issues, legislative positions, legislative principles, and resolutions – legislative assembly**

- A. New and amended legislative issues, legislative principles, and resolutions submitted by full members, local PTAs or councils in good standing, or WSPTA committees, may be considered only if they meet the criteria prescribed by *WSPTA Policy* and they have been approved by the WSPTA board of directors. The WSPTA board of directors may amend a submission before presenting it to the legislative assembly.
- B. The legislative assembly shall not consider emergency or substitute legislative issues, legislative positions, legislative principles, or resolutions, other than those originally presented to the delegates, without prior approval of the WSPTA board of directors as prescribed by WSPTA policy.
- C. Any legislative position taken by the WSPTA board of directors shall be submitted as a resolution at the WSPTA annual meeting or legislative assembly within one year of adoption or may no longer be a position of WSPTA.

## **Article 10 WSPTA ANNUAL MEETING**

### **Section 1 Meeting – annual meeting**

- A. WSPTA shall hold an annual meeting of delegates for the purpose of electing officers and conducting other business important to the management of the association.
- B. The date, place, and registration fee for the annual meeting shall be determined by the WSPTA board of directors.
- C. Written or electronic notice of the place, date, and time of the annual meeting shall be sent to all WSPTA members at least ten but not more than 60 days before the meeting date.

- D. Only items approved by the WSPTA president or executive director shall be displayed, distributed, or offered for sale at the annual meeting. This includes paper and digital publications.

## **Section 2 Voting delegates – annual meeting**

- A. The method for selecting voting delegates and alternates shall be specified in the local PTA and council standing rules.
- B. Local PTA voting delegates shall be members of the local PTA they represent. Council voting delegates shall be members of a local PTA in the council they represent.
- C. Voting credentials shall be issued to voting delegates who have registered and paid the registration fee established by the WSPTA board of directors.
- D. The number of voting delegates shall be determined as follows:
  - 1. Local PTAs in good standing shall be entitled to have voting delegates for the annual meeting determined by the number of paid members at the end of January of the current year as shown below:
    - a. Up to 200 members: four voting delegates
    - b. One additional voting delegate for each additional 100 members
  - 2. New local PTAs and councils chartered after January 31 of the current year shall be allowed representation on the basis of membership recorded in the WSPTA office 30 days prior to the opening day of the annual meeting.
  - 3. Each council in good standing shall be entitled to have four voting delegates at the annual meeting.
  - 4. Members of the WSPTA board of directors and WSPTA region directors shall be voting delegates at the annual meeting.
- E. Any member of WSPTA may attend the annual meeting upon payment of registration fees. Invited guests and staff may also attend as prescribed in WSPTA policy.
- F. A portion of the registration fee may be waived for volunteers at the annual meeting as prescribed by WSPTA policy.

## **Section 3 Quorum – annual meeting**

One hundred fifty voting delegates with at least a majority of the regions represented shall constitute a quorum for transacting business at the WSPTA annual meeting.

## **Section 4 Cancellation – annual meeting**

- A. In the event of an emergency, the WSPTA board of directors shall, by a two-thirds vote, have the authority to cancel the annual meeting.
- B. If no annual meeting is held:
  - 1. The WSPTA board of directors shall have the authority to plan procedures for conducting all necessary business.
  - 2. The WSPTA election oversight committee shall conduct any planned elections as prescribed by WSPTA policy. In the event the election is conducted by mail, a plurality vote shall elect.

## Section 5 Legislative positions and resolutions – annual meeting

- A. New and amended resolutions submitted by full members, local PTAs or councils in good standing, or WSPTA committees, may be considered only if they meet the criteria prescribed by *WSPTA Policy* and they have been approved by the WSPTA board of directors. The WSPTA board of directors may amend a submission before presenting it to the annual meeting.
- B. The annual meeting shall not consider emergency or substitute legislative positions or resolutions, other than those originally presented to the delegates, without prior approval of the WSPTA board of directors as prescribed by WSPTA policy.
- C. Any legislative position taken by the WSPTA board of directors shall be submitted as a resolution at the WSPTA annual meeting or legislative assembly within one year of adoption or may no longer be a position of the WSPTA.

## Article 11 NATIONAL PTA CONVENTION

In addition to those delegates named in the National PTA bylaws, the WSPTA delegates to the National PTA convention shall be appointed by the WSPTA president with the approval of the executive committee of the WSPTA.

## Article 12 AMENDMENTS TO THE WSPTA UNIFORM BYLAWS

### Section 1 Amendments

These bylaws may be amended by a two-thirds vote at the WSPTA annual meeting, provided that

- (a) The amendment has been approved by the WSPTA board of directors, and
- (b) Notice of the proposed amendment has been sent to each WSPTA member at least 30 days prior to the opening day of the WSPTA annual meeting.

An amendment adopted as provided in this section shall become effective on the next July 1 unless the amendment or a proviso specifies a different effective time.

### Section 2 Amendments necessary for compliance

In addition to the provisions in Section 1, these bylaws may be amended by the WSPTA board of directors for the limited purpose of adopting a change that is required to comply with either applicable law or WSPTA's affiliation with National PTA. After adopting an amendment for this limited purpose, the board shall inform each WSPTA member within 30 days and shall report this information at the next annual meeting. An amendment adopted as provided in this section shall become effective immediately unless the amendment or a proviso specifies a different effective time.

## Article 13 PARLIAMENTARY AUTHORITY

The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” or successor publication shall govern WSPTA and its constituent organization in all cases in which they are applicable and in which they are not in conflict with the *WSPTA Uniform Bylaws*, the WSPTA articles of incorporation, or the Washington Nonprofit Corporation Act.