



# Organizational Structure Form

## Adapting Uniform Bylaws

Date Approved by Membership: 8-1-2025

TAX ID NUMBER

54-1539539

### PTA INFORMATION

Name of PTA Unit: Luxford Elementary School PTA  
 Mailing Address: 4808 Haygood Rd VA Beach VA 23455  
 PTA Type (Check One) ☒ PTA ☐ PTSA ☐ SEPTA ☐ Council Virginia PTA Region: \_\_\_\_\_  
 School District: Virginia Beach City Virginia PTA Council: \_\_\_\_\_  
 Annual Membership Dues charged to your Members (includes both \$1.50 to Virginia PTA and National PTA dues)  
 Individuals: 6.00 Students: 6.00 Teachers: 6.00 Other: 6.00

### 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.)  
 1<sup>st</sup> VP of \_\_\_\_\_ 4<sup>th</sup> VP of \_\_\_\_\_  
 2<sup>nd</sup> VP of \_\_\_\_\_ 5<sup>th</sup> VP of \_\_\_\_\_  
 3<sup>rd</sup> VP of \_\_\_\_\_ 6<sup>th</sup> 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: 9 Days Notice: \_\_\_\_\_ Days Notice: \_\_\_\_\_  
 (Minimum) (Regular Meeting) (Emergency Meeting)

### EXECUTIVE BOARD MEETINGS (This includes Elected Officers, Principal, and Standing Committee Chairs)

Meetings per year: 9 Days Notice: \_\_\_\_\_ Days Notice: \_\_\_\_\_  
 (Minimum) (Regular Meeting) (Emergency Meeting)

### GENERAL MEMBERSHIP MEETINGS (Quorum is 10. Minimum Notice for Regular is 14. Recommended 5-7 meetings/year)

Meetings per year: 3 Days Notice: \_\_\_\_\_ Days Notice: \_\_\_\_\_  
 (Minimum) (Regular Meeting) (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) Officer Transition: (Check one)  
☒ May \_\_\_\_\_ June \_\_\_\_\_ Last day of the school year ☒ Last day of the fiscal year (June 30)

\* Officer Transition must be completed by July 1<sup>st</sup>. 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.