



Murray Language Academy PTO Bylaws

2025–2026 School Years

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ARTICLE I – NAME

The name of this organization is the Murray Language Academy Parent Teacher Organization (PTO).

ARTICLE II – MISSION STATEMENT

The mission of the Murray PTO is to enrich our school community through strong family engagement, transparent communication, cultural inclusivity, and academic support.

ARTICLE III – VISION

We aim to build a supportive community where families and educators collaborate to ensure student success and overall school well-being.

ARTICLE IV – CORE VALUES

Respect, Communication, Inclusion, Integrity, Academic Support, Family Partnership, Student Empowerment, Accountability.

ARTICLE V – MEMBERSHIP

Membership is open to parents, guardians, teachers, staff, administration, and approved community partners. Membership is free and voluntary.

ARTICLE VI – CONDUCT EXPECTATIONS

- Professional conduct is required at all times.
- Verbal abuse, slander, or disrespect toward any member of the school community is strictly prohibited.
- All PTO members must complete the CPS volunteer approval process and have a valid ID on file.
- Violations may result in removal by majority vote.

ARTICLE VII – OFFICERS & TERMS

Officers include: President, Vice President, Treasurer, Secretary, Communications Coordinator, Volunteer Coordinator, Fundraising & Events Coordinator, Classroom Liaison(s).

UPDATED TERMS:

- Officers may serve a **1-year or 2-year term** based on availability and member vote. • Officers may be reselected and re-elected each year.
- Elections held Dec 12, 2025, then in May annually beginning 2027.
- Officers may serve multiple consecutive terms if re-elected.
- Missing two meetings without communication may result in removal.

ARTICLE VIII – OFFICER ROLES

President – Leads PTO, collaborates with principal, oversees meetings.

Vice President – Supports the president and committees.

Treasurer – Handles finances, reports, CPS fundraiser compliance.

Secretary – Records minutes, manages documents and attendance.

Communications Coordinator – Handles newsletters, flyers, GroupMe, landing page.

Volunteer Coordinator – Oversees volunteer efforts.

Fundraising & Events Coordinator – Manages events, raffles, and fundraisers.

Classroom Liaison – Communicates the teacher needs to PTO.

ARTICLE IX – VOTING PROCEDURES

- Elections: Dec 12, 2025; annually in May beginning 2027.
- Simple majority passes motions; amendments require 2/3 vote.
- Voting may occur virtually or on paper.
- Only active PTO members may vote.

ARTICLE X – SPECIAL MEETINGS

Special meetings may be called by the President, Principal, or two Officers with at least 48-hour notice.

Only stated agenda items may be discussed.

ARTICLE XI – COMMITTEES

Standing committees include Events, Fundraising, Communications, Community Partnerships, and Teacher Support.

ARTICLE XII – MEETINGS • Monthly in-person meeting (2nd week) and monthly virtual meeting (4th week).

- One-hour duration unless extended.
- Officers must attend meetings consistently.

ARTICLE XIII – COMMUNICATION

- PTO uses newsletters, GroupMe, Aspen links, and landing pages.
- Flyers are required for all events and must be professionally created.

ARTICLE XIV – FUNDRAISING POLICY

All fundraisers must follow CPS approval chain:

PTO → Principal → Chief → Network Approval.

ARTICLE XV – FINANCES

1. **Budget:** Drafted annually by Treasurer & Finance Committee; must include year-end minimum balance.
2. **Audit:** Annual audit by an auditor or three-officer committee.
3. **Contracts:** Any expense over \$500 requires written approval from the Treasurer.
4. **Non-budgeted items:** Anything exceeding a budget line by 5% requires Officer approval and member vote.

ARTICLE XVI – FINANCIAL ACCOUNTABILITY

The treasurer must maintain complete financial records and provide quarterly reports.

ARTICLE XVII – ATTENDANCE POLICY

Officers missing two meetings without communication may be removed and replaced by election.

ARTICLE XVIII – AMENDMENTS

Amendments require a 2/3 vote of active members.

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