

Parent Teacher Association By Laws

Introduction

Osaka International School (OIS) is a private, independent school managed by Kwansei Gakuin under the auspices of a Board of Directors and a Board of Trustees. As such it is not obliged to have any Parents Associations (PTA or PAC), nor is it obliged to function under those terms and conditions that pertain to public school or private schools that issue stocks and shares.

Because the OIS school administration values opportunities to work with parents in order to improve the school climate and assist in providing a quality education within a caring and safe environment, two parents associations do exist. One is the Parent Teacher Association (PTA) of which all parents and teachers are members. The other is a smaller group, the Parent Advisory Council (PAC). Parents represent the general Parent Body and are able to bring issues to the administration as well as being asked to advise on some issues by the administration. There is a set of by-laws for each group.

By-Laws of the Osaka International School Parent Teacher Association

As of December 2014

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Article I: Name

The name of this association is the Osaka International School (OIS) Parent Teacher Association (PTA) located in Minoh City, Osaka, Japan. The PTA is organized under the authority of the OIS administration and Kwansei Gakuin.

Article II: Purposes

The objectives of the PTA:

- 1 To promote the welfare of children and youth in home, school and community.
- 2 To provide support to the parents' community through education, orientation and other services.
- 3 To create friendly and social relationships and promote communication between the faculty, parents and other associates of the school so that the parents and teachers may co-operate intelligently in the education of the students.
- 4 To advance the education of the students at the school by providing funding and assisting in special projects for education at the school not normally provided through the school budget.
- 5 To support such united efforts between the school and community as to secure for all students the highest advantages in physical, intellectual and social education.

Article III: Basic Policies

The following are basic policies of the OIS PTA:

- 1 The organization shall be noncommercial, nonsectarian and nonpartisan.
- 2 The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- 3 The organization shall work with the school to provide quality education for all students and may seek to, or be sought out to, participate in the decision making process establishing school policy, recognizing that all final decisions are made by the OIS administration as the ultimate authority under the authority given by Kwansei Gakuin.
- 4 No parts of the net earnings of the organization shall be used for the personal benefit of members, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.
- 5 Should the organization be dissolved, after paying for debts and obligations of the organization, the remaining assets shall be given to Kwansei Gakuin.

Article IV: Membership and Levy

- 1 All parents and teachers with children at the school are automatically members of the PTA.
- 2 A levy of 3000 yen per year per student is payable at the beginning of each school year. (Effective August, 2015)

Article V: Officers

Two representatives from each class shall represent their class by holding the position of PTA Class Representative or International Fair Representative.

Officers who comprise the **PTA Class Representative Committee:**

- (1) Two Co Presidents
- (2) Two Treasurers
- (3) English Language Secretary
- (4) Japanese Language Secretary
- (5) The Head of School, ES Principal, MS/HS Principal (to be represented by at least one of the three at meetings.)
- (6) Business Manager

* Other roles such as Party Team and PTA Room Management are to be filled by remaining PTA Representatives.

Officers who comprise the **International Fair Committee:**

- (1) President
- (2) Vice President

Article VI: Elections

- 1 The selection of Representatives shall take place before the October meeting and the new committee announced at the October meeting. The selected two Representatives from each class will decide amongst themselves which role they would like to fulfill. If they do not agree, any other fair method of selection shall be used.
- 2 The term of the office shall, in general, be one year per child enrolled in the school. The procedure for selection of Representatives shall be fair and based on the child's time of admission. Representatives may serve more than once.
- 3 The division of roles is voluntary and shall take place at the December meeting of each year. The new committee shall work with the outgoing committee for the month of December to provide continuity. When a position is unfulfilled, names of members without positions shall be placed in a box and drawn until all positions are filled.
- 4 An Officer shall not be eligible to serve more than two consecutive terms in the same office. A Representative who has served more than one half of a term shall be credited with having served that term.
- 5 No Representative shall hold more than one office at the same time.
- 6 The selection of the next Representatives shall be in order of entrance year AND in alphabetical order within the same year.
- 7 New parents who have been at the school less than one year shall not be selected to be a Representative, unless all members of a class have completed a round or they are parents of a child in KA.
- 8 Only under extreme circumstances (for example, serious illness) can a person postpone PTA responsibilities. The basic minimum requirement for all PTA Representatives is to forward all minutes and notices to parents of their class.
- 9 Before a PTA Representative leaves the school, he/she shall be responsible for selecting the next person on their class list to fulfill the vacancy.
- 10 All committee members must abide by the policies and purposes of the OIS PTA, otherwise they may be asked to step down.
11. The KA PTA class rep to serve Sept. (KA) to Dec. (KB).
12. The Grade 11 class rep to serve Jan. (G11) to June (G12).

Article VII: Duties of Officers

All PTA Class Representatives shall:

- (a) Attend all scheduled PTA meetings.
- (b) Distribute information to class parents as necessary.
- (c) Inform class parents of upcoming events, activities and important news.
- (d) Maintain the parent contact list, respecting families' privacy.
- (e) Maintain the class PTA representative list.
- (f) Welcome and assist new families to OIS.
- (g) Plan and prepare class activities (e.g. kindergarten parties, parent lunches, Gd. 5 exhibition, Gd. 12 graduation – done by gd. 11 families)

The Co-Presidents shall:

- (a) Work together to preside at all meetings of the OIS PTA.
- (b) Co-ordinate the work of the officers and committees of the OIS PTA.
- (c) Liaise with the school via the School Head.
- (d) Work in collaboration with the School Head to discuss PTA related business and to make known to the committee school needs and or requests.
- (e) Appoint and remove the chair of any standing or special OIS PTA committee.

The Co-Treasurers shall:

- (a) Manage the funds of the association.
- (b) Deposit the associated funds in a bank account under the name of OIS PTA. The bank book will be kept by one of the treasurers in a safe place.
- (c) Keep a full and accurate record of receipts and expenditures.
- (d) Present a financial statement at every meeting of the PTA.
- (e) Make disbursements as authorized by the committee or the Association, in accordance with any adopted budget, as well as any other spending motions that have been submitted to the Association and have been approved.

The English Language Secretary shall:

- (a) Record the minutes of all meetings of the PTA committee and the Association.
- (b) Maintain a permanent file of the minutes, committee reports and records pertaining to the work of the Association, to be kept in the PTA room.

The Japanese Language Secretary shall:

- (a) Translate minutes or records when necessary.
- (b) Send all notices including minutes, committee reports and account updates to PTA Class Representatives so that Class Representatives may send notices to parents.

The SIS PA Liaison Officer shall:

- (a) Communicate with the SIS PA about all PTA events and activities.
- (b) Share SIS PA activities and requests with the OIS PTA.

The Events & Activities members shall:

- (a) Plan, prepare, set up and clean up for all PTA events and activities. This includes planning for maximum participation, creating and distributing invitations, working with outside vendors, etc.

The PTA Meeting Preparation members shall:

- (a) Arrange and clean up PTA room.
- (b) Check the supply of and provide coffee, tea, cups, etc. for meetings.
- (c) Make copies of the agenda, handouts
- (d) Check PTA email periodically.
- (e) Organize PTA goods sales.

The International Fair (IF) President shall:

- (a) Attend all International Fair meetings and work with the SIS International Fair President and Committee.
- (b) Co-ordinate the work of the International Fair Reps with the SIS International Fair Committee.

The International Fair Vice President shall:

- (a) Act as an assistant to the President.
- (b) Fulfill the duties of the President should he/she be unable to do so.

School Administrators (Head, Principals & Business Manager) shall:

- (a) Serve as Representatives of the school on the PTA Committee.

Article VIII: Meetings

- 1 Meetings of the PTA shall be held at least twice per trimester during the school year. Other meetings for all parents, relating to the work of the PTA (for example, sub committees working for the fair, special projects), may be called during the year.
- 2 Meetings will have a set time limit, with the business part of the meeting lasting no more than 1 hour 15 minutes.
- 3 The meeting protocol will be agreed to by the committee and an Agenda will be drawn up by one of the Co-Presidents in consultation with the Head of School.
- 4 Meetings will be conducted in English with provision for some to speak in a language other than English.
- 5 Basic school policies such as communication and confidentiality will be followed by the PTA members.
- 6 Minutes should be approved by the PTA committee and the Head before distribution. Notices and information to the parents need to be approved by an administrator. Minutes to be emailed to all OIS families and the OIS Administration (Head of School, Business Manager, Elementary Principal and Middle/High Principal.). The Head of School then sends the minutes to the OIS Faculty.
- 7 The International Fair President shall arrange meetings when necessary to co-ordinate International Fair responsibilities.
- 8 The Class Representative may ask the International Fair Representative of their class to attend PTA meetings if they are unable to do so.

Article IX: Committees

- 1 The PTA may create such standing committees, as it may deem necessary, to promote the PTA objectives and carry on the work of the PTA.
- 2 The chair of each standing committee shall present a plan of work to the PTA for approval.

Article X: Amendment Procedures

- 1 Any amendments that are deemed necessary shall be put to a vote during a PTA meeting with more than two thirds of the majority agreeing to the change.
- 2 Notice of amendment/s to the by-laws shall be given to parents and administrators at least four weeks prior to scheduled voting.
- 3 Any amendments shall be deleted with two ruled lines, dated and signed by both Co-Presidents and the Head of School and inserted at the bottom of the by-laws in Article XI. A new copy of the by-laws shall be made by the end of the standing PTA's term so that the new committee shall have the most current set of by-laws.

Article XI: Amendments

To be inserted _____

Co-President _____ Dated _____
 Co-President _____ Dated _____
 Head of School _____ Dated _____