

TJ PTSA Members,

The Bylaws/Governance Committee was formed to consider and propose potential changes to the TJPTSA Organizational Structure Form (LUOS Form), including topics such as membership dues for the next school year, continuation of the President-Elect role, and officer titles.

In order to gather inputs from the membership, the committee sent a survey on March 1. After the survey closed on March 9, the committee discussed the results and used them to deliberate and to make recommendations of changes to the LUOS Form. Per the current Bylaws (July 2021), Section 8. Each member of a local PTA/PTSA shall pay annual dues to the association as approved by two-thirds (2/3) vote of members present and voting after having been given at least thirty (30) days' notice.

The following recommendations will be voted on at the **April 21, 2022**, TJPTSA General Membership Meeting.

- We do not recommend a change to the membership dues of \$40.00. However, this committee recommends that the board will provide a free printed directory, rather than charging an additional \$10.00 for the directory, to all adult members (one per household) while supplies last.
- We do not recommend any changes to the PE position.
- We recommend changing the titles of the First VP of Training to First VP of Programming and Events and the Second VP of Fundraising to Second VP of Membership and Fundraising.
- We recommend changing the Corresponding Secretary position to the Third VP of Communication position.
- We also recommend the following changes:
 - Executive Committee - Days Notice - Special Meeting (**2** days)
 - Executive Committee - Minimum number of meetings per year (**6**)
 - Executive Board - Days Notice - Regular Meeting (**5** days)
 - Executive Board - Days Notice - Special Meeting (**3** days)

Please see the attached LUOS Form filled with our recommendations.

The Bylaws/Governance Special Committee



LOCAL UNIT ORGANIZATIONAL STRUCTURE FORM

Date Approved by Membership: _____

ORGANIZATIONAL STRUCTURE			
Name of Local Unit		Tax Employee Identification Number	
City/County & Zip Code			
Principal Name		School District	
Superintendent Name		PTA District	
Fiscal Year	July 1 to June 30	PTA Council	
Insurance Carrier & Policy Number		Annual Membership Dues Includes \$1.50 to Virginia PTA Includes \$2.25 to National PTA	\$ _____ per member
ELECTED OFFICERS			
Titles of Elected Officers	President	President-elect	Term Length [select] _____ 1 year _____ 2 years
	Treasurer	Secretary	
	1 st VP _____	2 nd VP _____	Consecutive Terms Allowed [select] _____ 2 terms _____ 3 terms _____ 4 terms
	3 rd VP _____	4 th VP _____	
EXECUTIVE COMMITTEE			
Who serves on your Executive Committee	Elected Officers Principal	Number of Meetings per Year	_____ Meetings
		Days Notice – Regular Meeting	_____ Days
		Days Notice – Special Meeting	_____ Days
EXECUTIVE BOARD			
Who serves on your Executive Board	Elected Officers Principal Standing Committee Chairs Term [select] _____ 1 year / _____ 2 years	Number of Meetings per Year	_____ Meetings
		Days Notice – Regular Meeting	_____ Days
		Days Notice – Special Meeting	_____ Days
GENERAL MEMBERSHIP MEETINGS			
Meetings	Meetings per year Minimum of 3; 5-7 is standard	5	Days Notice – Regular Meeting _____ Days
Quorum	Quorum 10 members or 50% of membership (whichever less)		Days Notice – Special Meeting _____ Days
NOMINATIONS & ELECTIONS			
Month Nominating Committee Elected	2 months before election	Number of Members Elected to Nominating Committee	5
Month of Elected Officers	_____ April _____ May _____ June	Officer Transition	Last day of the school year or last day of the fiscal year.