



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,

Number of
Vice Presidents: _____

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

1st VP of _____ 4th VP of _____

2nd VP of _____ 5th VP of _____

3rd VP of _____ 6th 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 1st. 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.*