



Quick Reference Resource to Complete the Local Unit Organizational Structure Form

Local Unit Uniform bylaws went into effect Wednesday, July 21, 2021, for ALL local units. The organizational aspects of your local unit PTA which were approved by your members and documented in previously approved versions of our bylaws template are now required to be documented in the Local Unit Organizational Structure Form. Your local unit is therefore no longer responsible for a five-year renewal process, but rather maintaining an up-to-date Local Unit Organizational Structure form in MemberHub. If you need to change an aspect of your operating structure, your PTA should give members 30-days notice prior to a vote on the proposed change(s).

ORGANIZATIONAL STRUCTURE	
Date Approved By Membership	Cover page
Name of Local Unit	Cover page & #Article 1: Name and Area
Tax Identification Number	Check with your Treasurer or in MemberHub
PTA District	#Article 13: District Membership
PTA Council	Article 12: Council Membership –or- Not Applicable
Fiscal Year	#Article 14: Fiscal Year
Insurance Carrier & Policy Number	Check with your Treasurer
Annual Membership Dues	Amount approved by your members
ELECTED OFFICERS	
Elected Officer Titles	Article 7: Duties of Officers
Term Length	Article 6: Officers and Their Election, # Section 5
Consecutive Terms Allowed	Article 6: Officers and Their Election, # Section 5
EXECUTIVE COMMITTEE	
Executive Committee Members	Pre-filled
Number of Meetings per year	Article 8: Executive Committee, Section 4 (Call of Pres or EC majority)
Days Notice - Regular Meeting	Article 8: Executive Committee, Section 4
Days Notice - Special Meeting	Pre-filled. If not previously specified, leave blank
EXECUTIVE BOARD	
Executive Board Members	Pre-filled
Number of Meetings per year	Article 9: Executive Board, Section 6
Days Notice - Regular Meeting	Article 9: Executive Board, Dates set at first mtg of the year.
Days Notice - Special Meeting	Article 9: Executive Board, Section 6. Leave blank if not defined
GENERAL MEMBERSHIP MEETINGS	
Meetings per Year	Article 11: General Membership Meetings Section 1 Minimum of 3; 5-7 is standard
Quorum	Article 11: General Membership Meetings Section 5
Days Notice – Regular Meeting	Article 11: General Membership Meetings Section 1
Days Notice – Special Meeting	Article 11: General Membership Meetings Section 3
NOMINATIONS & ELECTIONS	
Month Nominating Committee Elected	Pre-Filled. Article 6: Officers and Their Election, #Section 3.b
Number of Nom. Com. Members	Article 6: Officers and Their Election, #Section 3.b
Month of Elected Officers	Article 11: General Membership Meetings, Section 2
Officer Transition	Article 8: Executive Committee, Section 4.c