



## **Murray Language Academy PTO Bylaws**

**2027–2028 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 reelected 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 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 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, landing page.
- 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 \$1,000 requires written approval from Treasurer.
4. **Non-budgeted items:** Anything exceeding a budget line by 5% requires Officer approval and member vote.

### **ARTICLE XVI – FINANCIAL ACCOUNTABILITY**

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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