



LOCAL UNIT ORGANIZATIONAL STRUCTURE FORM

Date Approved by Membership: April 21, 2022

ORGANIZATIONAL STRUCTURE			
Name of Local Unit	Thomas Jefferson High School for Science & Technology	Tax Employee Identification Number	54-1391452
City/County & Zip Code	Alexandria, VA 22312		
Principal Name	Dr. Bonitatibus	School District	Fairfax County Public School
Superintendent Name	Dr. Reid	PTA Region	Northern Virginia
Fiscal Year	July 1 to June 30	PTA Council	Fairfax County
Insurance Carrier & Policy Number	RVNA Policy #PTAVA0027827	Annual Membership Dues Includes \$1.50 to Virginia PTA Includes \$2.25 to National PTA	\$ 40* per member <small>*2nd parent \$20, student/staff \$10</small>
ELECTED OFFICERS			
Titles of Elected Officers	President _____ Secretary _____ 1st VP of Programming _____ 2nd VP of Membership and Fundraising _____ 3rd VP of Communication _____ 4th VP _____	Treasurer _____ Other _____	Term Length [select] <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 years
			Consecutive Terms Allowed [select] <input checked="" type="checkbox"/> 2 terms <input type="checkbox"/> 3 terms <input type="checkbox"/> 4 terms
EXECUTIVE COMMITTEE			
Who serves on your Executive Committee	Elected Officers	Number of Meetings per Year	6 Meetings
		Days Notice – Regular Meeting	2 Days
		Days Notice – Special Meeting	2 Days
EXECUTIVE BOARD			
Who serves on your Executive Board	Elected Officers Standing Committee Chairs Term [select] <input checked="" type="checkbox"/> 1 year / <input type="checkbox"/> 2 years	Number of Meetings per Year	4 Meetings
		Days Notice – Regular Meeting	5 Days
		Days Notice – Special Meeting	3 Days
GENERAL MEMBERSHIP MEETINGS			
Meetings	Meetings per year Minimum of 3; 5-7 is standard	5	Days Notice – Regular Meeting
Quorum	Quorum 10 members or 50% of membership (whichever less)		Days Notice – Special Meeting
			14 Days
			7 Days
NOMINATIONS & ELECTIONS			
Month Nominating Committee Elected	2 months before election	Number of Members Elected to Nominating Committee	5
Month of Elected Officers	<input type="checkbox"/> April <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> June	Officer Transition	At least 3 and must be an ODD number
			Last day of the school year or last day of the fiscal year.