



COUNCIL ORGANIZATIONAL STRUCTURE FORM

Date Approved by Membership: _____

ORGANIZATIONAL STRUCTURE			
Name of Council		Tax Employee Identification Number	
Mailing Address			
City and Zip Code		School District Represented	
Council Region		Superintendent Name	
Fiscal Year	July 1 to June 30	Annual Meeting Month	
Insurance Carrier Name & Policy Number		Council Unit Dues	\$ _____ per member \$ _____ per unit
ELECTED OFFICERS & MEETINGS			
Titles of Elected Officers	President _____ Secretary _____	Treasurer _____ Other _____	Term Length [select] _____ _____ 1 year _____ 2 years
	1 st VP _____ 3 rd VP _____	2 nd VP _____ 4 th VP _____	Consecutive Terms Allowed [select] _____ _____ 2 terms _____ 3 terms _____ 4 terms
EXECUTIVE COMMITTEE			
Who serves on your Executive Committee	Elected Officers	Number of Meetings per Year	_____ Meetings
		Days Notice – Regular Meeting	_____ Days
		Days Notice – Special Meeting	_____ Days
EXECUTIVE BOARD			
Who serves on your Executive Board	Elected Officers Standing Committee Chairs Term [select] _____ 1 year / _____ 2 years	Number of Meetings per Year	_____ Meetings
		Days Notice – Regular Meeting	_____ Days
		Days Notice – Special Meeting	_____ Days
GENERAL MEMBERSHIP MEETINGS			
Meetings per year	At least 4	Days Notice – Regular Meeting	_____ Days
Quorum	Majority of at least one (1) delegate from each local PTA/PTSA units in good standing	Days Notice – Special Meeting	_____ Days
NOMINATIONS & ELECTIONS			
Month Nominating Committee Elected	2 months before election	Number of Members Elected to Nominating Committee	At least 3 and must be an ODD number
Month of Elected Officers	<input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June	Officer Transition	Last day of the school year or last day of the fiscal year.