



Organizational Structure Form

Adapting Uniform Bylaws

Date Approved by Membership: _____

TAX ID NUMBER 54-1989858

PTA INFORMATION		
Name of PTA Unit: Daniels Run PTA		
Mailing Address: 3705 Blenheim Blvd., Fairfax, VA 22030		
PTA Type (Check One)	<input checked="" type="checkbox"/> PTA <input type="checkbox"/> PTSA <input type="checkbox"/> SEPTA <input type="checkbox"/> Council	Virginia PTA Region: Northern
School District: FCPS	Virginia PTA Council: Fairfax County Council	
Annual Membership Dues charged to your Members (Includes both \$1.50 to Virginia PTA and National PTA dues)		
Individuals: \$10	Students: \$0	Teachers: \$5
Other: \$18 (family)		
ELECTED OFFICERS		
President, Treasurer, Secretary, _____ Number of Vice Presidents: <u>2</u>	List Vice President Position Titles: (Add positions as applicable. Please do not list the names of individuals.) 1 st VP of <u>Fundraising</u> 4 th VP of _____ 2 nd VP of <u>Membership</u> 5 th VP of _____ 3 rd VP of _____ 6 th VP of _____ Additional Positions:	
	Officer Term Length (Check one): <input type="checkbox"/> 1 year term with 2 consecutive terms <input checked="" type="checkbox"/> 1 year term with 4 consecutive terms <input type="checkbox"/> 1 year term with 3 consecutive terms <input type="checkbox"/> 2 year term with 2 consecutive terms	
	EXECUTIVE COMMITTEE MEETINGS (Elected Officers. Meets at the call of the President) Meetings per year: <u>6</u> (Minimum) Days Notice: (Standard Meeting) <u>14</u> Days Notice: (Emergency Meeting) <u>5</u>	
EXECUTIVE BOARD MEETINGS (This includes Elected Officers, Principal, and Standing Committee Chairs) Meetings per year: <u>5</u> (Minimum) Days Notice: (Standard Meeting) <u>14</u> Days Notice: (Emergency Meeting) <u>5</u>		
GENERAL MEMBERSHIP MEETINGS (Quorum is 10 members. Recommended 5-7 meetings per year) Meetings per year: <u>5</u> (Minimum) Days Notice: (Standard Meeting) <u>14</u> Days Notice: (Emergency Meeting) <u>5</u>		
NOMINATIONS & ELECTIONS		
<i>Nominations Committee should be elected 2 months before election. Must have odd number and no less than 3 people.</i>		
Month Membership Elects Officers: (Check one) <input checked="" type="checkbox"/> May <input type="checkbox"/> June	Officer Transition: (Check one) <input type="checkbox"/> Last day of the school year <input checked="" type="checkbox"/> 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.