

Parent Teacher Association
Introduction

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

Because the OIS school Administration values opportunities to work with Parents in order to improve school climate and assist in providing a quality education within a caring and safe environment, two Parent Associations do exist. One is the Parent Teacher Association, PTA, of whom all parents and teachers are members. The other is a smaller group, the Parent Advisory Council, (PAC), and the parents should 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 administration. There is a set of By-Laws for each group.

By-Laws of the Osaka International School Parent Teacher Association

November 8th 2005

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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

Article II: PURPOSES

Section 1. 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 cooperate 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 will 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 Objects 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 them by the Senri International School Foundation Board.

- 4 No part of the net earnings of the organization shall be used to 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 the Senri International School Foundation.

Article IV: MEMBERSHIP

- 1 All Parents at the school and all full time teachers are automatically members of the PTA.

Article V: Officers and their elections

- 1 Officers who comprise the PTA Committee:
 - (1) President
 - (2) Vice-President
 - (3) Treasurer
 - (4) English Language Secretary
 - (5) Japanese Language secretary
 - (6) One Faculty representative.
 - (7) The Head of School and Principals (and will be represented by at least one of the three at meetings).
- 2 Elections for the non-school members shall be undertaken in two stages via a letter to all parents soliciting nominations, and 20 days later, a voting slip will be distributed should more than one person be nominated for any position. Only those persons who have given their consent to serve if elected shall be nominated for or elected to office.
- 3 The term of office shall be for one year.
- 4 Elections shall take place at the end of November, and the new committee shall work with the outgoing committee for the month of December to provide continuity.
- 5 A person shall not be eligible to serve for more than two consecutive terms in the same office. An officer who has served more than one half of a term shall be credited with having served that term.

- 6 Vacancies occurring in any office shall be filled for the unexpired term through a vote by the committee. The president, or vice president if the vacancy is the office of president, will announce the vacancy and call for volunteers.
- 7 The voting procedure is to be overseen by the Head of School.
- 8 All committee members must abide by the policies and purposes of OIS PTA., otherwise they may be asked to step down

Article VI Duties of Officers

- 1 **The President shall:**
 - (a) Preside at all meetings of the PTA at which he/she is present.
 - (b) Appoint and remove the chair of any standing or special PTA committees.
 - (c) Coordinate the work of the officers and committees of the PTA.
 - (d) Liaise with the school via the School Head.
 - (e) Work in collaboration with the School Head to discuss PTA related business and make known to the committee school needs and or requests.
- 2 **The 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.
- 3 **The Treasurer 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 the business manager in the school safe.
 - (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.
- 4 **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 OIS PTA room.

5 The Japanese Language Secretary shall:

(c) Translate minutes or records when necessary.

6 Faculty Representatives shall:

Serve as representatives of the faculty on the PTA Committee.

7 Administrators shall:

Serve as Representatives of the school on the PTA Committee.

Article V11: MEETINGS

- 1 Meetings of the PTA shall be held at least twice per term 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 school year.
- 2 Meetings will have a set time limit, with the business part of the meeting lasting no more than one hour.
- 3 Meeting protocol will be agreed to by the committee and an Agenda will be drawn up by the President 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 Meeting 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.

Article V11I: 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. No committee work shall be undertaken without the consent of the PAC.

Article 1X: AMENDMENTS: None to date - at 8th November 2005

