



# Organizational Structure Form

## Adapting Uniform Bylaws

Date Approved by Membership: \_\_\_\_\_

TAX ID NUMBER

52-1289445

### PTA INFORMATION

Name of PTA Unit: Lake Braddock Secondary School

Mailing Address: 9200 Burke Lake Rd, Burke VA 22015

PTA Type (Check One)

PTA  PTSA  SEPTA  Council

Virginia PTA Region: Northern

School District: Fairfax County

Virginia PTA Council: FCCPTA

Annual Membership Dues charged to your Members (Includes both \$1.50 to Virginia PTA and National PTA dues)

Individuals:\$20 Students: \$5 Teachers:\$10 Other:Family \$40

### ELECTED OFFICERS

President,  
Treasurer,  
Secretary,  
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Number of  
Vice Presidents: 3

List Vice President Position Titles: (Add positions as applicable. Please do not list the names of individuals.)

1<sup>st</sup>VP of X 4<sup>th</sup>VP of \_\_\_\_\_

2<sup>nd</sup>VP of X 5<sup>th</sup>VP of \_\_\_\_\_

3<sup>rd</sup>VP of X 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 X 2 year term with 2 consecutive terms

### EXECUTIVE COMMITTEE MEETINGS *(Elected Officers. Meets at the call of the President)*

Meetings per year: 1  
(Minimum)

Days Notice:  
(Standard Meeting) 1

Days Notice:  
(Emergency Meeting) 1

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

Meetings per year: 3  
(Minimum)

Days Notice:  
(Standard Meeting) 3

Days Notice:  
(Emergency Meeting) 3

### GENERAL MEMBERSHIP MEETINGS *(Quorum is 10 members: Recommended 5-7 meetings per year)*

Meetings per year: 5  
(Minimum)

Days Notice:  
(Standard Meeting) 10

Days Notice:  
(Emergency Meeting) 5

### 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)

X May \_\_\_\_\_ June

Officer Transition: (Check one)

X 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.