**DR. HENRY GIVENS JR. ELEMENTARY SCHOOL PTO BYLAWS**

July 1980, approved Oct. 6,1981 Amended Oct. 16,1996; May 21,1997;

 Oct. 15, 2002; Oct. 2, 2017; May 20, 2019; April 2023

**Article I: Name**

The name of this organization is the Dr. Henry Givens Jr. Elementary School Parent-Teacher Organization (PTO).

**Article II: Purposes**

The purposes of this organization are:

a. To help provide a creative school environment for the children and teachers that encourages

academic excellence and fosters school pride.

b. To provide opportunities for parents, guardians and care-givers to participate with their

children in school-supported social and academic activities.

c. To provide a forum by which parents, guardians and care-givers can discuss school issues of district-wide significance.

d. To bring into closer relationship the home and the school.

e. To believe in the dignity and worth of every person regardless of his or her race, color,

religion, sex, national origin, ancestry, ability, age, sexual orientation, gender identity and expression, socioeconomic status, or any other individual characteristic.

**Article III: Policies**

The following are the policies of this organization.

a. The organization shall work with the school to provide quality education for all children and

youth and shall seek to participate in the decision-making process establishing school policy.

b. The organization shall be noncommercial, nonsectarian and nonpartisan.

c. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the organization.

d. The organization shall not, directly or indirectly, participate or intervene (in any way,

including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

e. The organization may cooperate with other organizations and agencies concerned with child

welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

**Article IV: Membership**

Section 1, All parents, guardians and care-givers of children attending the Dr. Henry Givens Jr. Elementary School and all staff at the Givens School are automatically members of the PTO and are encouraged to participate.

Section 2. The privilege of holding office, making motions, and voting shall be limited to members of this organization.

**Article V: Officers and Their Election**

Section 1. Each officer of this PTO shall be a member of this PTO.

Section 2. Officers and their election

a. The officers of this organization are: senior and junior presidents, senior and junior vice presidents, senior and junior treasurers, senior and junior secretaries, and senior and junior equity officers. The senior vice president, the officer in the role the longest will be prepared to become the president for the following school term. The other officers will be elected annually by ballot of the organization at the last business meeting of the school year. The executive committee will propose a slate of officers which will be publicized before the election. Other nominations for members of the organization will be encouraged, provided the person being nominated has consented. If there is only one candidate nominated for an office, the election for that office may be by voice vote. Officers will assume their duties upon their election.

b. A vacancy in an office will be filled for the unexpired term by the executive committee. Current officers will stay in their current roles and help with coverage. Current officers will not switch roles in the current school year.

Section 3. In the event no members agree to serve as officers, PTO records and funds will be turned over to the principal until such time as officers are found. In the event of the dissolution of the organization, its assets shall be dispersed on a like percentage basis to PTO organizations in schools among the Webster Groves Public Schools which students will be attending the following year.

Section 4: Each officer may consist of a single officer or up to two junior/senior officers.

**Article VI: Duties of Officers**

Section 1. The president shall preside at all meetings of the organization and of the executive committee; shall be a member ex officio of all committees; shall appoint a parliamentarian when deemed necessary; and shall perform all other duties pertaining to the office.

Section 2. The senior vice president shall act as an aid to the president; shall perform the duties of the president in the absence of that officer; shall coordinate communications with room parents; and shall assume specific responsibilities as designated by the executive committee.

Section 3. The treasurer will receive and be the custodian for all monies of the organization; keep an accurate record of all receipts and expenditures in a manner approved by the executive committee; pay out funds of the organization only as authorized by the executive committee; present a statement of account at each meeting of the executive committee; and shall make periodic full financial reports to the organization as directed by the executive committee.

Section 4. The secretary will keep a record of all meetings of the organization and the executive committee; will notify the executive committee members of the date and place for meetings of the committee; will conduct correspondence for the organization; and will perform other duties as delegated.

Section 5: The equity officer shall ensure that the organization creates a safe, nurturing, and supportive culture and environment where everyone feels valued for who he or she is; ensure that equity and justice will be consistently expressed in word and actions; remove social, cultural and educational barriers that members of our school community may experience through learning, advocacy, and community partnership; confront issues of bias and social injustice in order to eliminate the inequitable practices and unsafe environments these issues create for everyone; conduct a yearly audit to ensure that PTO funds are being distributed in an equitable fashion; serve as a liaison between the Givens School Equity Parents (GAP), guardian and care-giver group; serve as a liaison between the Equity in Education Committee for the district; and shall assume specific responsibilities as designated by the executive committee.

**Article VII: The Executive Committee**

Section 1. The executive committee constitutes the governing body of the organization, and as such transacts business on behalf of the organization.

Section 2. The executive committee consists of the officers of the organization and the principal.

Section 3. At least two-thirds (66%) members of the executive committee constitute a quorum.

Section 4. The executive committee shall propose, at the last business meeting of the school year, OR the first business meeting of the new school year, general financial goals for the upcoming school year, to be approved by the majority of members present and voting. Major purchases (in excess of three hundred dollars) as gifts to the school from the PTO, must be approved by a majority of members present and voting.

Section 5: Any voting matters, that have to do with budget of the executive committee will be decided by a simple majority. The president will be the only officer able to call a vote.

**Article VIII: Committees of the Executive Committee**

Section 1. The executive committee will create committees as needed. The president will appoint committee chairs with the guidance of the executive committee. The life of these committees will be determined by the executive committee.

Section 2. Each committee chair will present that committee's plans to the executive committee for approval.

**Article IX: Meetings**

Section 1. The executive committee will meet once a month during the school year and at other times as called by the president or a majority of the executive committee.

Section 2. There will be at least two organization meetings during the school year devoted to business of the PTO, as determined by the executive committee.

Section 3. All meetings of the organization, the executive committee and the various other committees are open to all interested parents, guardians, care-givers and teachers.

Section 4. The minutes of all organization and executive committee meetings will be maintained and available to all.

**Article X: Amendment**

These bylaws may be amended at any regular meeting of the organization by a sixty percent vote of the members present and voting. Notice of the proposed amendment shall have been published at least thirty days prior to the meeting at which the amendment is voted upon.

**Article XI: Referendum**

A petition with the signatures of twenty members shall require a business meeting to be called within thirty days.

**Article XII: Initial Adoption**

The requirements for the initial adoption of these bylaws shall be the same as in the case of an amendment.