



UNIFORM BYLAWS

of the

Washington Congress
of
Parents and Teachers

(Washington State PTA)

As amended at the WSPTA Convention
May 5, 2007

All PTA/PTSA local units and councils affiliated with the Washington State PTA are required, as a condition of their affiliation, to abide by and conform to these Uniform Bylaws.

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Article 1 PURPOSES

Section 1

The Objects of the local unit, the council, the WSPTA, and the National PTA are:

- (a) To promote the welfare of children and youth in home, school, community, and place of worship.
- (b) To raise the standards of home life.
- (c) To secure adequate laws for the care and protection of children and youth.
- (d) To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- (e) To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2

The Objects of the WSPTA and the National PTA are promoted through an educational and advocacy program directed at parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and, are governed and qualified by the basic policies set forth in Article 2.

Section 3

The corporation is organized exclusively for charitable and educational purposes, including such purposes within the meaning of Section 501(c) () of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

Section 4

The WSPTA is a branch of the National PTA and exists for the purpose of accomplishing, at the state level, the Objects of the National PTA in accordance with its policies.

Article 2 BASIC POLICIES

Section 1

The following are the basic policies of the WSPTA and the National PTA:

- (a) The organization shall be noncommercial, nonsectarian, and nonpartisan.
- (b) The organization or members in their official capacities shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise if the organization is tax-exempt under Section 501(c) (3) of the Internal Revenue Code of 1986 as from time to time amended.
- (c) The organization 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. The organization shall also work with appropriate policymakers and/or lawmakers to promote the health, safety, and welfare of children.

(d) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 1 hereto. PTA members, board members or officers may not benefit personally or privately as a result of their relationship with the PTA unit or council.

(e) The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. A state branch or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA representatives shall make no commitments that bind the group they represent.

(f) In the event of dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c) (3) or (4) of the Internal Revenue Code of 1986 as from time to time amended.

(g) Notwithstanding any other provisions of these Uniform Bylaws, the organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under this organization's tax exempt status. The WSPTA and its constituent organizations shall not engage in any activity or action which harms or places in legal jeopardy the National PTA or its constituent organizations, including any activity or action which would jeopardize the 501(c) (3) tax status of National PTA or its constituent organizations.

(h) The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting of the Objects of the organization.

Section 2

The following are basic policies of the WSPTA:

(a) Without discrimination, membership in the organization shall be open to all people.

(b) PTA/PTSA membership lists shall not be released to outside interests.

(c) The WSPTA Board of Directors reserves the right to revoke the charter should a local unit/council violate the ethics, policies, or principles of PTA.

(d) PTA's relationship with the National PTA shall be governed by Article IV of the National PTA Bylaws.

(e) Because each constituent organization of the WSPTA must adopt these Uniform Bylaws, such Bylaws shall not be in conflict with the Bylaws of the National PTA.

(f) In support of the Outstanding Local Unit of the Year attending National PTA Convention, each local unit will pay \$5.00 with their October submittal of membership service fees.

PROVISO: This amendment will take effect in the 2007-2008 PTA year.

Article 3 CONSTITUENT ORGANIZATIONS

Section 1

The constituent organizations of the WSPTA include:

(a) Local PTAs (Parent Teacher Associations) or PTSAs (Parent Teacher Student Associations) organized under the direct authority of WSPTA; and

(b) Council PTAs/PTSAs organized under the direct authority of the WSPTA.

Section 2

Local PTAs/PTSAs/Councils

(a) Local PTAs shall be organized and chartered under the authority of the WSPTA in the area in which the local PTA functions, in conformity with such rules and regulations, not in conflict with the Bylaws of the National PTA, as the WSPTA may in its bylaws prescribe. The WSPTA shall issue to each local PTA and council in its area an appropriate charter evidencing the due organization and good standing of the local PTA or council.

A local PTA or council in good standing is one which:

- (1) Adheres to the Objects and basic policies of the PTA;
- (2) Remits the state and national portion of the dues to reach the WSPTA Office by the designated dates;
- (3) Has standing rules approved according to the procedures of the WSPTA;
- (4) Immediately after elections, identifies its elected officers to the WSPTA Office;
- (5) Meets other criteria as may be prescribed by the WSPTA.

(b) Each local PTA and council shall adopt standing rules for the government of the organization. Such standing rules shall not be in conflict with the Bylaws of the National PTA or the bylaws of the WSPTA.

(c) Each local PTA and council shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to the WSPTA. Such books of account and record shall at all reasonable times be open to inspection by an authorized representative of the WSPTA or by a duly authorized representative of the National PTA.

(d) The charter of a local PTA or council shall be subject to withdrawal and the status of such organization as a PTA unit or council shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the WSPTA.

(e) Each local PTA or council is obligated, upon withdrawal of its charter by the WSPTA:

- (1) To yield up and surrender all of its books and records and all of its assets and property to the WSPTA or to such agency as may be designated by the WSPTA or to another local PTA organized under the authority of the WSPTA;
- (2) To cease and desist from the further use of any name that implies or connotes association with the National PTA or the WSPTA or status as a constituent organization of the National PTA and;
- (3) To carry out promptly, under the supervision and direction of the WSPTA, all proceedings necessary or desirable for the purpose of dissolving such local PTA or council.

Section 3

Dissolution of a Local Unit/Council

(a) Upon consideration of dissolution by a local unit/council, notice shall be given in writing to the WSPTA office. A public meeting must be held with thirty (30) days prior notice, at which a quorum of membership

must be present to vote. The region director, a representative of the council involved, or designated alternate shall be present.

(b) In the event of the dissolution of a local unit/council, the assets of the organization shall be distributed for one or more of the exempt purposes specified in Section 501 (c)(3) or (4) of the 1986 Internal Revenue Code as from time to time amended, and as approved by a vote of the general membership. This meeting shall be presided over by the region director or designee.

(c) A local unit/council shall be considered dissolved when the membership has approved the dissolution and distribution of assets or when it fails to submit annual membership service fees to the WSPTA for two (2) consecutive years. When no longer affiliated with the WSPTA, the local unit/council shall cease and desist from further use of any name that implies or connotes association with the WSPTA and National PTA.

(d) Each local unit/council is obligated, upon dissolution; to yield and surrender all financial books and records of its assets and property to the region director who shall submit it to the WSPTA office.

Section 4

There shall be no proxy voting by any constituent organization of the WSPTA.

Section 5

The purposes and basic policies of the WSPTA shall in every case also be the purposes and basic policies of each constituent organization.

Section 6

Annually, each constituent organization shall review the Uniform Bylaws of the WSPTA for the government of the organization and shall also adopt standing rules that are not in conflict with state or National PTA bylaws and that include a provision establishing a quorum.

Article 4 MEMBERSHIP & SERVICE FEES

Section 1

Open Membership

Without discrimination, membership in each local PTA shall be open to all people, under such rules and regulations, not in conflict with the provisions of the Bylaws of the National PTA, as may be prescribed in the standing rules of the local PTA, to any individual who subscribes to the Objects and basic policies of the National PTA.

Section 2

Year-round Enrollment

Each local PTA shall conduct an annual enrollment of members but may admit persons to membership at any time.

Section 3

Categories of Members

The WSPTA shall have the following categories of members:

- (a) Local units.
- (b) Councils.

(c) WSPTA Board of Directors members.

Section 4

Membership Service Fees

The WSPTA per capita membership service fee shall be four dollars and seventy-five cents (\$4.75) plus the National PTA per capita assessment which is currently one dollar seventy-five cents (\$1.75). Increases to the WSPTA's service fees shall be determined by the WSPTA convention. National PTA assessment increases shall be automatic according to changes made by National PTA.

Article 5 LOCAL UNIT

Section 1

Name

The name of this local unit shall be _____ Parent Teacher Association (PTA), a unit of the Washington Congress of Parents and Teachers. Local units with student memberships may be named Parent, Teacher, Student Associations (PTSA).

Section 2

Basic Policies

- (a) A local PTA in good standing is one which:
- (1) Adheres to the Objects and basic policies of the PTA;
 - (2) Remits the state and national portion of the dues to reach the WSPTA Office by the designated dates;
 - (3) Has standing rules approved according to the procedures of the WSPTA;
 - (4) Immediately after elections, identifies its elected officers to the WSPTA Office;
 - (5) Meets other criteria as may be prescribed by the WSPTA.
- (b) A PTA/PTSA local unit shall not enter into any financial obligations extending beyond the fiscal year (July 1 – June 30) except as approved by the general membership. The organization shall operate in a fiscally responsible and appropriate manner.
- (c) PTA/PTSA membership lists shall not be released to outside interests.
- (d) Each local unit shall be self-governing in the areas not in conflict with the Washington State PTA Uniform Bylaws.
- (e) Because each constituent organization of the WSPTA must adopt these Uniform Bylaws, such Bylaws shall not be in conflict with the Bylaws of the National PTA.
- (f) Local unit standing rules shall not be in conflict with the Washington State PTA Uniform Bylaws.

Section 3

Membership & Voting

- (a) Any group desiring the services available and provided by the WSPTA; willing to promote the Objects of

the National PTA; willing to uphold the policies and subscribe to the Uniform Bylaws of the WSPTA, may become an affiliated unit of the WSPTA upon payment of per capita membership service fees. A charter shall be granted by the WSPTA Board of Directors.

(b) Twenty-five (25) or more members are required to organize or continue as an affiliated local PTA/PTSA unit. An annual waiver to the twenty-five (25) member minimum requires WSPTA Executive Committee and Region Director approval.

(c) Any individual supporting the Objects and purposes of PTA may become a member of a local unit by paying such membership service fees as are established by the local units.

(d) Upon payment of membership service fees, members are considered in good standing through October of the ensuing year.

(e) Persons joining at the organizational meeting of a new unit shall be entitled to all privileges of membership. The local unit shall forward per capita service fees with names and addresses of the charter members and officers to the WSPTA office immediately following an organizational meeting.

(f) Only members of a local unit who have paid membership service fees for the current membership year shall be entitled to a voice and one vote on each matter in the business of the local unit.

(g) To be elected to office a person must be a member of a PTA unit at least thirty (30) days preceding the election.

Section 4

Membership & Service Fees

(a) Local unit membership service fees for PTA/PTSA members shall be determined by each local unit, the total to include the National PTA and the WSPTA assessments, and council assessment where applicable.

(b) Local units affiliated with a council shall pay the per capita membership fees to the council which shall forward them to the WSPTA office.

(c) Local units not affiliated with a council shall send the per capita membership service fees directly to the WSPTA office.

Section 5

Nominating Committee

(a) ELECTION

(1) The nominating committee shall be elected by ballot at a general membership meeting of the local unit at least thirty (30) days preceding the election of officers. The designated number of candidates receiving the highest number of votes shall be declared the nominating committee. The person receiving the highest number of votes shall be the chair. In case of a tie for chair, the chair shall designate one of the persons receiving the tie vote as temporary chair and the committee shall select its permanent chair at its first meeting.

(2) The members of the nominating committee shall have been members in good standing for at least thirty (30) days preceding their election. Alternates to serve on the nominating committee shall be named in order of the number of votes received.

(3) No person shall be eligible to serve two (2) consecutive years on this committee.

(4) Neither the president nor the school principal are eligible to be elected to serve on the nominating committee.

(5) The nominating committee shall consist of at least three (3) members from a list of five (5) or more nominated from the floor. Only members of the local unit shall be eligible to vote or serve.

(b) **DUTIES**

The nominating committee shall submit to the membership a written and signed report at least fifteen (15) days prior to the election of the name of one (1) or more candidates for each office to be filled. Additional nominations may be made from the floor with the consent of the nominee.

Section 6

Officers & Their Election

Each elected officer of a local unit shall:

(a) Be a member of that local PTA unit prior to taking office and be at least 18 years of age.

(b) There shall be at least four (4) elected officers: president, vice president, secretary, and treasurer, with the recommendation that the legislative chair may be an elected officer. There may be other officers as designated in the standing rules.

(c) The officers shall be elected at a general membership meeting prior to April 30 for a term of one (1) year or until their successors are elected. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served eight (8) or more months shall be considered to have served a full term. Officers shall assume their duties on July 1.

(d) A quorum being present, a majority of all votes is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for an office. Absentee or mail-in or proxy ballots are prohibited.

(e) If a vacancy occurs in an office, the executive committee may fill the vacancy until the next general membership meeting at which time nominations shall be made from the floor with the consent of the nominee. A quorum being present, a majority of all votes cast is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for office. Absentee or mail-in or proxy ballots are prohibited.

Section 7

Duties of Officers

(a) **GENERAL**

(1) Upon assuming office, the officers shall be empowered to honor expenditures that have been provided for in the approved budget. All books, funds, and supplies belonging to the PTA/PTSA shall be relinquished to the new officers by the retiring officers immediately upon leaving office.

(2) All financial matters and binding agreements shall require two (2) signatures; only elected officers shall have the authority to sign.

(3) In the event two (2) or more members of the same household hold offices in the same local unit or council, only one (1) shall co-sign financial matters.

(4) An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

(b) PRESIDENT

The president shall:

- (1) Preside at all meetings.
- (2) Make appointments to positions and committees as designated in the standing rules, with approval of the executive committee, for a term of one (1) year.
- (3) Be an ex-officio member of all committees except the nominating committee.
- (4) Disseminate and communicate all information received pertinent to PTA/PTSA programs.
- (5) Perform all duties pertaining to the office such as specified in these Uniform Bylaws and the standing rules.
- (6) Send to the WSPTA office the names and addresses of the newly elected officers for the upcoming year immediately upon election but no later than May 1.
- (7) Participate in the election of the region director.
- (8) Assure local unit representation at council meetings if the local unit is a member of a council.

(c) VICE PRESIDENT

The vice president shall perform the duties of the president in the absence or inability of that officer to serve, and shall assist the president when called upon. In the case of a vacancy in the office of president, the first vice president or vice presidents in their order shall temporarily assume the duties until the vacancy is filled.

(d) SECRETARY

The secretary shall:

- (1) Keep accurate records of all meetings.
- (2) Notify the president of any unfinished business.
- (3) Be responsible for correspondence as designated by the president.
- (4) Keep a complete roster of the membership of all standing and special committees.
- (5) Perform such other duties as provided for in the bylaws or standing rules.
- (6) The secretary shall maintain a complete roster of all members.

(e) TREASURER

The treasurer shall:

- (1) Serve as chair of the budget committee; present the budget to the membership; keep accurate records at all times; receive, issue receipts, and deposit promptly in an authorized account all monies and disburse same according to the approved yearly budget.
- (2) Present a written financial statement at each regular meeting and such other times as required by the president; provide all financial records if requested by the president or board of directors members; close the books on June 30 and submit the books and records for financial review to a financial review committee of no fewer than three (3) members appointed by the president. The financial review committee shall not include the people who were authorized to sign on the bank account for the period being reviewed.

(3) Perform such other duties as may be provided for in the standing rules.

(4) The treasurer shall keep a record of membership service fees, transmitting same accompanied by membership lists bearing the names and addresses of members to the council treasurer. Units not affiliated with a council shall transmit same to the WSPTA office. A duplicate membership list shall be provided to the local unit secretary.

Section 8

Executive Committee

(a) The executive committee shall consist of the elected officers. A majority of those on the committee shall constitute a quorum.

(b) The executive committee shall:

(1) Appoint members of the board of directors for a term of one (1) year.

(2) Review the standing rules annually.

(3) Refer recommendations to the board of directors and/or general membership for action.

Section 9

Board of Directors

(a) Each board member of a local PTA unit shall be a member in good standing of that local PTA unit prior to assuming the roles and responsibilities of the position.

(b) The board shall:

(1) Consist of the executive committee and appointed positions as specified in the local unit standing rules.

(2) Review the budget prior to its annual submittal to the general membership.

(3) Transact necessary business between meetings of the membership and other such business as may be referred to it by the membership.

(4) Present recommendations to the general membership for action.

(c) A majority of those currently serving on the board shall constitute a quorum.

(d) Special meetings may be called by the president or upon written request by a majority of all the members of the board. Written notice stating the date, time, place, and purpose of the meeting shall be delivered to each member of the board at least ten (10) days prior to the special meeting.

(e) WSPTA Board of Directors' members shall be conference members, with no vote, of local units and councils of which they are not members within the area they service.

Section 10

General Membership Meetings

(a) There shall be meetings of the general membership as established by the local unit standing rules to conduct business; adopt the budget; approve the standing rules; elect the nominating committee and delegates; and to conduct other business.

(b) There shall be an annual meeting of the members to be held at a time and place fixed 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 unit president or secretary shall deliver written notice of the place, day and time of the annual meeting not less than ten (10) nor more than fifty (50) days prior to the date of the annual meeting to each member of the local unit.

(c) Notice of regular meetings shall be made by providing each member with an adopted schedule of the regular meetings at any time after the annual meeting and before ten (10) days prior to the next succeeding regular meeting, and at any time requested by a member, or by such other notice as may be prescribed in the standing rules.

(d) Special meetings may be called by the president or a majority of the board of directors by written notice delivered to the members of the local unit, not less than ten (10) nor more than fifty (50) days before the date of the special meeting, stating the place, date, time, and purpose of the special meeting.

(e) A quorum shall be specified in the unit's standing rules but shall be no less than ten (10). Absentee or mail-in or proxy ballots are prohibited.

(f) Local unit general membership meetings may be open to all interested persons, but the privilege of making motions, debating, or voting shall be limited to the voting body of the unit as defined in Article 5, Section 3 (f).

Article 6 COUNCIL

Section 1

Name

The name of this council shall be _____ a branch of the Washington Congress of Parents and Teachers.

Section 2

Basic Policies

(a) A council in good standing is one which:

- (1) Adheres to the Objects and basic policies of the PTA;
- (2) Remits the state and national portion of the dues to reach the WSPTA Office by the designated dates;
- (3) Has standing rules approved according to the procedures of the WSPTA;
- (4) Immediately after elections, identifies its elected officers to the WSPTA Office;
- (5) Meets other criteria as may be prescribed by the WSPTA.

(b) A PTA council shall not enter into any financial obligations extending beyond the fiscal year (July 1 – June 30) except as approved by the general membership. The organization shall operate in a fiscally responsible and appropriate manner.

(c) PTA/PTSA membership lists shall not be released to outside interests.

(d) Each council shall be self-governing in the areas not in conflict with the Washington State PTA Uniform Bylaws.

(e) Because each constituent organization of the WSPTA must adopt these Uniform Bylaws, such Bylaws shall not be in conflict with the Bylaws of the National PTA.

(f) Council standing rules shall not be in conflict with the Washington State PTA Uniform Bylaws.

Section 3

Membership & Voting

(a) The purpose of a council is to promote the Objects of the National PTA through creating public opinion favorable to the interests of children and youth; provide services, information, support, and leadership training for member units; promote cooperation among the member units; and, encourage child welfare projects in local units and the community.

(b) The membership of a PTA/PTSA council shall consist of local PTA/PTSA units within an area defined by the State Board of Directors, recorded in the WSPTA office, to serve a defined area. Public School associated local units shall be members of councils whenever a council exists. All other units may become members of council with mutual agreement. Units shall apply to the WSPTA Board of Directors for authority to organize a council.

(c) Councils will be created at the request of the local units to be served, with the approval of the WSPTA Board of Directors.

(d) The voting body of a council shall consist of the members of the council board of directors, and representative(s) from each member local unit as specified by the council standing rules.

(e) To vote in any election or be elected to office, a person must be a member of a unit within the council service area at least thirty (30) days preceding the election.

(f) Representatives from PTA/PTSA units whose fees are delinquent shall not participate in the business or activities of the council.

Section 4

Membership & Service Fees

Councils shall determine annual council fees.

Section 5

Nominating Committee

(a) ELECTION

(1) The nominating committee shall be elected by ballot at a general membership meeting of the council at least thirty (30) days preceding the election of officers. The designated number of candidates receiving the highest number of votes shall be declared the nominating committee. The person receiving the highest number of votes shall be the chair. In case of a tie for chair, the chair shall designate one of the persons receiving the tie vote as temporary chair and the committee shall select its permanent chair at its first meeting.

(2) The members of the nominating committee shall have been members in good standing for at least thirty (30) days preceding their election. Alternates to serve on the nominating committee shall be

named in order of the number of votes received.

- (3) No person shall be eligible to serve two (2) consecutive years on this committee.
- (4) Neither the president nor the school principal are eligible to be elected to serve on the nominating committee.
- (5) The nominating committee shall consist of at least three (3) delegates from a list of five (5) or more nominated from the floor. Only voting delegates of the council shall be eligible to vote or serve. Where there are sections, the council shall define procedures in the standing rules.

(b) **DUTIES**

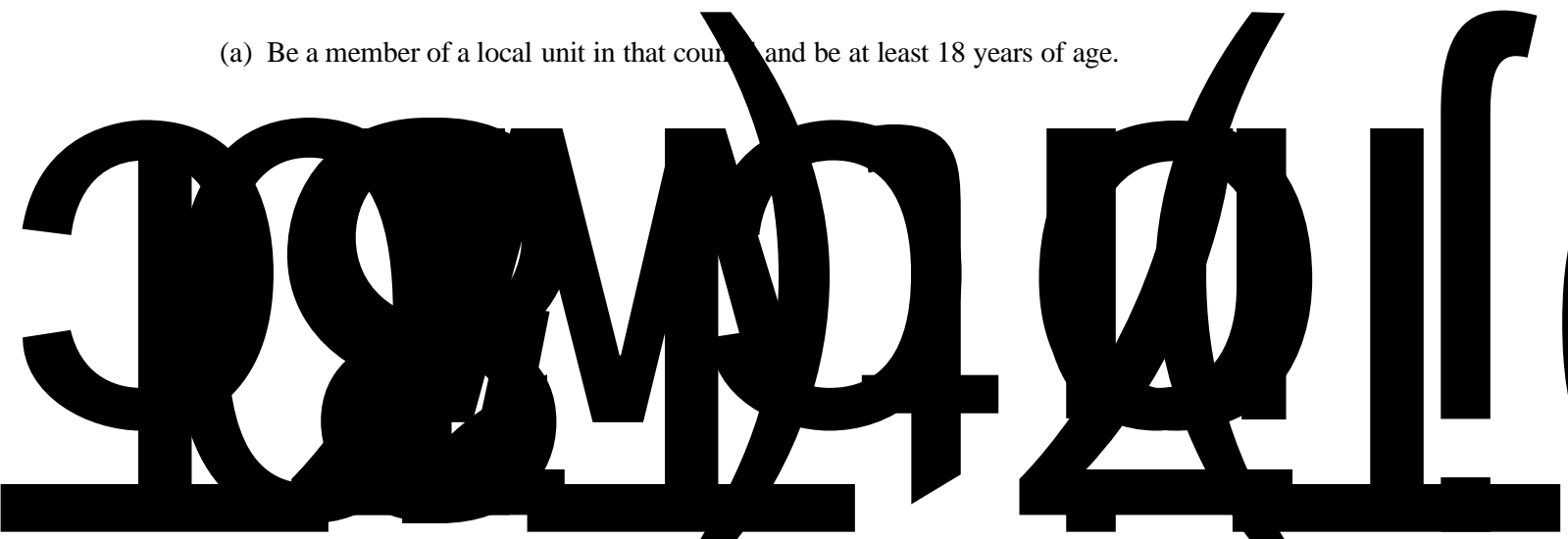
The nominating committee shall submit to the membership a written and signed report at least fifteen (15) days prior to the election of the name of one (1) or more candidates for each office to be filled. Additional nominations may be made from the floor with the consent of the nominee.

Section 6

Officers & Their Election

Each elected officer of a council shall:

- (a) Be a member of a local unit in that council and be at least 18 years of age.



(3) In the event two (2) or more members of the same household hold offices in the same local unit or council, only one (1) shall co-sign financial matters.

(4) An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

(b) PRESIDENT

The president shall:

(1) Preside at all meetings.

(2) Make appointments to positions and committees as designated in the standing rules, with approval of the executive committee, for a term of one (1) year.

(3) Be an ex-officio member of all committees except the nominating committee.

(4) Disseminate and communicate all information received pertinent to PTA/PTSA programs.

(5) Perform all duties pertaining to the office such as specified in these Uniform Bylaws and the standing rules.

(6) Coordinate the council's programs and activities.

(7) Attend the region meetings or send designated alternates.

(8) Participate in the election of the region director.

(9) Cooperate, when requested, with the region director in establishing new units.

(c) VICE PRESIDENT

The vice president shall perform the duties of the president in the absence or inability of that officer to serve, and shall assist the president when called upon. In the case of a vacancy in the office of president, the first vice president or vice presidents in their order shall temporarily assume the duties until the vacancy is filled.

(d) SECRETARY

The secretary shall:

(1) Keep accurate records of all meetings.

(2) Notify the president of any unfinished business.

(3) Be responsible for correspondence as designated by the president.

(4) Keep a complete roster of the membership of all standing and special committees.

(5) Perform such other duties as provided for in the bylaws or standing rules.

(6) The secretary shall maintain an up-to-date roster of local units in the council membership with names and addresses of their officers.

(e) TREASURER

The treasurer shall:

(1) Serve as chair of the budget committee; present the budget to the membership; keep accurate records at all times; receive, issue receipts, and deposit promptly in an authorized account all monies and disburse same according to the approved yearly budget.

(2) Present a written financial statement at each regular meeting and such other times as required by the president; provide all financial records if requested by the president or board of directors members; close the books on June 30 and submit the books and records for financial review to a financial review committee of no fewer than three (3) members appointed by the president. The financial review committee shall not include the people who were authorized to sign on the bank account for the period being reviewed.

(3) Perform such other duties as may be provided for in the standing rules.

(4) The treasurer shall remit WSPTA and National PTA portions of the membership service fees to the WSPTA office no later than the specified postmark deadline dates.

Section 8

Executive Committee

(a) The executive committee shall consist of the elected officers. A majority of those on the committee shall constitute a quorum.

(b) The executive committee shall:

(1) Appoint members of the board of directors for a term of one (1) year.

(2) Review the standing rules annually.

(3) Refer recommendations to the board of directors and/or general membership for action.

Section 9

Board of Directors

(a) Each board member of a PTA Council shall be a member in good standing of a local PTA unit within that PTA Council before assuming the roles and responsibilities of the position.

(b) The board shall:

(1) Consist of the executive committee and appointed positions as specified in the council standing rules.

(2) Review the budget prior to its annual submittal to the general membership.

(3) Transact necessary business between meetings of the membership and other such business as may be referred to it by the membership.

(4) Present recommendations to the general membership for action.

(c) A majority of those currently serving on the board shall constitute a quorum.

(d) Special meetings may be called by the president or upon written request by a majority of all the members of the board. Written notice stating the date, time, place, and purpose of the meeting shall be delivered to each member of the board at least ten (10) days prior to the special meeting.

(e) WSPTA Board of Directors' members shall be conference members, with no vote, of councils of which they are not members within the area they service.

Section 10
General Membership Meetings

- (a) There shall be meetings of the general membership as established by the council standing rules to conduct business; adopt the budget; approve the standing rules; elect the nominating committee and delegates; and to conduct other business.
- (b) There shall be an annual meeting of the members to be held at a time and place fixed by the council board of directors for the purpose of electing officers and conducting any other business which may properly come before the annual meeting. The council president or secretary shall deliver written notice of the place, day and time of the annual meeting not less than ten (10) nor more than fifty (50) days prior to the date of the annual meeting to each member of the council.
- (c) Notice of regular meetings shall be made by providing each member with an adopted schedule of the regular meetings at any time after the annual meeting and before ten (10) days prior to the next succeeding regular meeting, and at any time requested by a member, or by such other notice as may be prescribed in the standing rules.
- (d) Special meetings may be called by the president or a majority of the board of directors by written notice delivered to the members of the council, not less than ten (10) nor more than fifty (50) days before the date of the special meeting, stating the place, date, time, and purpose of the special meeting.
- (e) One-tenth (1/10) of the voting delegates of the council shall constitute a quorum. Absentee or mail-in or proxy ballots are prohibited.
- (f) Council general membership meetings may be open to all interested persons, but the privilege of making motions, debating, or voting shall be limited to the voting body of the Council as defined in Article 6, Section 3 (d).

Article 7
REGION

Section 1
Nominating Committee

- (a) ELECTION
 - (1) The nominating committee shall consist of at least three (3) members residing within the region from a list of five (5) or more nominated from the floor. The election shall be held at region meetings held prior to November 1. Each unit and council in attendance shall have one (1) vote.
 - (2) The members of the nominating committee shall have been members in good standing for at least thirty (30) days preceding their election. Alternates to serve on the nominating committee shall be named in order of the number of votes received.
 - (3) No person shall be eligible to serve two (2) consecutive years on this committee.
- (b) DUTIES

The nominating committee shall nominate one (1) or more candidates for the office of region director. A signed report and a resume for each candidate shall be mailed to the WSPTA office by December 1.

Section 2 **Region Director Election**

- (a) The state shall be divided into regions, boundaries of which shall be determined by the WSPTA Board of Directors.
- (b) To be eligible for election to the position of Region Director, a person must be a member of a local PTA/PTSA unit, shall reside within the region to be represented, and have served:
- (1) As a local unit or council officer for two (2) years; or
 - (2) On the region service delivery team for two (2) years; or
 - (3) On the region service delivery team for one (1) year and a local unit or council officer for one (1) year; or
 - (4) On the WSPTA Board of Directors for at least one (1) year.
- (c) Region directors shall be elected for a term of two (2) years or until their successors are elected. A region director having served sixteen (16) or more months shall be considered to have served a full term. Region directors shall not be eligible for two (2) consecutive terms in the same office. Region directors from odd-numbered regions shall be elected in odd-numbered years, and region directors from even-numbered regions shall be elected in even-numbered years.
- (d) The region director shall be elected by the local units and councils within the boundaries of the geographically designated regions. Each local unit shall have one (1) vote; each council shall have one (1) vote. The method of determining this vote shall be left to the discretion of the local unit or council. All votes shall be cast by mail-in ballot administered by the WSPTA office.
- (e) The WSPTA office shall tally and ratify all votes for the region. The results of the vote shall be reported to all local units and councils in that region.
- (f) The election must be completed by February 1.
- (g) The person receiving the majority of votes shall be elected and assume office on June 1.
- (h) Twenty-five (25) per cent of all local units and councils in good standing in a region shall constitute a quorum.
- (i) If a vacancy occurs, the WSPTA president shall appoint an acting region director until the vice president calls a meeting of the council presidents and presidents of local units not affiliated with a council to elect a nominating committee. Elections shall be held within forty-five (45) days. The unexpired term shall be filled by a majority vote of the local units and councils.

Section 3 **Region Director Duties**

- (a) Region directors shall:
- (1) Attend all WSPTA Board of Directors' meetings.
 - (2) Preside at the region director nominating committee election.
 - (3) Be responsible for annual officers' leadership workshops for the councils and local units in that region. The appropriate WSPTA officer is authorized to call for a workshop in the event the region

director fails to fulfill those responsibilities.

(4) Hold at least two (2) region meetings during the year to which local unit and council officers and members are invited.

(5) Be a conference member, without vote, of local units and councils of which they are not members within their designated region.

Article 8 STATE

Section 1

Name

The name of the state organization shall be the Washington Congress of Parents and Teachers (the WSPTA), hereinafter the WSPTA, an affiliated branch of the National PTA.

Section 2

State and National Membership

Each individual who is a member of a local PTA is a member of the National PTA and of the WSPTA by which such local PTA is chartered, and is entitled to all the benefits of each membership.

Section 3

Nominating Committee

(a) ELECTION

(1) Three members of the WSPTA nominating committee shall be elected by the WSPTA Board of Directors. Two members shall be elected from the membership at large at the annual convention. The WSPTA nominating committee shall select the committee chair. A list of alternates in order of votes received shall be maintained to fill vacancies as needed, in the event that those elected cannot serve.

(2) The members of the nominating committee shall have been members in good standing for at least thirty (30) days preceding their election.

(3) No person shall be eligible to serve two (2) consecutive years on this committee.

(b) DUTIES

The nominating committee shall nominate one (1) or more candidates for each elective office to be filled at the next WSPTA convention. The committee shall send a written and signed report of those nominated to the executive director who shall send a copy to each member of the WSPTA Board of Directors and the presidents of councils and local units at least sixty (60) days prior to convention. A call for self-declared candidates will be sent with the nominating committee report. Self-declared candidates must give notice before March 15 of their intent to run. Notification must be given in writing to the WSPTA President, and the nominating committee chair. The nominating committee shall report on the first day of convention.

Section 4

Officers and Their Election

(a) The elected officers of the WSPTA shall be president, vice president, secretary, finance officer, leadership director, program director, membership director, legislative director, and the region directors.

(b) The president, vice president, secretary, finance officer, leadership director, program director, membership

director and legislative director shall be elected at the annual convention for a term of two (2) years or until their successors are elected. The president, vice president, membership director and legislative director shall be elected in odd-numbered years; the secretary, finance officer, leadership director, and program director shall be elected in the even-numbered years. The majority of all votes cast is necessary to elect. If only one (1) candidate is nominated, voting may be by voice. Absentee or mail-in or proxy ballots are prohibited.

(c) To be eligible for election, a person must be a member of a local PTA/PTSA unit. For the offices of president, vice president, finance officer, secretary and leadership director, the candidate shall have served at least one (1) year on the WSPTA Board of Directors; for the offices of program director and membership director, the candidate shall have served at least one (1) year on the WSPTA Board of Directors or as a local unit or council officer for two (2) years; for the office of legislative director, the candidate shall have served at least one (1) year on the WSPTA Board of Directors or at least one (1) year on the WSPTA legislation committee or at least two (2) years as a local unit or council legislation chair.

(d) To be nominated for office, to run for office or to be elected to office, a currently sitting member of the WSPTA Board of Directors must resign from that Board position effective May 30th of the year in which the election is held.

(e) Officers shall not be eligible for two (2) consecutive terms in the same office. An officer having served sixteen (16) or more months shall be said to have served a full term. Officers shall assume duties of office on June 1.

(f) If an officer elected at the annual convention is unable to serve, that office shall be filled until the next annual convention by a majority vote of the WSPTA Board of Directors. Recommendations for candidates for the vacated office shall be solicited from the general membership prior to the Board meeting at which the election is held.

Section 5 **Duties of Officers**

(a) PRESIDENT

The president shall:

- (1) Sign checks if the executive director is unable to carry out his or her duties.
- (2) Approve all editorial content of WSPTA publications.
- (3) Represent the WSPTA on the National Council of States and at the National PTA Convention.

(b) VICE PRESIDENT

The vice president shall:

- (1) Coordinate leadership education of the WSPTA Board of Directors; act as assistant to the president; and, perform such other duties as delegated by the president.
- (2) Perform the duties of the president, as designated by the WSPTA Board of Directors, in the absence or inability of that officer to serve.

(c) SECRETARY

The secretary shall keep accurate records of Executive Committee, Board of Directors, Convention, and Legislative Assembly meetings.

(d) FINANCE OFFICER

The finance officer shall:

- (1) Be chair of the Corporate Finance Committee.
- (2) Submit a proposed budget to the pre-convention meeting of the WSPTA Board of Directors for adoption.
- (3) Sign checks if the president or executive director is unable to carry out his or her duties.

(e) LEADERSHIP DIRECTOR

The leadership director shall be chair of the convention classes committee; coordinate the WSPTA Leadership Conference; and help develop, review, and update WSPTA leadership resources.

(f) PROGRAM DIRECTOR

The program director shall coordinate the activities of WSPTA programs and help develop, review and update program publications and resources.

- (1) The program director shall provide oversight for the WSPTA Reflections program.

(g) LEGISLATIVE DIRECTOR

The legislative director shall be chair of the WSPTA Legislation Committee, coordinate the WSPTA Legislative Assembly and the activities of the WSPTA legislation training program.

(h) MEMBERSHIP DIRECTOR

The membership director shall be chair of the WSPTA Membership Committee, coordinate membership activities of WSPTA and review and update program publications and resources.

Section 6

Executive Committee

The executive committee will function as a committee on state and local relationships when needed.

- (a) This committee shall review any alleged violations by local PTAs of the National PTA Bylaws, the WSPTA Bylaws, or their own standing rules or other practices or activities of local PTAs that may tend to defeat the Objects and basic policies of the WSPTA and shall promptly report to the state Board of Directors the results of such review and its recommendations for action.
- (b) The WSPTA Board of Directors shall give due consideration to the report of the committee and shall accord the local PTA an opportunity to be heard and to respond to the report. If, upon such consideration and hearing, the WSPTA Board of Directors finds a violation by a local PTA, it may, by a two-thirds vote of all its members then in office, require the local PTA to take appropriate action within a period of time stipulated by the WSPTA Board of Directors. When such a requirement has been made by the WSPTA Board of Directors and if the recommended action is not taken by the local PTA within the allotted time, the WSPTA Board of Directors may, by a two-thirds vote of all its members then in office, withdraw the charter of the local PTA and terminate its status as a local PTA.
- (c) The Executive Committee shall consist of the president, vice president, secretary, finance officer and one board representative (who shall be either a region director or special director) elected by the region directors and special directors at the first board meeting following the Convention to serve for the current PTA year term until May 30th. A majority of those on the committee shall constitute a quorum.
- (d) The Executive Committee, with input from the board of directors, shall conduct an annual evaluation of the executive director and present a summary of this evaluation by the pre-convention WSPTA Board of Directors' meeting.

Section 7
Board of Directors

The board shall:

- (a) Consist of the Executive Committee, leadership director, program director, membership director, legislative director, and region directors and shall serve as the Board of Directors of the corporation of the Washington Congress of Parents and Teachers; extend guest and courtesy seats to all regular meetings of the Board as determined by board policy. National PTA Board of Directors' members, residing in the state, shall be conference members with no vote.
- (b) Hold quarterly meetings. Special meetings may be called by the president or upon written request of fifteen (15) members of the Board. Written notice stating the date, time, place, and purpose of the meeting shall be delivered to each member of the board at least ten (10) days prior to the special meeting. A majority of all the members of the Board shall constitute a quorum.
- (c) Have authority over the business of the WSPTA during the interim between annual conventions, including new areas of legislation affecting the business of the corporation that are not covered by the legislation program, except that of modifying any action taken by convention. No debt or liability shall be incurred by the Board that has not been provided for by the adopted yearly budget.
- (d) Approve the format of the annual convention; determine committees and approve plans for action; endeavor to carry out the programs of the National PTA; authorize the publication and distribution of WSPTA publications.
- (e) Serve as the committee on local unit, council, and WSPTA relations. The WSPTA Board shall review any alleged violations of the Uniform Bylaws by local units or councils or other practices or activities that may lead to the defeat of the Objects and basic policies of the WSPTA. The local unit or council will be granted an opportunity to be heard by the Board. Upon such consideration and hearing, the Board by a two-thirds (2/3) vote may require the local unit or council to take appropriate action within a stated period of time. If the recommended action is not taken by the local unit or council, the WSPTA Board reserves the right to withdraw the charter of the local unit or council. In the event of withdrawal of the charter, the local unit or council shall yield and surrender all of its assets and property to the WSPTA, and cease and desist from further use of any name that implies or connotes association or affiliation with the WSPTA or National PTA.

Article 9
WSPTA EXECUTIVE DIRECTOR

Section 1

The executive director shall be hired by the WSPTA Board of Directors.

Section 2

The executive director shall:

- (a) Perform those duties set forth in the employee contract and policies.
- (b) Receive and disburse all monies of the organization; provide a monthly financial report to the president and finance officer; be required to give a commercial bond, paid for by the WSPTA, for performance of his/her duties; quarterly send to National PTA the per capita assessments on hand accompanied by a statement giving names, locations, and membership of each unit; have the accounts of the WSPTA audited by a certified public accountant who is approved by the corporate finance committee.

(c) Prepare a quarterly report for the WSPTA Board of Directors; send out necessary notices of meetings of the WSPTA Board of Directors, convention, and others at the direction of the president; maintain a complete file of minutes and reports of the WSPTA.

Section 3

Signature authority may be delegated by the Executive Committee to a designated staff member.

Article 10 WSPTA CONVENTION

Section 1

The annual meeting of the members of the WSPTA shall be known as the WSPTA Convention. The time, place, and registration fee for each convention delegate shall be fixed by the WSPTA Board of Directors. The convention shall be the governing body of the WSPTA. Written notices of the place, date, and time of the WSPTA convention shall be mailed, not less than ten (10) nor more than fifty (50) days prior to the opening day of convention to the WSPTA Board of Directors, the presidents of each local unit in good standing, and the presidents of each council in good standing.

Section 2

Voting Delegates

(a) GENERAL

The voting delegates at convention shall be the WSPTA Board of Directors and accredited delegates from local units and councils in good standing. Payment of membership service fees shall entitle the authorized delegates' representation. Each voting delegate is only entitled to cast one vote on each matter before the assembly.

(b) LOCAL UNIT

(1) The method for selecting voting delegates and alternates to the WSPTA convention shall be specified in the standing rules.

(2) Units shall be entitled to have the number of voting delegates as shown in the following chart, based on the remitted service fees as of January 25th of the current year:

Up to 299 memberships: 2 voting delegates
300-499 memberships: 3 voting delegates
500-699 memberships: 4 voting delegates
700-899 memberships: 5 voting delegates
Over 899 memberships: 1 voting delegate for each additional 200 memberships

(3) New units admitted to membership after February 1 of the current year shall be allowed representation at the convention on the basis of membership recorded in the WSPTA office fifteen (15) days prior to the opening day of convention.

(4) A local unit may have as many visiting delegates as desired.

(c) COUNCIL

The method for selecting voting delegates and alternates to the WSPTA convention shall be specified in the council standing rules. Each council shall be entitled to have two (2) voting delegates. A council may have as many visiting delegates as desired.

(d) QUORUM

Three hundred (300) voting delegates, with at least three-fourths (3/4) of the regions represented, present at any general business session shall constitute a quorum.

Section 3

Resolutions

Resolutions approved by local units, councils, or WSPTA committees, to be submitted to the WSPTA Convention for action, shall be submitted to the WSPTA office postmarked no later than the annually established deadline for consideration by the resolutions committee.

(a) Resolutions

- (1) Must not be in conflict with WSPTA and National PTA policies.
- (2) Must be statewide in scope.
- (3) May supplement but not conflict with the WSPTA Legislative Platform.

(b) Emergency resolutions at convention are new business and may not concern items already on the convention agenda.

(c) Any position taken by the board (“Board Position”) and listed in the “Resolutions/Board Positions” document must be submitted as a resolution and approved at the WSPTA Convention within one year of adoption or be removed from the “Resolutions/Board Positions” document.

Section 4

Rules

(a) Convention rules shall not be in conflict with these Uniform Bylaws.

(b) Only those publications approved by the WSPTA president or executive director shall be displayed, distributed, or offered for sale at convention.

Section 5

Cancellation

In the event of an emergency, the WSPTA Board of Directors shall have the authority to determine if a convention shall be held; a two-thirds (2/3) vote shall decide. Should no convention be held, the WSPTA Board of Directors shall have the authority to plan procedures for conducting all necessary business.

(a) The Election Oversight Committee shall have charge of the election, which shall be conducted in accordance with procedures adopted by the WSPTA Board of Directors. In the event the election is conducted by mail, a plurality vote shall elect. The results of the election shall be reported to the Board of Directors at its next meeting.

(b) Existing Uniform Bylaws shall govern until convention meetings are resumed.

Article 11
NATIONAL PTA CONVENTION

The WSPTA shall be entitled to be represented at the annual convention of the National PTA by the president and one (1) voting delegate for every one thousand (1000) memberships as shown on the books of the National PTA secretary/treasurer as of March 31. The selection of these delegates shall be made or authorized by the WSPTA Board of Directors. Voting delegates from the WSPTA at-large to the National PTA convention must

comply with current criteria. In case of emergency, the WSPTA president shall be authorized to appoint delegates to the National PTA convention.

Article 12 LEGISLATION PROGRAM

The WSPTA legislation program shall include:

- (a) Issues selected at the Legislative Assembly which shall form the priority focus of the legislation platform.
- (b) Resolutions adopted at the WSPTA Convention which contain legislative intent.
- (b) Advocacy Topics which contain legislative intent.
- (d) Positions adopted by the WSPTA Board of Directors.

Article 13 LEGISLATIVE ASSEMBLY

Section 1 Meeting

- (a) An annual Legislative Assembly shall be held for the purpose of determining legislative priorities of the WSPTA.
- (b) The date, place, and registration fee shall be fixed by the WSPTA Board of Directors.
- (c) Standing rules shall be adopted annually and must not be in conflict with these Uniform Bylaws.

Section 2 Voting Delegates

- (a) Local unit voting delegates at the Legislative Assembly shall be members of the unit they represent. Council unit voting delegates must be members of a unit within the council service area.
- (b) The voting delegates at the Legislative Assembly shall be:
 - (1) Units shall be entitled to have the number of voting delegates as shown in the following chart, based on the previous year's end of the year membership.

Up to 299 memberships:	2 voting delegates
300-499 memberships:	3 voting delegates
500-699 memberships:	4 voting delegates
700-899 memberships:	5 voting delegates
Over 899 memberships:	1 voting delegate for each additional 200 memberships
 - (2) New units admitted to membership after June 30th of the current year shall be allowed representation at Legislative Assembly on the basis of membership recorded in the WSPTA office fifteen (15) days prior to the opening day of Legislative Assembly.
 - (3) Two (2) delegates from each council.

- (4) The region legislation chair.
- (5) One (1) delegate from the WSPTA Board of Directors.
- (6) Each voting delegate is only entitled to cast one vote on each matter before the assembly.

Section 3

Quorum

One-tenth (1/10) of the authorized delegates, with at least three-fourths (3/4) of the regions represented, shall constitute a quorum.

Section 4

Cancellation

In the event of an emergency, a two-thirds (2/3) vote of the WSPTA Board of Directors shall have the authority to cancel the Legislative Assembly. The WSPTA Legislation Committee will submit a proposed legislation program to the WSPTA Board of Directors for its approval. The approved legislation program will remain in effect until the next Legislative Assembly or until an annual review changes it.

Article 14

AMENDMENTS TO THE UNIFORM BYLAWS

Uniform Bylaws may be amended annually by a two-thirds (2/3) vote at convention, provided the amendments have been approved by the WSPTA Board of Directors. A copy of the proposed amendments shall be sent to each member of the WSPTA Board of Directors, council presidents, and local unit presidents at least fifty (50) days prior to the opening day of convention.

Article 15

PARLIAMENTARY AUTHORITY

The current edition of “Robert’s Rules of Order Newly Revised” shall govern the association in all cases in which they are applicable and in which they are not in conflict with these Uniform Bylaws, the Articles of Incorporation, or the Washington Nonprofit Corporation Act.

Article 16

ARTICLES OF ORGANIZATION

These Uniform Bylaws of this organization shall be deemed to be part of its articles of organization.

Glossary of Terms

501(c) 3—Donations are tax deductible by the donor; may not engage in any activities in support of or in opposition to any candidate for public office; may not devote more than an insubstantial part of its activities to influence legislation.

501(c) 4—Donations are not tax deductible by the donor, allows a larger percentage of advocacy work.

Ad Hoc Committee—a committee formed to accomplish a specific objective and usually for a limited period of time.

Advocacy—is the foundation of the PTA. Advocacy means to speak up; to plead a cause; to make a case for another.

Board of Directors—elected officers and appointed positions as defined in the local unit/council standing rules and WSPTA Uniform Bylaws.

Charter—the authorization from WSPTA to establish a local unit or council and the agreement outlining the organization, privileges and purposes.

Charter Member—any of the original members of a local unit who joined during the charter membership period.

Constituent—individual associations contributing to a whole. Local units and councils are constituents of WSPTA.

Convention—annual General Membership meeting of WSPTA

Council—a group of Local PTA units organized under the authority of the WSPTA within a defined area. A council provides service to local units and addresses needs larger than can be met by a local unit.

Delegate—a member representing a local unit, council or the WSPTA acting on behalf of its members

Dissolution—the termination of the affiliation with WSPTA and National PTA and the authority to exist and operate in any capacity as a PTA.

Dues—membership service fees paid to join a local unit PTA, WSPTA and National PTA to become a PTA member.

Ensuing—to happen as a consequence

Executive Committee—elected officers as defined in the local unit/council standing rules and WSPTA Uniform Bylaws.

Ex-Officio—a member of a board or committee by nature of their position (such as a school principal). With the exception of the president, they have voice and vote unless stated otherwise in standing rules. *For more details, see Robert's Rules of Order Newly Revised, 10th Edition, p. 466.*

Fiscal year—WSPTA fiscal year is the 12 month period from July 1 through June 30.

General Consent—unanimous approval of the group.

Gross Income—all income from every source. The only exception is membership fees sent to councils and WSPTA.

Inure—to receive a personal private benefit as an individual.

Leadership Conference—WSPTA advanced leadership training held in the summer.

Legislative Assembly—annual event that through a process of discussion, debate, caucus and vote, the legislative platform of the WSPTA is built.

Majority—one more than half the votes cast by those legally entitled to vote. 50% + 1

Nominating Committee—consists of at least three members from a list of five or more nominated from the floor whose task is to nominate the most qualified candidates for each office elected for leadership of a local unit/council.

Noncommercial—Work that values other considerations above and beyond that of making a profit

Nonpartisan—not influenced by nor having a formal alignment with a political group.

Nonsectarian—not associated with nor restricted to a particular religious denomination.

Objects—the goals that direct our organization.

(glossary continued on back)

