



# Organizational Structure Form

## Adapting Uniform Bylaws

Date Approved by Membership: \_\_\_\_\_

TAX ID NUMBER

### PTA INFORMATION

Name of PTA Unit:

Mailing Address:

PTA Type (Check One)

PTA
  PTSA
  SEPTA
  Council

Virginia PTA Region:

School District:

Virginia PTA Council:

Annual Membership Dues charged to your Members (Includes both \$1.50 to Virginia PTA and National PTA dues)

Individuals:

Students:

Teachers:

Other:

### ELECTED OFFICERS

President,  
Treasurer,  
Secretary,  
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Number of  
Vice Presidents: \_\_\_\_\_

List Vice President Position Titles: (Add positions as applicable. Please do not list the names of individuals.)

1<sup>st</sup> VP of \_\_\_\_\_ 4<sup>th</sup> VP of \_\_\_\_\_

2<sup>nd</sup> VP of \_\_\_\_\_ 5<sup>th</sup> VP of \_\_\_\_\_

3<sup>rd</sup> VP of \_\_\_\_\_ 6<sup>th</sup> VP of \_\_\_\_\_

Additional Positions:

Officer Term Length (Check one):

1 year term with 2 consecutive terms
  1 year term with 4 consecutive terms

1 year term with 3 consecutive terms
  2 year term with 2 consecutive terms

### EXECUTIVE COMMITTEE MEETINGS *(Elected Officers. Meets at the call of the President)*

Meetings per year:  
(Minimum)

Days Notice:  
(Standard Meeting)

Days Notice:  
(Emergency Meeting)

### EXECUTIVE BOARD MEETINGS *(This includes Elected Officers, Principal, and Standing Committee Chairs)*

Meetings per year:  
(Minimum)

Days Notice:  
(Standard Meeting)

Days Notice:  
(Emergency Meeting)

### GENERAL MEMBERSHIP MEETINGS *(Quorum is 10 members: Recommended 5-7 meetings per year)*

Meetings per year:  
(Minimum)

Days Notice:  
(Standard Meeting)

Days Notice:  
(Emergency Meeting)

### NOMINATIONS & ELECTIONS

*Nominations Committee should be elected 2 months before election. Must have odd number and no less than 3 people.*

Month Membership Elects Officers: (Check one)

\_\_\_\_\_ May \_\_\_\_\_ June

Officer Transition: (Check one)

\_\_\_\_\_ Last day of the school year \_\_\_\_\_ Last day of the fiscal year (June 30)

*\* Officer Transition must be completed by July 1<sup>st</sup>. It is the fiduciary responsibility of outgoing officers to facilitate a transition that ensures events scheduled for the year are completed as planned and an orderly transition of documents and accounts occurs, until there is a transfer of fiduciary duty to incoming officers. Outgoing officers should complete the financial review and tax filing for the year they oversaw.*