

## 2017-2018 PTA/PTSA Unit/Council Roster

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**Council Units:** Submit **two** copies to your **Council President** (One for Council and One for Fifth District PTA)

**Out of council Units:** submit one copy to Fifth District PTA.

Officer contact information, including **home address and phone number**, is due to Fifth District PTA **by May 1<sup>st</sup>**. IRS regulations require all 501(c) 3 organizations to have a president, secretary and treasurer. These officers are also necessary to have a fully effective and functioning association in good standing with the California State PTA.

### **Council and Out-of-Council Units ONLY**

**Due by 05/01/2017** to:

Fifth District PTA, 601 North E Street, San Bernardino CA 92415

**Phone:** (909) 386-2926 **Fax:** (909) 888-6482 **Email:** office@fifthdistrictpta.org

✓ Email addresses are needed to send time sensitive information and the District newsletter.

### **TERM LIMITS**

Yes, it's true. PTA has term limits! No officer shall be eligible to serve in the same office for more than two consecutive years or hold more than one elected or appointed office.

According to Robert's Rules of Order, the phrase, "or until their successor has been elected" is necessary to allow for the duties of a position to be handled in the event an election has not been held. It does not extend the length of the term nor does it allow for a person to continue holding a position into the next term.

Vacancy in position: The bylaws delegate the authority to fill a vacant position to the executive board. If a position was not filled at the election, the current individual does not continue to serve in the position into the next term because the board-elect is obligated to fill the vacant position.

### **CO-OFFICERS**

The California State PTA does not recognize co-officers. Co-officer implies two people of equal rank sharing one position. In PTA, only one name may be listed for each office, and only one individual may vote.

### **SIGNERS ON THE PTA CHECKING ACCOUNT**

At least three elected officers, two of whom must be the president and the treasurer, shall be approved to sign checks and have their signatures on file at the bank. The authorized check signers must not be related by blood or marriage or reside in the same household.

→ REFER TO THE UNIT PTA BYLAWS FOR AUTHORIZED SIGNERS

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<b>---- MANDATORY ----</b> <b>PTA Unit Name is As Stated In The Unit Bylaws!</b> <b>Include ALL Officers And Their Information!</b>		Circle Check Signer PRINT CLEARLY
PTA Unit Name:	State PTA ID:	
PTA Council Name:	←(No Council? write Out-Of-Council)	

Position:		NOTE: If VP, indicate VP of ...	
Name:		Email:	
Check Signer?:	Yes    No	Home Phone: (    )	Cell Phone: (    )
Street:	City:	State: CA	Zip:

Position:		NOTE: If VP, indicate VP of ...	
Name:		Email:	
Check Signer?:	Yes    No	Home Phone: (    )	Cell Phone: (    )
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