



# 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 District	
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 1 <sup>st</sup> VP _____ 2 <sup>nd</sup> VP _____ 3 <sup>rd</sup> VP _____ 4 <sup>th</sup> VP _____	President-elect Secretary	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 Principal	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 Principal 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.