



# LOCAL UNIT ORGANIZATIONAL STRUCTURE FORM

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

ORGANIZATIONAL STRUCTURE			
Name of Local Unit		Tax Employee Identification Number	
City/County & Zip Code			
Principal Name		School District	
Superintendent Name		PTA Region	
Fiscal Year	July 1 to June 30	PTA Council	
Insurance Carrier & Policy Number		Annual Membership Dues Includes \$1.50 to Virginia PTA Includes \$2.25 to National PTA	\$ _____ per member
ELECTED OFFICERS			
Titles of Elected Officers	President	Treasurer	Term Length [select] ____ 1 year ____ 2 years
	Secretary	Other _____	
	1 <sup>st</sup> VP _____	2 <sup>nd</sup> VP _____	Consecutive Terms Allowed [select] ____ 2 terms ____ 3 terms ____ 4 terms
	3 <sup>rd</sup> VP _____	4 <sup>th</sup> VP _____	
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	Meetings per year Minimum of 3; 5-7 is standard	Days Notice – Regular Meeting	____ Days
Quorum	Quorum 10 members or 50% of membership (whichever less)	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	____ April ____ May ____ June	Officer Transition	Last day of the school year or last day of the fiscal year.