

# Standing Rules for Enatai PTSA

Approved by the membership on January 5, 2022

## Enatai PTSA's Mission

Enatai Parent Teacher Student Association is a parent driven volunteer organization dedicated to the social and academic enrichment of each and every student and their family at Enatai Elementary School. The PTSA works closely with the principal, staff, parents and wider community to provide financial and volunteer support for a wide variety of programs and activities around these main goals:

- Promote family involvement
- Build a strong school community through educational programs and family involvement events
- Provide funding and volunteer support for academic enrichment activities
- Support and speak on behalf of all youth in the schools, community and before governmental bodies and other organizations that make decisions affecting children

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## Article 1. Name

1. The name of this local PTA is Enatai PTA, also referred to as Enatai PTSA. It is a local PTA organized under the authority of the Washington State PTA (WSPTA), a branch of the National PTA, and is subject to the WSPTA Uniform Bylaws and Enatai PTA Standing Rules. WSPTA's number for Enatai PTA is 2.3.35. National PTA's number for Enatai PTA is 00023038.
2. This PTA serves all children and their families regardless of physical location or school attendance.
3. This PTA is a non-profit organization which was incorporated on March 30, 1978, and assigned UBI 601857495. The registered agent for this corporation is the Washington State PTA.
4. The IRS recognized Enatai PTA as a 501(c)(3) tax-exempt organization in March of 1978. A copy of the Letter of Determination is available from the treasurer. The Employer Identification Number is located in the legal documents file in the custody of the president and secretary.
5. This PTA shall keep at least two copies of its legal documents in separate locations. The president and secretary shall maintain the documents.
6. This PTA is registered under the Charitable Solicitations Act, registration number 1456, and is responsible for filing the annual registration by May 31st to avoid penalties.

## Article 2. Membership

- **Note:** *WSPTA Uniform Bylaws* states, "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 paid dues required by the local PTA." (Article 4, Section 1)

1. The annual dues shall be \$20 per individual adult membership, \$30 per family and \$10 per Enatai Staff membership.

- **Note:** Enatai PTA dues includes a portion payable to National, State and local PTA organizations. As of 2015, \$9.50 of each Enatai PTA membership goes to cover these service fees (\$5.75 State PTA, \$2.25 National PTA and \$1.50 Bellevue PTA Council).
- **Note:** *WSPTA Uniform Bylaws* states, "Upon payment of dues membership extends through October 31 of the ensuing year." (Article 4, Section 3)

2. All paid members have a voice and vote at Enatai PTA membership meetings.
3. The students of Enatai Elementary School shall be considered honorary members of this PTA without voice, vote, or privilege of holding office.

- **Note:** *WSPTA Uniform Bylaws* states, "PTA membership lists may not be released to outside interests." (Article 2.F)

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## Article 3. Officers and their election

### A. General

- **Note:** *WSPTA Uniform Bylaws* states, "Each local PTA and council shall have at least four elected officers: president, vice president, secretary, and treasurer. Other officers may be specified in the local PTA or council standing rules." (Article 5, Section 6.A)
- **Note:** *Robert's Rules of Order*, Section 45 states: "VOTING PROCEDURE... ONE PERSON, ONE VOTE. It is a fundamental principle of parliamentary law that each person who is a member of a deliberative assembly is entitled to one -- and only one -- vote on a question. This is true even if a person is elected or appointed to more than one position, each of which would entitle the holder to a vote... An individual member's right to vote may not be transferred to another person (for example, by the use of proxies)."

1. The elected officers shall be president, vice president, secretary and treasurer.
2. Any elected position may be held jointly by two (2) people. In such cases, these co-officers share one vote - acting as one voting unit on the executive committee and on the board of directors. If the PTA elects co-treasurers, only one shall serve as signer on the PTA's bank account(s).
3. Nominations, nominating speeches and balloting for shall occur separately for each office in the following sequence: President, Vice President, Secretary, Treasurer.
4. The procedure for each office to be elected shall be:
  - Report of the Nominating Committee
  - Call for Floor Nominations
  - Nominating Speeches (if any)
  - Election by ballot for contested offices.
  - Nominating speeches may be given for each office to be filled shall be limited to 2 minutes for each candidate. Candidates may speak for themselves, or another member may speak on their behalf.

- **Note:** *WSPTA Uniform Bylaws*, Article 5, states:
  - "The local PTA and council officers shall be elected by ballot prior to the end of the fiscal year [June 30] for a term of one year and until their successors are elected. A majority vote is necessary to elect. If only one candidate is nominated for an office, the candidate shall be declared elected." (Section 6.B)
  - "A member may not serve more than two consecutive terms in the same office. An officer having served eight or more months shall be considered to have served a full term." (Section 6.C)
  - "Officers shall assume their duties on July 1 in the year elected." (Section 6.D)
  - "To be elected to office in a local PTA, a person shall be at least 18 years of age. The person shall have been a member of any local PTA for at least 15 days preceding the election..." (Section 6.E)
  - "Each officer of a local PTA shall be a member of that local PTA." (Section 6.F)

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## B. Vacancies

- **Note:** *WSPTA Uniform Bylaws*, Article 5, states:
  - “A local PTA or council officer shall be declared vacant if an officer is absent three consecutive meetings, unless previously excused by the presiding officer.” (Section 6.H)
  - “If a vacancy occurs in a local PTA or council office, the executive committee may appoint a member to fill the vacancy until the next membership meeting. At the next membership meeting nominations shall be made from the floor with the consent of the nominee. The election shall be by ballot vote. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office. The newly elected officer shall immediately assume the duties of the office.” (Section 6.I)

## Article 4. Duties of officers

### A. General

- **Note:** *WSPTA Standards of Affiliation Contract* requires each officer to attend one WSPTA-approved training during the PTA year and that one officer attend *PTA and the Law* during the PTA year.

1. In satisfying WSPTA’s training requirement, officers who have not attended *PTA and the Law* shall do so during their first term of service.

- **Note:** *WSPTA Uniform Bylaws* states, “Local PTA and council officers shall be empowered to disburse funds as provided for in the approved budget.” (Article 5, Section 7.A.1)

### B. President

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

1. With approval of the executive committee, the president may make one-year appointments to the standing committees as necessary to support the efforts and activities of the PTA.

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2. The president and secretary shall each maintain separate copies of the PTA's legal documents.

## C. Vice President

- **Note:** *WSPTA Uniform Bylaws* states, "The duties of the local PTA or council vice president are as follows:
  1. Preside at meetings in the absence of the president.
  2. Act as assistant to the president." (Article 5, Section 7.C)

## D. Secretary

- **Note:** *WSPTA Uniform Bylaws* states, "The duties of the local PTA or council secretary are as follows:
  1. Prepare accurate minutes of all meetings.
  2. Be responsible for correspondence as requested by the president.
  3. Maintain a roster of the members of all standing and special committees.
  4. The local PTA secretary shall maintain a roster of members.
  5. The council secretary shall maintain a roster of local PTAs served by the council with names and addresses of their officers." (Article 5, Section 7.D)

1. The secretary and president shall each maintain separate copies of the PTA's legal documents.
2. The secretary shall report progress on the *WSPTA Standards of Affiliation Checklist* to the board on or before October 31st of each year.

## E. Treasurer

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

1. The treasurer is responsible for filing the appropriate Federal tax return Form 990, Form 990 EZ or Form 990-N prior to November 15 and providing a copy to the board

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- of directors no later than November 1. Copies of the current and past years' returns are located in the legal documents binder maintained by the president.
2. The treasurer is responsible for filing an Annual Corporation Report prior to January 31st each year.

## Article 5. Executive committee

- **Note:** The executive committee studies and makes recommendations to the PTA's board of directors. The only authority actually given to the executive committee is to approve appointments by the president.
- **Note:** *WSPTA Uniform Bylaws*, Article 5, Section 8, states:
  - A. "The local PTA or council executive committee shall consist of the elected officers as specified in the local PTA or council standing rules. A majority of those currently serving on the executive committee shall constitute a quorum."
  - B. "The local PTA or council executive committee shall:
    1. Approve appointments made by the president to the board of directors for a term of one year.
    2. Recommend actions to the local PTA board of directors or council board of directors and/or membership.
    3. Perform other duties as specified in the local PTA or council standing rules."

## Article 6. Board of directors

- **Note:** The board of directors is the main decision-making body and legal representative of a PTA. The board's role is to insure the continuity of the association by planning for its future: establishing and reviewing the major policies and programs that support its goals and objectives; and making sure that the organization is fiscally sound. Most business of the PTA can and should be conducted by the board of directors.
- **Note:** *WSPTA Uniform Bylaws*, Article 5, states,
  - "The local PTA or council board of directors shall consist of the executive committee and appointed positions as specified in the local PTA or council standing rules..." (Section 9.A)
  - "Each member of the board of directors of a local PTA shall be a member of that local PTA." (Section 9.B)
  - "The local PTA or council board of directors shall:
    1. Manage the local PTA or council finances in a fiscally prudent manner.
    2. Approve the financial review which shall be conducted at the end of each fiscal year.
    3. Transact necessary business between meetings of the membership and other business referred to it by the membership.
    4. Present recommendations to the membership for action.
    5. Perform other duties as specified in the local PTA or council standing rules" (Section 9.F)

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1. The board of directors shall consist of the executive committee (i.e. elected officers) and additional members appointed by the president and approved by the executive committee.
2. The maximum number of voting board members (elected and appointed) shall not exceed seven (7). If a position is held jointly by two people (e.g. co-treasurers), those individuals share a vote and shall constitute a single voting board member for determining compliance with the board member maximum.
3. The school principal shall be a non-voting, honorary member of the board and will serve in an advisory capacity.
4. Positions shall be listed in the roster of the board.
5. The board of directors is authorized to revise, by majority vote (51%), the adopted budget to spend unanticipated or excess funds after the proposed revisions have been presented to an open and announced membership meeting.
6. The board of directors has the permission of the membership to reallocate funds up to \$1000 without a vote of the membership. The board shall report such reallocation to the membership at the next regular membership meeting.
7. The sitting board shall draft and deliver a proposed calendar to the incoming board by June 30th.

## Article 7. Board meetings

- **Note:** *WSPTA Uniform Bylaws*, Article 5, states,
  - “In order for business to be legally transacted, a quorum shall be present at a properly called meeting.” (Section 2.B)
  - “...A majority of those currently serving on the board of directors shall constitute a quorum.” (Section 9.A)
  - “The board of directors shall hold regular meetings as specified in the standing rules of the local PTA or council.” (Section 9.D)
  - “Special meetings of the board of directors may be called by the president or upon written request of the majority of members of the board of directors. Notification of place, date, time and purpose of the meeting shall be delivered to each member of the board of directors at least five days prior to the special meeting in a manner specified in the local PTA or council standing rules. If less than five days’ notice is given, documentation of each member’s consent to conduct business shall be obtained in writing or by email.” (Section 9.E)

1. The president shall call meetings of the board each month.
2. The date of each meeting will be determined by the incoming executive committee.
3. The president(s) may vote only in a tie-breaker.
4. Board meetings are open to any member of the Enatai community.

## Article 8. Membership meetings

- **Note:** *WSPTA Uniform Bylaws* states,
  - “In order for business to be legally transacted, a quorum shall be present at a properly called meeting.” (Article 5.Section 2.B)



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- Article 5, Section 10:
  - “A. There shall be regular meetings of the local PTA and council membership as specified in the standing rules to adopt the budget, approve the standing rules, elect the nominating committee, elect officers and conduct other business. A schedule of the regular meetings including date, time and place shall be provided to each member after the annual meeting and at least ten days before the next regular meeting in a manner specified in the local PTA or council standing rules. One of the regular meetings shall be designated as the annual meeting.
  - B. There shall be an annual meeting of the local PTA and council membership to be held at a time and place determined by the board of directors for the purpose of electing officers and conducting any other business which may properly come before the annual meeting. The local PTA or council president or secretary shall deliver to each member notification of place, date and time of the annual meeting at least ten but not more than 50 days prior to the date of the annual meeting in a manner specified in the local PTA or council standing rules.
  - C. For a local PTA, special membership meetings may be called by the president, a majority of the board of directors, or by five percent of the local PTA membership currently enrolled in the WSPTA membership database. Notification of place, date, time and purpose of the meeting shall be provided to members at least five days before the special meeting in a manner specified in the local PTA standing rules.
  - E. For local PTAs, the quorum requirement shall be specified in the standing rules but shall be at least ten members.
  - G. Membership meetings may be open to all interested persons, but the privileges of membership shall be limited to the members of the local PTA and to the voting body of the council.”
- **Note:** *WSPTA Suggested Standing Rules, p.1, states:*
  - “Standing rules are adopted by the membership to govern the PTA’s operation. The standing rules must be reviewed, updated (if necessary), and approved annually by the general membership of each local unit or council.”
  - “Standing rules can be amended at any time by a vote of the general membership. If the membership has been given proper notice prior to the date of the meeting of the intended change, then the change can be approved by a majority vote of the members present; if no notice was given prior to the meeting, a 2/3 vote of the members present is required (if a quorum has been established).”

1. Regular membership meetings shall be called quarterly (except summer) for the specific purpose of:
  - a. A fall membership meeting to approve the standing rules and budget. Approval of standing rules and budget must occur prior to October 31st for timely renewal of the *WSPTA Standards of Affiliation Checklist* by the Secretary.
  - b. A winter membership meeting to elect a nominating committee and to appoint a recognition committee of at least three members.
  - c. A spring membership meeting to elect officers and approve of the budget.

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2. A discussion forum for parents and teachers shall be included in each membership meeting. Discussion points will be publicized to members prior to each meeting.
3. A quorum for membership meetings is 10.

- **Note:** *WSPTA Uniform Bylaws* specify “Robert’s Rules of Order Newly Revised” as parliamentary authority for PTA meetings. Standing rules, when differing from Robert’s Rules, take precedence.

## Article 9. Absentee, mail or electronic voting

- **Note:** *WSPTA Uniform Bylaws* states:
  - “Proxy voting is prohibited for WSPTA and its constituent organizations.” (Article 2.J)
  - “Absentee, mail or electronic ballots are prohibited with two exceptions: election of local PTA or council officers and nominating committee positions. The standing rules of a local PTA or council may provide that voting for officers or nominating committee positions be by mail or by electronic transmission if the name of each candidate is contained in the notice of meeting.” (Article 5, Section 4)

## Article 10. Finance

- **Note:** *WSPTA Uniform Bylaws*, Article 2.H, states:
  - “The fiscal year of WSPTA and its constituent organizations is July 1 to June 30.”
  - **Note:** *WSPTA Uniform Bylaws*, Article 5, states:
    - “No local PTA or council may enter into any financial obligations extending beyond the fiscal year except as approved by the membership.” (Section 2.C)
    - “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.” (Section 2.E)
    - “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 WSPTA policy.” (Section 2.F)
- **Note:** *WSPTA Policy Manual*, Section 3.5, states:
  - “Local PTAs and councils may access online banking to review and download monthly bank statements and conduct financial transactions. Local PTAs and councils may accept payments (income) using online sites or in-person devices (e.g., PayPal, Square, etc.)... Online banking may be used to make electronic payments to cover approved PTA expenses (e.g., nonprofit corporation renewals, etc.)”
  - “A local PTA or council board of directors should create and approve written

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procedures and internal controls for conducting online banking to minimize the risk of misappropriation of funds. The local PTA or council standing rules should also be amended to reflect online banking.”

## A. Bank Accounts

1. The president, secretary and treasurer shall each have signing authority on the PTA bank account. In the event that any of these positions are jointly held by two people, only one person serving in each office shall have signing authority.
2. Online bill payment is allowed for paying approved expenses. The treasurer must document, via print or electronic communication, approval of payments by the board or two authorized signers.

- **Note:** According to *WSPTA Suggested Standing Rules*, WSPTA recommends and AIM bonding insurance requires independent review of bank statements. This protects against identity theft or inappropriate diversion of PTA funds. To meet independent review standards, a board member who is not an authorized signer on the account reviews monthly bank statements before being sent to the treasurer.

## B. Fiscal review

1. A financial review committee, with a minimum of three (3) members appointed by the president, will review the financial books once a year. Members of this committee shall not include the treasurer or any person authorized to sign on the PTA bank accounts for the period that is being reviewed or any individuals living in their households.

## C. Reimbursement requests

1. All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 25th of the current school year.

## D. Non-sufficient funds checks

1. Should the PTA receive an NSF check, a service fee in the amount of \$0 will be charged in addition to any fees imposed by the PTA's bank. If the NSF check or checks are not paid for by June 1st, then the PTA will not accept any checks from this individual in the future. If more than one NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

## E. Gambling Activities

1. As specified in Article 2. Membership, the students of Enatai Elementary School shall be considered honorary members of this PTA without voice, vote, or privilege of holding office in order to participate in regulated gaming activities (e.g. bingo, raffles, carnivals).

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## F. Restricted Line Items

### 1. Scholarship fund

- a. The treasurer shall maintain a restricted line item in the budget specific to scholarships. These funds shall be used to pay for partial or full assistance of PTA memberships or student event/activity fees. Scholarship assistance requests shall be kept confidential. At the end of the school year, unused funds shall be moved to the PTSA general fund.

### 2. Fifth grade

- a. The treasurer shall maintain a restricted line item in the budget specific to fifth grade activities. These funds shall be used at the discretion of the 5th Grade, as decided by a committee of 5th grade parents, 5th grade students, and school representatives. At the end of the school year, unused funds shall be moved to the PTSA general fund.

## Article 11. Programs and events

1. Enatai PTA-sponsored events shall be coordinated by Enatai PTA members.
2. Procedural forms (available on the PTA website) must be completed for the PTA to sponsor such programs/events.
3. Any PTA event, activity or fundraiser must be approved by the board of directors during a scheduled board meeting.
4. New fundraising activities must be approved by the board of directors during a scheduled board meeting.
5. Any money/funds raised through PTA sponsored events will be allocated based on the budget approved by the membership and/or board.
6. Enatai PTA will dictate how the funds it raises will be used or allocated. Third parties (i.e. school district, school principal or staff) can provide input, but Enatai PTA will determine how the money will be spent.

## Article 12. Special committee -- nominating

- **Note:** *WSPTA Uniform Bylaws*, Article 5, Section 5, states:
  - “A local PTA or council nominating committee of three members shall be elected by ballot at least 30 days preceding the election of officers. If only three candidates are nominated, the three shall be declared elected. A plurality of 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.” (Section 5.A)
  - “Eligibility requirements for local PTA or council nominating committee members are as follows:
    1. The members of the nominating committee shall have been members of the local PTA or a local PTA in the council for at least 30 days preceding their election.

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2. The local PTA or Council president may not serve on the nominating committee.
  3. A member may not serve more than two consecutive terms on the nominating committee.
  4. For a local PTA, the school principal may not serve on the nominating committee..." (Section 5.B)
    - "The local PTA or council nominating committee shall submit to the members a signed report at least 15 days prior to the election stating the name of one or more candidates for each office to be elected. Additional nominations may be made from the floor with the consent of the nominee only when the election is held during a meeting." (Section 5.C)
- **Note:** In this plurality voting system, the three nominating committee candidates receiving the highest number of votes are declared the nominating committee.

1. The committee shall select its chair at its first meeting.

## Article 13. Delegates to local council and WSPTA

- **Note:** *Standing Rules for Bellevue PTSA Council*, Article 5, Section 2, states, "The voting body of Council shall consist of the Board of Directors and the voting delegates from each of the local PTA/PTSA units. Each local unit shall have a total of four (4) voting delegates. One of the voting delegates must be the local unit President. The voting delegates are appointed by the local unit President with approval of the local unit board." (Article 5, Section 7.C)
- **Note:** *WSPTA Uniform Bylaws*, Articles 9 and 10, establish an annual legislative assembly and annual convention for WSPTA. Bylaws for local PTA voting delegates to the legislative assembly and the convention are as follows:
  - "Voting credentials shall be issued to voting delegates who have registered and paid the registration fee established by the WSPTA board of directors." (Section 2.A)
  - "Local PTA voting delegates shall be members of the local PTA they represent." (Section 2.B)
  - "The method for selecting voting delegates and alternates shall be specified in the local PTA and council standing rules." (Section 2.C)
  - "The number of voting delegates shall be determined as follows:
    1. Local PTAs in good standing shall be entitled to have voting delegates for legislative assembly determined by the number of paid members at the end of the previous fiscal year as shown below:
      - a. Up to 200 members: four voting delegates
      - b. One additional delegate for each additional 100 members" (Section 2.D)

## Article 14. WSPTA awards

- **Note:** The Washington State PTA has an awards and recognition program whose purpose is to build pride and participation in, and an awareness of Washington State PTA programs; to give recognition for outstanding efforts; and motivate units and

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councils to provide quality service for and involvement of their members. Awards cost \$50 of which \$48 goes directly toward the WSPTA Scholarship Program.

- A Golden Acorn Award is presented, by a local PTA unit or council, to a volunteer in recognition of his/her dedication and service to children and youth. Since the beginning of this program, more than 44,000 Golden Acorns have been presented to volunteers throughout Washington State.
- The Outstanding Educator Award may be presented by local units, councils, and WSPTA to honor outstanding educators who have made significant contributions.
- Other awards include Honorary Life Membership and Outstanding Advocate

1. One or more WSPTA awards may be presented annually to eligible recipients. A committee appointed by the president shall select the recipient(s). The board of directors shall determine the number of recipients.