



# LOCAL UNIT ORGANIZATIONAL STRUCTURE FORM

Date Approved by Membership: 10/27/2021

| ORGANIZATIONAL STRUCTURE               |  |  |  |
|--|--|--|--|
| Name of Local Unit                     | Mechanicsville Elementary School Pta   | Tax Employee Identification Number   | 54-1281418   |
| City/County & Zip Code                 | Mechanicsville, 23111  |  |  |
| Principal Name                         | Dr. Amy Robinson   | School District  | Hanover  |
| Superintendent Name                    | Dr. Michael Gill   | PTA District   | Richmond   |
| Fiscal Year                            | July 1 to June 30  | PTA Council  | Hanover  |
| Insurance Carrier & Policy Number      | RV Nuccio XPK80989917<br>PTAVA0027388  | Annual Membership Dues<br>Includes \$1.50 to Virginia PTA<br>Includes \$2.25 to National PTA | \$3.75 per member  |
| ELECTED OFFICERS & MEETINGS            |  |  |  |
| Titles of Elected Officers             | President  | President-elect  | Term Length [select]   |
|  | Treasurer  | Secretary  |  |
|  | 1 <sup>st</sup> VP _____   | 2 <sup>nd</sup> VP _____   | ___ 1 year <input checked="" type="checkbox"/> 2 years                 |
|  | 3 <sup>rd</sup> VP _____   | 4 <sup>th</sup> VP _____   | <input checked="" type="checkbox"/> 2 terms ___ 3 terms<br>___ 4 terms |
| Consecutive Terms Allowed [select]     |  |  |  |
| EXECUTIVE COMMITTEE                    |  |  |  |
| Who serves on your Executive Committee | Elected Officers<br>Principal  | Number of Meetings per Year  | <u>7</u> Days  |
|  |  | Days Notice – Regular Meeting  | <u>7</u> Days  |
|  |  | Days Notice – Special Meeting  | <u>3</u> Days  |
| EXECUTIVE BOARD                        |  |  |  |
| Who serves on your Executive Board     | Elected Officers<br>Principal<br>Standing Committee Chairs Term [select]<br>___ 1 year <input checked="" type="checkbox"/> 2 years | Number of Meetings per Year  | <u>7</u> Days  |
|  |  | Days Notice – Regular Meeting  | <u>7</u> Days  |
|  |  | Days Notice – Special Meeting  | <u>3</u> Days  |
| GENERAL MEMBERSHIP MEETINGS            |  |  |  |
| Meetings per year                      | Minimum of 3; 5-7 is standard  | Days Notice – Regular Meeting  | <u>3</u> Days  |
| Quorum                                 | 10 members or 50% of membership (whichever less)   | Days Notice – Special Meeting  | <u>14</u> Days   |
| NOMINATIONS & ELECTIONS                |  |  |  |
| Month Nominating Committee Elected     | 2 months before election   | Number of Members Elected to Nominating Committee  | At least 3 and must be an ODD number                                   |