



# Organizational Structure Form

## Adapting Uniform Bylaws

Date Approved by Membership: 08/24/2023

TAX ID NUMBER 54-1948722

### PTA INFORMATION

Name of PTA Unit: Brickell Academy at Old Donation School PTA

Mailing Address: 4633 Honeygrove Road, Virginia Beach, VA 23455

PTA Type (Check One)  PTA  PTSA  SEPTA  Council Virginia PTA Region: Tidewater

School District: Virginia Beach Virginia PTA Council: Virginia Beach

Annual Membership Dues charged to your Members (Includes both \$1.50 to Virginia PTA and National PTA dues)  
 Individuals: 6.00 Students: \_\_\_\_\_ Teachers: 6.00 Other: \_\_\_\_\_

### ELECTED OFFICERS

<p><b>President, Treasurer, Secretary, -----</b></p> <p><b>Number of Vice Presidents:</b> <u>3</u></p>	<p><b>List Vice President Position Titles:</b> (Add positions as applicable. Please do not list the names of individuals.)</p> <p>1<sup>st</sup> VP of <u>Membership</u> 4<sup>th</sup> VP of _____</p> <p>2<sup>nd</sup> VP of <u>Programs</u> 5<sup>th</sup> VP of _____</p> <p>3<sup>rd</sup> VP of <u>Volunteers in Education (VIE)</u> 6<sup>th</sup> VP of _____</p> <p>Additional Positions: _____</p> <p><b>Officer Term Length</b> (Check one):</p> <p><input type="checkbox"/> 1 year term with 2 consecutive terms <input type="checkbox"/> 1 year term with 4 consecutive terms</p> <p><input checked="" type="checkbox"/> 1 year term with 3 consecutive terms <input type="checkbox"/> 2 year term with 2 consecutive terms</p>
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### EXECUTIVE COMMITTEE MEETINGS *(Elected Officers. Meets at the call of the President)*

Meetings per year: <u>1</u> (Minimum)	Days Notice: <u>3</u> (Standard Meeting)	Days Notice: <u>2</u> (Emergency Meeting)
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### EXECUTIVE BOARD MEETINGS *(This includes Elected Officers, Principal, and Standing Committee Chairs)*

Meetings per year: <u>6</u> (Minimum)	Days Notice: <u>7</u> (Standard Meeting)	Days Notice: <u>3</u> (Emergency Meeting)
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### GENERAL MEMBERSHIP MEETINGS *(Quorum is 10 members: Recommended 5-7 meetings per year)*

Meetings per year: <u>3</u> (Minimum)	Days Notice: <u>10</u> (Standard Meeting)	Days Notice: <u>5</u> (Emergency Meeting)
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### NOMINATIONS & ELECTIONS

*Nominations Committee should be elected 2 months before election. Must have odd number and no less than 3 people.*

<p><b>Month Membership Elects Officers:</b> (Check one)</p> <p><input checked="" type="checkbox"/> May <input type="checkbox"/> June</p>	<p><b>Officer Transition:</b> (Check one)</p> <p><input type="checkbox"/> Last day of the school year <input checked="" type="checkbox"/> Last day of the fiscal year (June 30)</p>
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*\* 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.*