



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 Secretary 1 st VP _____ 2 nd VP _____ 3 rd VP _____ 4 th VP _____ | Treasurer Other _____ | Term Length [select] _____ 1 year _____ 2 years |
| | | | 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 | 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. |