

The *Washington State PTA Uniform Bylaws* are the rules adopted by our members to provide a framework for the operation of local PTAs, councils and WSPTA. The bylaws provide an outline of our basic purposes, a structure for the governance of the association, and a description of the rights and responsibilities of membership. By their affiliation with National PTA and Washington State PTA, all local PTAs and councils are required to abide by and conform to those bylaws.

The voting delegates, representing a quorum as defined in the bylaws, voted on amendments to the *WSPTA Uniform Bylaws* at the 111th Annual WSPTA Convention in general sessions on Saturday, May 18, 2024 & Sunday, May 19, 2024. Per Article 12, Section 1, the following *WSPTA Uniform Bylaws* Amendments were adopted by at least a two-thirds vote and are effective as of July 1, 2024.

This document is provided as a service to local PTAs and councils as they prepare for the upcoming year. This document lays out in detail each bylaws amendment, the rationale for the change and whether the amendment will have a direct effect on local PTAs and councils.

The bylaws amendments in the list below that are **highlighted red** **require** a local PTA or council to act to update their standing rules. Bylaws amendments in the list below that are **highlighted yellow** allow a local PTA or council to **choose** to update their standing rules. *Remember:* The WSPTA Standards of Affiliation (SOA) Agreement asks that all local PTAs and councils have membership approve updates to their standing rules and recommend that it is done at the first membership meeting of the fiscal year.

We have included only the approved wording of each bylaw amendment as it will be shown in the updated WSPTA Uniform Bylaws effective July 1, 2024. If you are interested in seeing the progression to this final version, which includes a “before”, the changes that were proposed, and the final version, you can view all of these in the [2024 Voter’s Guide](#).

Some bylaws amendments include an update to *WSPTA Policy*. To better inform local PTAs and councils, these [policy updates](#) are shown at the end of this document.

[Adopted Bylaws Amendments](#)

[Bylaw Amendment 1](#) – **Termination of Membership**

[Bylaw Amendment 2](#) – **Chartering Outside Organizations**

[Bylaw Amendment 3](#) – Changing the Position of WSPTA Finance Officer to WSPTA Treasurer

[Bylaw Amendment 4](#) – Creating WSPTA Field Service Director Positions - Eliminating Area Vice President Positions

[Bylaw Amendment 5](#) – **Use of Debit and/or Secured Credit Cards by Local PTAs and Councils**

[Bylaw Amendment 6](#) – Clarification of Importance of *WSPTA Uniform Bylaws* and Consideration for Charter Revocation

[Bylaw Amendment 7](#) – **Local PTA and Council Officer Terms**

[Bylaw Amendment 8](#) – Addressing Harassment and Bullying

[Bylaw Amendment 9](#) – Clarification of Local PTA and Council Nominating Committee Participants

[Bylaw Amendment 10](#) – **Clarification of Meeting Types for Local PTAs and Councils**

[Bylaw Amendment 11](#) – Local PTA/Council Nominating Committee - Declare Elected

[Bylaw Amendment 12](#) – Define Membership Term of WSPTA

Bylaw Amendment #1	Termination of Membership
# of Parts	Adopted bylaw amendment #1 is in three parts. Together these parts form a complete proposal; a single vote was taken on all parts. The rationale for all parts follows amendment 1.3.
Bylaw Amendment #1.1	
Bylaws Article & Section	Article 4 Membership and Dues, Section 1 Membership – local PTA
Adopted Amendment 1.1	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.
Bylaw Amendment #1.2	
Bylaws Article & Section	Article 4 Membership and Dues – Inserting a new Section 7
Adopted Amendment 1.2	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 association. Details on the termination and reinstatement processes are included in current <i>WSPTA Policy</i> .
Bylaw Amendment #1.3	
Bylaws Article & Section	Article 5 Local PTAs and Councils, Section 2 Basic Policies – Local PTA and Council, Subsection I
Adopted Amendment 1.3	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 <i>WSPTA Policy</i> . 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.
Rationale	<p>Currently, there is no recourse to remove members who damage a local PTA or WSPTA, or who violate standing rules, bylaws, policies, principles, or procedures.</p> <p>Washington state nonprofit law (RCW 24.03A.375) and National PTA Bylaws and Policy allow for permanent termination of individual memberships, under certain conditions. National PTA requires the state PTA to have a bylaw for termination to consider the request at the National level.</p> <p>Legal counsel recommended that the <i>WSPTA Uniform Bylaws</i> be amended to explicitly state that both local PTAs and WSPTA can permanently terminate an individual membership should that individual’s conduct be damaging to PTA. Legal counsel has also recommended a process for reinstatement of membership after termination at the state level.</p>

	<p>There is a detailed section of <i>WSPTA Policy</i> dedicated to the procedure that must be followed (see below for the link to view policy). Specific steps for local PTAs or WSPTA to terminate a membership are included and will protect against any misuse of the ability to terminate memberships. <i>Termination of individual membership would be considered only after all other avenues of conflict mediation are exhausted.</i></p>
Group(s) Affected	<p>WSPTA and Local PTAs</p> <p>Local PTAs MUST update their standing rules to allow for termination of membership. This section can stand on its own titled “Membership Termination” or be added to a current section of your standing rules that lays out specifics on who may be a member of PTA.</p> <p>Example standing rules language: <u>An individual’s membership in [insert name of PTA] may be terminated by a two-thirds (2/3) vote of its board of directors for conduct that may damage the value and goodwill associated with PTA, or that violates the purposes, policies, or standing rules of this [insert name of PTA] including the bylaws of WSPTA and National PTA. Details on the process for termination of membership are included in current WSPTA policy. [Insert name of PTA] shall notify the WSPTA board of directors within 5 business days if a membership has been terminated.</u></p>
WSPTA Policy Update	Policy 2.7.2 Termination of membership and reinstatement
Bylaw Amendment #2	Chartering Outside Organizations
# of Parts	One part
Bylaws Article & Section	Article 2 Basic Policies - Inserting a new subsection D
Adopted Amendment 2	D. WSPTA and its constituent organizations may collaborate with other organizations, as prescribed in <i>WSPTA Policy</i> , but shall not be fiscal agents, fiscal sponsors, or sign a sponsorship or charter agreement with any outside organization or agency.
Rationale	<p>There is currently no guidance in our bylaws regarding local PTAs or councils chartering or becoming fiscal sponsors of outside organizations. By entering into an agreement such as this, a local PTA or council can open itself up to serious financial, legal, and reputational risks.</p> <p>Legal counsel recommended that the <i>WSPTA Uniform Bylaws</i> be amended to prohibit the chartering of outside organizations.</p> <p>When a local PTA or council charters an outside organization, it means signing an agreement with that organization to follow its rules, regulations, and policies. It can also mean that the local PTA or council must maintain and support that organization in various ways including having a hand in the management of that organization, selecting or vetting its leaders or even being required to lend their EIN so a bank account may be opened.</p> <p>Becoming a fiscal sponsor involves offering to provide nonprofit tax benefits to another entity, which if done incorrectly can be seen by the IRS as lending nonprofit status. Becoming a fiscal agent means that your association handles various financial duties for another party, for example receiving & disbursing funds on their behalf.</p>

	<p>This bylaws amendment does not stop PTAs from collaborating with outside organizations like booster clubs, vendors for afterschool activities, school ASBs, etc. To help local PTAs and councils navigate these collaborations, a section of policy has been created to give best practices including an appendix dedicated specifically to working with scouting organizations (see below for the link to view policy & appendix).</p>
Group(s) Affected	<p>WSPTA, local PTAs, and councils</p> <p>Local PTAs and councils MUST update their standing rules to specify that they can collaborate with non-PTA organizations, but they will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter with any outside organization or agency. This language can be added to your standing rules under the header “Collaboration with Outside Organizations”.</p> <p>Example standing rules language: <u>[Insert name of PTA or council]</u> may collaborate with non-PTA organizations. The PTA will handle only PTA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTA activity or the other organization’s activity. <u>This PTA will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.</u></p>
WSPTA Policy Update	3.12 Collaborating with Outside Organizations
Bylaw Amendment #3	Changing the Position of WSPTA Finance Officer to WSPTA Treasurer
# of Parts	Adopted bylaw amendment #3 is in two parts. Together these parts form a complete proposal; a single vote was taken on all parts. The rationale for all parts follows amendment 3.2.
Bylaw Amendment #3.1	
Bylaws Article & Section	Article 7 Washington State PTA, Section 4 Duties of Officers – WSPTA, subsection D
Adopted Amendment 3.1	<p>D. TREASURER</p> <p>The WSPTA treasurer shall:</p> <ol style="list-style-type: none"> 1. Chair the WSPTA corporate finance committee. 2. Serve as WSPTA’s whistleblower compliance officer. 3. Submit an Adopted 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.
Bylaw Amendment #3.2	
Bylaws Article & Section	Article 7, Section 3A ; Article 7, Section 3E2 ; Article 7, Section 5A
Adopted Amendment 3.2	<p>Conforming edits:</p> <p>Strike out “finance officer” and insert “<u>treasurer</u>” in the following locations:</p> <p>Article 7, Section 3A Article 7, Section 3E2 Article 7, Section 5A</p>

Rationale	<p>This bylaws amendment changes the title of WSPTA Finance Officer to WSPTA Treasurer to align with currently existing local PTA and council positions. The change also aligns with other state PTAs that have a treasurer role. In addition to the title change, the position will move from a focus on oversight duties to a more direct role in the financial transactions of WSPTA.</p> <p>Over the past few years, a reduction in personnel has led to the remaining WSPTA staff needing to take on more financial duties. This change would remove some of their day-to-day workload. Updating the responsibilities of the position would not take all the financial duties off WSPTA staff. Working with WSPTA staff and the contracted accountant would still be important to maintaining the internal controls required to protect our organization.</p> <p>Moving from Finance Officer to Treasurer would also change the perception of the role and make it easier to seek out potential candidates for the office. As it stands now, our local PTA and council leaders are familiar with the name and duties of a treasurer. When they hear the title Finance Officer and see that the duties are more oversight based, they don't connect with it or struggle to see themselves in that role.</p> <p>This change will go into effect for the 2025-2027 Board of Directors term. Between now and the election, the WSPTA Board of Directors will work with WSPTA staff to update policies and internal job duty documents for the position.</p>
Group(s) Affected	WSPTA
WSPTA Policy Update	None
Bylaw Amendment #4	Creating WSPTA Field Service Director Positions - Eliminating Area Vice President Positions
# of Parts	Adopted bylaw amendment #4 is in four parts. Together these parts form a complete proposal; a single vote was taken on all parts. The rationale for all parts follows amendment 4.4.
Bylaw Amendment #4.1	
Bylaws Article & Section	Article 7 Washington State PTA, Section 3 Officers and their election – WSPTA, subsection A
Adopted Amendment 4.1	A. The officers of WSPTA are president, vice president, secretary, finance officer, advocacy director, family and community engagement director, two field service directors, leadership director, membership director and program director.
Bylaw Amendment #4.2	
Bylaws Article & Section	Article 7 Washington State PTA, Section 3 Officers and their election, subsection E(3)
Adopted Amendment 4.2	E (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.
Bylaw Amendment #4.3	
Bylaws Article & Section	Article 7 Washington State PTA, Section 4 Duties of Officers – WSPTA, subsection E(1)
Adopted Amendment 4.3	E (1) Represent the members in their assigned regions to the WSPTA board of directors.
Bylaw Amendment #4.4	

Bylaws Article & Section	Article 6, Section 1A ; Article 6, Section 2B ; Article 7, Section 4E; Article 7, Section 5A ; Article 7, Section 5B
Adopted Amendment 4.4	Conforming edits: Strike out “area vice president” and insert “field service director” in the following locations: Article 6, Section 1A Article 6, Section 2B Article 7, Section 4E Article 7, Section 5A Article 7, Section 5B
Rationale	<p>This bylaws amendment eliminates the area vice president position and creates the position of field service director. This position change aligns with National PTA and many other state PTAs.</p> <p>The field service director position would focus on WSPTA governance, support and sustainability of region directors and region service committees and reduce the current redundancy that exists between the area vice president and region director positions. This change preserves region directors and region service committees, allowing them to continue to serve local PTAs and councils as the leaders who know them best in their geographic areas.</p> <p>An added benefit of this change will be cost savings acquired due to having to fund fewer Board of Directors members to attend events and meetings.</p> <p>This change would go into effect for the 2025-2027 Board of Directors term. The updated duties of the WSPTA field service director will be laid out in <i>WSPTA Policy</i>, including region assignments for the position.</p>
Group(s) Affected	WSPTA
<i>WSPTA Policy</i> Update	None
Bylaw Amendment #5	Use of Debit and/or Secured Credit Cards by Local PTAs and Councils
# of Parts	One part
Bylaws Article & Section	Article 5 Local PTAs and Councils, Section 2 Basic Policies – local PTA and council, Subsection F
Adopted Amendment 5	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 <i>WSPTA Policy</i> .
Rationale	<p>Financial limitations are a barrier for many to participate in PTA knowing they may have to front large expenses. There are many vendors and companies that only take payment via electronic means or via credit card. Secured credit cards and debit cards will allow a fiscally responsible PTA to utilize these services to take the burden off PTA officers, board members and chairs from worrying about reimbursement for expenses.</p> <p>For informational purposes here are quick explanations of each disbursement method:</p> <ul style="list-style-type: none"> • Online Banking: Allows a PTA to access online banking to review and download monthly bank statements and conduct financial transactions. PTAs may accept payments (income) using online sites or in-person devices (e.g.

	<p>PayPal, Square etc.). Online banking may be used to make electronic payments to cover approved PTA expenses.</p> <ul style="list-style-type: none"> • Debit Card: A payment card that deducts money directly from your check account when you use it for payments or purchases. • Secured Credit Cards: A payment card that requires a cash deposit to the card issuer. This deposit acts to “secure” the card and is equivalent to the line of credit that your PTA will receive. A \$1000 deposit will get you a card with a \$1000 line of credit. <p>This adopted bylaws amendment allows local PTAs and councils to choose to utilize debit cards, secured credit cards, and/or online banking.</p> <p>An update to <i>WSPTA Policy</i> regarding the use of debit cards, secured credit cards and online banking will be put into place to coincide with update the <i>WSPTA Uniform Bylaws</i> (see link to view the policy below). There will also be many other resources including updated training classes and informational documents that will give local PTAs and councils best practices to follow.</p>
<p>Group(s) Affected</p>	<p>Local PTAs and councils</p> <p>Local PTAs and councils can choose to utilize debit cards, secured credit cards and/or online banking.</p> <p>If a local PTA or council chooses to allow the use of online banking, debit and/or secured credit cards, they MUST update their standing rules.</p> <p>Local PTAs and councils MUST also create and approve written procedures and internal controls to protect against the risks associated with using these disbursement methods.</p> <p>It is recommended that local PTAs and councils add a new section to their standing rules laying out if they will use debit card, secured credit card and/or online banking.</p> <p>There are a few other sections in your standing rules that will need to be updated depending on what you choose. Some examples of other changes that might need to be made can be found below.</p> <p>Example standing rules language:</p> <p><u>Online Banking, Debit Cards, and Secured Credit Cards:</u></p> <p>[insert name of local PTA or council] permits the use of [select online banking, a debit card and/or a secured credit card] to disburse funds. The [insert name of local PTA or council] board of directors will create and approve written procedures and internal controls for utilizing [select online banking, debit cards and/or secured credit cards] to minimize the risk of misappropriation of funds. Procedures for the use of [select debit or secured credit cards and/or online banking] can be found in current WSPTA policy.</p> <p>[Insert name of local PTA or council] will establish a [insert dollar amount] credit limit on the secured credit card. <i>(Optional if choosing to use secured credit card)</i></p>

	<p>Per WSPTA Policy, [insert name of local PTA or council] will purchase fidelity bond insurance to protect against financial losses due to theft, fraud, embezzlement, or other dishonest behavior by PTA officers, board members or members. <i>(Optional if choosing to use debit and/or secured credit card)</i></p> <p>Examples of potential subset standing rules changes:</p> <ol style="list-style-type: none"> <p>1. Bank account signers</p> <p>The board of directors shall determine which officers shall have signing authority on the PTA bank account. <u>If utilized, debit and secured credit cards will only be issued to an authorized signer on the [insert name of local PTA or council] bank account.</u></p> <p>In the event of co-treasurers, one will be a signer on the account and the other will have access to online banking for review. If there is one treasurer, another board member that is not a signer may be assigned to do the online banking review.</p> <p>2. Independent review of bank statements</p> <p>The PTA’s monthly bank account statements <u>and, if utilized, secured credit card and/or online banking account statements</u> shall be provided to a person appointed by the board of directors. This person will be appointed by the board at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report to the executive committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.”</p> <p>3. Policy Review (added “use of debit and/or secured credit cards as options in bold red)</p> <p>This PTA shall maintain policies for [click or tap here to enter list of policies]. <i>Suggestions include: board standards of conduct, money handling, social media, online banking, use of debit and/or secured credit cards, after school activities, password transition, membership subsidies, and mail or electronic voting.</i> These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.”</p>
WSPTA Policy Update	3.11 Digital Financial Transactions
Bylaw Amendment #6	Clarification of Importance of WSPTA Uniform Bylaws and Consideration for Charter Revocation
# of Parts	Adopted bylaw amendment #6 is in two parts. Together these parts form a complete proposal; a single vote was taken on all parts. The rationale for all parts follows amendment 6.2.
Bylaw Amendment #6.1	
Bylaws Article & Section	Article 2 Basic Policies, Subsection J

Adopted Amendment 6.1	J. The WSPTA board of directors reserves the right to revoke a local PTA or council charter if the local PTA or council violates the <i>WSPTA Uniform Bylaws</i> , ethics, policies, or principles of PTA.
Bylaw Amendment #6.2	
Bylaws Article & Section	Article 7 Washington State PTA, Section 6 Board of Directors – WSPTA, Subsection E 6
Adopted Amendment 6.2	6. May revoke a local PTA or council charter if the local PTA or council violates the <i>WSPTA Uniform Bylaws</i> , ethics, policies, or principles of PTA.
Rationale	<p>Currently, the <i>WSPTA Uniform Bylaws</i> do not explicitly state that our affiliated local PTAs and councils must follow the bylaws and that not doing so is grounds for revoking their charters. This amendment gives clarification and underscores the importance of the <i>WSPTA Uniform Bylaws</i> established in state nonprofit law.</p> <p>Because of the adopted amendment of Article 2 – Basic Policies, Subsection J allowing for revocation of charter due to violating the <i>WSPTA Uniform Bylaws</i>, language must be updated elsewhere for consistency. The second part of this amendment gives the WSPTA Board of Directors the power to take violation of the bylaws into consideration when contemplating revoking a charter.</p>
Group(s) Affected	WSPTA
<i>WSPTA Policy Update</i>	None
Bylaw Amendment #7	Local PTA and Council Officer Terms
# of Parts	One part
Bylaws Article & Section	Article 5 Local PTAs and Councils, Section 6 Officers and their election – Local PTA and council, Subsections B and C.
Adopted Amendment 7	<p>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.</p> <p>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.</p>
Rationale	<p>Allowing local PTAs and councils the option of 2-year elected terms gives them more flexibility to set the term length of their officers that would best serve their community.</p> <p>WSPTA elects their officers for a term of two years. Local PTAs and councils who choose to implement 2-year elected terms would have the 2-year cycle modeled to them when they learn about and participate/vote in WSPTA's election process.</p>
Group(s) Affected	<p>Local PTA and councils</p> <p>Local PTAs and councils MUST update their standing rules to designate their elected officer terms, whether that be one year or two years. This language can be added into a current standing rule that specifies what elected officers a local PTA or council has.</p> <p>Example standing rules language:</p>

	<p>Elected officers, co-officers, standards of affiliation, and training requirements</p> <p>The elected officers of this PTA shall be: [enter titles of elected positions].</p> <p>Officers of this PTA shall be elected for a [insert either “one-year term” or “two-year term”]. An officer may not serve more than two consecutive fiscal years in the same office. <u>An officer having served eight or more months in the same fiscal year shall be considered to have served a full year.</u></p>
WSPTA Policy Update	None
Bylaw Amendment #8	Addressing Harassment and Bullying
# of Parts	One part
Bylaws Article & Section	Article 2 Basic Policies - Inserting new subsection E
Adopted Amendment 8	E. 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.
Rationale	We look to local PTAs, councils, and their members to practice business in accordance with the WSPTA guidelines, principles, and ethics and to act in accordance with the PTA Core Values laid out in <i>WSPTA Policy</i> . This amendment is intended to highlight these values and ensure that all members of PTA are treated with respect, equality, and fairness.
Group(s) Affected	Local PTAs and councils should review their Standards of Conduct Agreements. To learn more about the use of Standards of Conduct Agreements at your local PTA or council, please reference section 3.13 of <i>WSPTA Policy</i> .
WSPTA Policy Update	None
Bylaw Amendment #9	Clarification of Local PTA and Council Nominating Committee Participants
# of Parts	One part
Bylaws Article & Section	Article 5 Local PTAs and Councils, Section 5 Nominating Committee – local PTA and council, Subsection B
Adopted Amendment 9	<p>B. Eligibility requirements for local PTA or council nominating committee members are as follows:</p> <ol style="list-style-type: none"> 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.

Rationale	The current bylaw addressing local PTA and council nominating committee member requirements could be misinterpreted. As it stands, one may read the bylaw as stating that a member who is seeking to become a nominating committee member for a local PTA can be part of <i>any</i> PTA within council boundaries and be eligible. That is not correct. More succinct language was required.
Group(s) Affected	No impact – This is just a language clarification in the WSPTA Uniform Bylaws
WSPTA Policy Update	None
Bylaw Amendment #10	Clarification of Meeting Types for Local PTAs and Councils
# of Parts	One part
Bylaws Article & Section	Article 5 Local PTAs and Councils, Section 2 Basic policies – local PTA and council
Adopted Amendment 10	<p>A. A local PTA or council in good standing is one which meets the criteria in the standards of affiliation agreement as prescribed by <i>WSPTA Policy</i>.</p> <p>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 <i>WSPTA Policy</i>.</p> <p>C. In order for business to be legally transacted, a quorum shall be present at a properly called meeting.</p> <p>D. No local PTA or council may enter into any financial obligations extending beyond the fiscal year except as approved by the membership.</p> <p>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.</p> <p>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.</p> <p>G. Use of a PTA debit card, credit card, or ATM card to disburse local PTA or council funds is not permitted. Online banking is allowed in accordance with rules prescribed by <i>WSPTA Policy</i>.</p> <p>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.</p> <p>I. Each local PTA and council shall adopt standing rules for the governance of its organization.</p>

	<p>J. Each local PTA and council is self-governing in the areas not in conflict with these bylaws.</p>
<p>Rationale</p>	<p>Article 5 Local PTAs and Councils, Section 2 Basic Policies, Subsection H currently allows for the use of “remote communication” regarding meetings but does not touch on specific types of meeting options. It also states that “participants may hear one another and participate substantially concurrently” during these meeting. The current wording is very legalese in nature and could be misinterpreted.</p> <p>This bylaw amendment adds a new Subsection B to clarify the types of meetings local PTAs and councils may hold and directs them to best practices on how to run them.</p> <p>The new bylaw addition encourages local PTAs and councils to update their standing rules to allow for a range of meeting options as well as to allow for voting by electronic submission.</p>
<p>Group(s) Affected</p>	<p>Local PTAs and councils</p> <p>Local PTAs and councils should review and update their standing rules if they choose to use virtual and/or hybrid meetings or if they choose to use a mail or electronic transmission option for voting.</p> <p>Example standing rules language:</p> <p>Membership Meetings & Quorum Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings.</p> <p>Membership meetings may be held in person, virtually or via a hybrid of both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice and vote. <i>(Optional if using virtual or hybrid meetings)</i></p> <p>Voting may take place at a meeting, by mail, or by electronic transmission. The voting method utilized must be the same for all meeting participants. If voting takes place by mail or electronic transmission the [click or tap here to enter name of PTA] must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy. <i>(Optional if using mail or electronic transmission voting)</i></p> <p>Note: If a PTA decides to conduct electronic voting, a second document must be developed that outlines the procedures. If no electronic voting will take place, that clause can be left out of the standing rules.</p> <p>A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors.</p> <p>Each member will receive notice of the place, date, and time of the annual meeting not less than ten nor more than 50 days prior to the date of the meeting. Each</p>

	<p>member will receive notice of all other PTA meetings at least ten days prior to the meeting. A quorum of at least 10 members must be present to conduct business.</p> <p>Board of Director Meetings The executive committee shall set a calendar of regular board meeting dates and times. 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.</p> <p>Regular or special board meetings may be held in person, virtually or via a hybrid of both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice and vote. <i>(Optional if using virtual or hybrid meetings)</i></p> <p>Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the board of directors via email at least five days prior to the special meeting. Quorum for board meetings is a majority of the sitting board. The right to make motions, participate in debate, and vote at PTA board of directors' meetings shall be limited to members of the board of directors, unless a motion to suspend the rules is approved by a two-thirds vote.</p>
WSPTA Policy Update	None
Bylaw Amendment #11	Local PTA/Council Nominating Committee - Declare Elected
# of Parts	One part
Bylaws Article & Section	Article 5 Local PTAs and Councils, Section 5 Nominating Committee - local PTAs and council, Subsection A.
Adopted Amendment 11	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.
Rationale	This change has been adopted to streamline Nominating Committee elections at the local PTA and council level. Currently, local PTAs and councils are required to have three members elected to their Nominating Committees. As it stands, the vote for each member must be called separately. To increase efficiency, the wording has been changed to reflect that if three or fewer candidates are nominated, they may be declared elected by the chair at a membership meeting.
Group(s) Affected	Local PTAs and councils may choose to incorporate the efficiency of declaring candidates elected in their nominating committee election process, or they may continue to use the traditional process of electing each position individually.
WSPTA Policy Update	None
Bylaw Amendment #12	Define Membership Term of WSPTA
# of Parts	One part
Bylaws Article & Section	Article 4 Membership and dues, Section 5 Membership Term

Adopted Amendment 12	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.
Rationale	The WSPTA parliamentarian suggested that we should have a defined start and end date for our membership term. This language clarifies the start and end date of both our full and supporting membership, including the 4-month grace period allowing membership to expire on Oct 31 st of the following year.
Group(s) Affected	Local PTAs should review their membership materials to be sure they are consistent with the current wording.
WSPTA Policy Update	None

Adopted *WSPTA Policy Updates* [\[back to top\]](#)

Policy 2.7.2 Termination of membership and reinstatement

A. Termination of membership by a local PTA

Under the *WSPTA Uniform Bylaws*, an individual's membership may be terminated for conduct that may damage the value and goodwill associated with WSPTA, or violates the purposes, policies, or bylaws of WSPTA or a constituent association.

The request to investigate whether an individual member's behavior warrants the termination of membership may come from any member of a local PTA to that local PTA's executive committee. The request must be in writing and include the reason an investigation should be initiated.

Process

1. To ensure that the accused member receives a fair and impartial investigation, the local PTA's executive committee shall inform the accused member of the request to initiate an investigation in writing. The local PTA's executive committee will also provide in writing the process to be followed to the accused member as well as the member initiating the request (complainant).
2. Termination of membership is not a step to be taken lightly and should always be the last resort. Local PTAs facing this situation are strongly encouraged to reach out for support. Prior to the decision to move forward all efforts will be made to resolve the conflict, including allowing the accused member the opportunity to rectify the situation. Assistance may be requested from your council and/or region director. Should conflict resolution efforts fail, the local PTA should continue through the remaining steps in the investigation process.
3. At any time, the accused may choose to voluntarily relinquish current and future membership in that local PTA to the local PTA executive committee. The relinquishment of membership must be in writing. If a member voluntarily relinquishes their membership, the local PTA should inform WSPTA staff in writing within 5 business days.
4. If conflict resolution is unable to solve the situation, an Investigating Committee will be formed. The president of the local PTA will appoint one impartial member of the local PTA's board of directors (which may not be the person who made the request for investigation) and will request from the WSPTA President two state level PTA leaders to serve on the committee.
5. The Investigating Committee must maintain strict confidentiality during the investigation.
6. The Investigating Committee will review the complaint and make a preliminary determination as to whether the alleged conduct meets the standard for termination as set forth in the *WSPTA Uniform Bylaws*.

7. The Investigating Committee may request additional information from the complainant, from the accused member, and from witnesses, as needed.
8. A two-thirds vote of the Investigating Committee is required to forward the complaint to the full board of the local PTA for consideration. If the Investigating Committee determines that no further action is warranted, it will inform both the complainant and the accused member.
9. If the Investigating Committee determines that the full board of directors of the local PTA should consider the request to terminate membership, the following process will be followed:
 - The Investigating Committee shall notify the local PTA board of directors in writing that it is submitting a request to consider a possible termination of membership, including specific charges. Upon referral of charges to the board, the rights of membership – and the authority, rights, and duties if the accused is an officer, board member, or committee chair - are suspended, pending the outcome. The accused member will be notified in writing within 3 business days of the request to consider possible termination, including specific charges. The complainant will be notified in writing within 3 business days of the request to consider possible termination.
 - The local PTA board of directors will schedule an opportunity for the accused member to attend the next regularly scheduled or specially called board of directors meeting, which may be held through electronic means, if allowed in the local PTA's standing rules. The accused member shall be notified of the meeting at least 10 calendar days prior to the meeting.
 - The Investigating Committee and the accused member will each be given up to thirty minutes to present their case in executive session.
 - If the accused member fails to appear at the appointed time, the hearing will proceed without them.
 - Following presentation of the case, the accused member must leave the room during board deliberations.
 - In accordance with the *WSPTA Uniform Bylaws*, the individual's membership may be terminated, effective immediately, by a two-thirds vote of the local PTA board of directors for conduct that may damage the value and good will associated with WSPTA or which violates the purposes, policy, or bylaws of WSPTA or a constituent association.
 - Since membership is a requirement to hold office, termination of membership will result in removal from office, if the accused is an officer, board member or committee chair of that PTA.
 - An individual whose membership has been terminated by a local PTA is ineligible to join that PTA in the future.
 - The accused member and the complainant will be notified of the local PTA board of director's decision as soon as practical.
10. If the local PTA board of directors has voted to terminate the membership, they must notify WSPTA staff in writing within 5 business days of the procedure followed, the decision, whether they are requesting WSPTA to terminate the membership statewide under subsection B of this policy, and then follow guidance from WSPTA on further steps.
11. The state level members of the Investigating Committee can help the local PTA board of directors with messaging regarding the process and outcome of the membership termination.
12. A local PTA's standing rules may allow for a reinstatement of membership process.

B. Termination of membership by WSPTA

The initiation of a request for WSPTA to terminate a membership statewide can come from two sources – from the WSPTA board of directors or at the request of a local PTA board of directors where the individual is a member.

- i. WSPTA Board of Directors Initiated Removal Requests: The board of directors may, on its own initiative, consider the termination of a membership in WSPTA.

- ii. Local PTA Initiated Removal Requests: A local PTA board may forward a request to WSPTA to terminate an individual's membership statewide. Before submitting a request to WSPTA, the local PTA board of directors must follow the procedure outlined in policy section 2.7.2 A. Making a request to WSPTA to terminate membership must be made in writing, including the minutes of the meeting at which the membership was terminated, the contact information of the member being accused, the contact information of the local PTA board of directors, and the substance of the violation that is deemed appropriate for membership termination per the *WSPTA Uniform Bylaws*. Requests should be sent to WSPTA staff and the WSPTA President.

Process

1. When a WSPTA board member or local PTA board of directors requests a termination of membership, the WSPTA president will appoint three board members to the Investigating Committee. If a WSPTA board member made the request for investigation, they may not serve on the committee.
2. The Investigating Committee must maintain strict confidentiality during the investigation.
3. The Investigating Committee will review the complaint and make a preliminary determination as to whether the alleged conduct meets the standard for termination as set forth in the *WSPTA Uniform Bylaws*.
4. The Investigating Committee may request additional information from the WSPTA board member, the local PTA initiating the request, the accused member, and witnesses, as needed. If the Investigating Committee determines that no further action is warranted, it shall inform both the complainant and the accused member.
5. If the Investigating Committee determines by a two-thirds vote that the entire WSPTA Board of Directors should consider the request to terminate membership, the following process will be followed:
 - The Investigating Committee shall notify the WSPTA board of directors that it is submitting a request to consider a possible termination of membership. The accused member will be notified in writing within 3 business days of the request to consider possible termination, including specific charges. The complainant will be notified in writing within 3 business days of the request to consider possible termination. If the request came from a WSPTA board member and not a local PTA board of directors, upon referral of charges to the WSPTA board of directors, the rights of membership – and the authority, rights, and duties if the accused is an officer, board member, or committee chair - are suspended, pending the outcome.
 - The WSPTA board of directors will schedule an opportunity for the accused member to attend the next regularly scheduled or specially called board of directors meeting, which may be held through electronic means. The accused member shall be notified of the meeting at least 10 calendar days prior to the meeting.
 - The Investigating Committee and the accused member will each be given up to thirty minutes to present their case in executive session.
 - Following presentation of the case, the accused member must leave the room during board deliberations.
 - In accordance with the *WSPTA Uniform Bylaws*, the individual's membership may be terminated, effective immediately, by a two-thirds vote of the WSPTA board of directors for conduct that may damage the value and good will associated with WSPTA or which violates the purposes, policy, or bylaws of WSPTA or a constituent association. An individual whose membership was terminated by WSPTA will be ineligible for membership in any local PTA in Washington, or as a supporting member of WSPTA, unless membership is reinstated.
 - Since membership is a requirement to hold office, termination of membership will result in removal from all offices held, if the accused is an officer or board member of local PTA(s) or a council.
 - The accused member and the complainant will be notified of the WSPTA board of directors' decision within 5 business days. There will be no appeal process for a WSPTA board of directors' decision on termination of membership.
 - If the WSPTA board of directors has voted to terminate the membership, WSPTA will inform National PTA of the procedure followed and decision, then follow guidance from National PTA on further steps.

C. Reinstatement of membership

An individual whose membership has been terminated by WSPTA may petition the WSPTA board of directors for reinstatement, after a five-year period. The WSPTA board of directors will provide an opportunity for the individual to attend the next regularly scheduled board of directors meeting, which may be held through electronic means. The individual shall be notified of the meeting at least 10 calendar days prior to the meeting. The individual shall be given up to 15 minutes to present their case in executive session. A two-thirds vote of the WSPTA board of directors is necessary to reinstate the individual's ability to join as a full or supporting member.

Policy 3.12 Collaborating with Outside Organizations

Per *WSPTA Uniform Bylaws* Article 2, Section D, local PTAs and councils cannot become fiscal agents, fiscal sponsors, or sign sponsorships or charter agreements with any outside organizations or agencies. Local PTAs and councils can refer to Appendix R of WSPTA policy for specific guidance on working with scouting organizations. This does not preclude WSPTA or its constituent organizations from collaborating with school related and non-school related outside organizations such as ASB, school support organizations, non-profit organizations, youth organizations or community-based organizations.

Before collaborating with an outside organization, it is important to be sure that the organization's bylaws, purposes, and mission are consistent with those of PTA. It is equally important that the local PTA or council considers all potential financial, legal, and reputational risks before entering any collaboration that could put their nonprofit status in jeopardy or increase liability.

Depending on the collaboration being considered, the local PTA or council board of directors should consult WSPTA and National PTA resources, state non-profit law, local school district policies, AIM insurance, and legal counsel, if deemed necessary.

Local PTAs and councils may develop and plan an event or special project with outside organizations. Representatives from the local PTA or council should participate actively in the planning and implementation of each cooperative undertaking to ensure that goals and procedures are consistent with the purposes, policies, and principles of the PTA.

It is recommended that a contract with clear responsibilities of each party be written and signed before starting to plan an event or special project. The responsibilities, financial obligations, and liabilities of each entity must be defined, discussed, and authorized by the local PTA or council board of directors before signing such contracts. All contracts must be in writing and signed by two elected officers of the local PTA or council. For protection in the event of an accident or lawsuit, each group must have its own adequate liability insurance.

Entering a collaboration with youth organizations that specifically interact directly with children and youth, merits careful deliberation. Such an agreement poses additional potential liability risks, and the PTA should consult their insurance carrier. As with any agreement or contract, the PTA's board of directors and, in this case, the membership, should review and approve the type of collaboration being considered.

If, for any reason, a special project or event including financial obligations cannot be completed during the fiscal year in which it was approved by the local PTA or council board of directors, the incoming board should review it and present it to membership for approval. According to *WSPTA Uniform Bylaws* Article 5, Section 2C, the current board of a local PTA or council cannot enter any financial obligation that extends beyond the fiscal year except as approved by the membership.

Guidance regarding best practices when collaborating with outside organizations including risk management and contracts can be found in PTA and the Law training materials, Managing Your Nonprofit PTA training materials and its corresponding handbook found on the Leadership Guides section of the WSPTA website, and Appendix R “Guidance for Working with Scouting Organizations”.

Appendix R: Guidance for Working with Scouting Organizations

WSPTA considers the work done by youth-serving organizations to be of tremendous value. While WSPTA supports collaborating with civic youth groups for shared community projects as stated in WSPTA Policy Article 3, Section 3.12 Collaborating with Outside Organizations, local PTA units and councils must not sign charter or youth group sponsorship or renewal form(s) with the Boy Scouts of America (BSA).

Scouting units will occasionally ask a local PTA or council to be their charter organization because the BSA structure requires each scouting unit (cub scout packs, boy scout troops, etc.) to obtain an outside “Charter Organization” in order to operate. Under the BSA annual charter agreement, the charter organization, in this case your local PTA or council, would assume financial and operational oversight for the scouting unit according to BSA’s bylaws, rules and regulations, guidelines, policies. This presents the following risks and liabilities for a PTA:

- **Purpose Conflict:** The charter organization agrees to use Scouting to further the charter organization’s aims and values for youth, and to use the scouting program to accomplish objectives including youth character development, faith-based youth ministry, career skill development, community service, patriotism and military and veteran recognition. Furthermore, the Scouting program must be run consistent with BSA rules, regulations, and policies.

- o A PTA representative may not commit a local PTA or council to following the bylaws and regulations of BSA or other third-party associations. The purpose of PTA, as defined in the *WSPTA Uniform Bylaws* Article 1, Section 1, is also different from the purpose of Boy Scouts.

- **Insurance Coverage:** PTA insurance does not provide liability coverage for a PTA leader who is acting as a representative to the scouting council or other organization. Additionally, the insurance provided by BSA only covers approved scouting activities. If the Scout leader has Scouts participate in a non-approved activity, neither the BSA insurance nor the PTA insurance would cover the liability in case of an accident.

- **Financial Conflict:** Charter organizations are required to administer the assets of the BSA Unit, including all funds, real property, and personal property and to authorize the BSA unit to open a separate scouting bank account. A local PTA or council may not give their EIN to a third-party to open a bank account nor should banking transactions to be conducted by individuals who are not elected PTA officers and authorized signers.

- **Background Checks:** The BSA provides a criminal background check of all adult leaders, however, the charter organization is also required to review and sign off on each application, which creates a potential liability for your local PTA or council.

- **Facility Availability:** The charter organization is asked to secure safe facilities for the scouting unit to meet. Local PTAs or councils do not have their own facilities to guarantee meeting facilities. PTAs and councils may advocate for BSA and other non-profit youth-centered community groups to have the ability to reserve meeting space in school facilities.

- **Advertising Conflict:** Charter organizations are to coordinate with the local BSA council to provide annual recruitment opportunities to grow and publicize BSA. Your local PTA or council should not be advertising, fundraising, or recruiting for a third-party non-profit association as that does not align with PTA’s mission or purpose.

Policy 3.11 Digital Financial Transactions

The WSPTA corporate finance committee (CFC) is responsible for making recommendations to the WSPTA board of directors regarding online banking practices and the use of debit and/or secured credit cards. At least yearly, the CFC shall review all resource materials regarding digital-financial transactions and work with the leadership committee to ensure that local PTAs and councils have the latest information on best practices.

A local PTA or council must carry Fidelity Bond insurance in order to disburse PTA funds using electronic payments, secured credit or debit cards.

1. Online Banking

- A. Local PTAs and councils may access online banking to review and download monthly bank statements and conduct financial transactions.
- B. Local PTAs and councils may accept payments (income) using online sites or in-person devices (e.g., PayPal, Square, etc.).
- C. Online banking may be used to make electronic payments to cover approved PTA expenses (e.g., nonprofit corporation renewals, etc.).
- D. A local PTA or council board of directors must create and approve written procedures and internal controls for conducting online banking to minimize the risk of misappropriation of funds. The local PTA or council standing rules must be amended to reflect online banking procedure implementation.
- E. The non-signer bank statement reviewer should also review monthly statements related to any online banking platforms (e.g. PayPal, Square, etc.). The non-signer should not be a person living with or related to someone who is a signer on the account.

2. Debit and Secured Credit Cards

- A. Debit and secured credit cards can be used to disburse PTA funds in accordance with the *WSPTA Uniform Bylaws*.
- B. A local PTA or council board of directors must create and approve written procedures and internal controls for using debit or secured credit cards to minimize the risk of misappropriation of funds. The local PTA or council standing rules must be amended to reflect debit and secured credit card procedure implementation.
- C. For secured credit cards, the credit limit should not exceed half of the total income in the budget approved at the annual meeting.
- D. Debit or secured credit cards will only be issued to an authorized signer on the bank account as indicated in the local PTA or council standing rules. Signers should not be related or living in the same household.
- E. If a card is lost or stolen, it should be cancelled, and the account should be reconciled by a non-signer to identify any unauthorized transactions.
- F. Upon the end of the cardholding officer's term, or upon their resignation or removal from office, the card should be surrendered to the local PTA or council and destroyed. If a resignation or removal occurs outside of the end of a standard term, a financial reconciliation shall be performed immediately by a non-signer.
- G. Cash transactions should be limited (ATM, cash back, etc). The local PTA or council should have documented procedures that describe when cash transactions are allowed and how to account for them with receipts and/or supporting documentation.
- H. Debit and/or secured credit cards should be associated with the PTA or council as a business and not tied to a single individual.
- I. The non-signer bank statement reviewer should also review additional monthly statements associated with secured credit card accounts. The non-signer should not be a person living with or related to someone who is a signer on the account.

Refer to the *Managing Your Nonprofit PTA Handbook* or *Treasurer’s Handbook* for more information on digital financial transaction guidelines and managing PTA funds.