

HIROSHIMA INTERNATIONAL SCHOOL
PARENT TEACHERS ASSOCIATION
CONSTITUTION / BYLAWS

CONSTITUTION

ARTICLE 1: Name

The name of this association shall be the Hiroshima International School (HIS) Parent/Teachers Association (PTA)

ARTICLE 2: Objectives

To encourage cooperation between educators and the school community at large in order to achieve optimal intellectual, physical, emotional and social education for all HIS students, and to encourage direct communication between the various sectors of the HIS community in an atmosphere of goodwill and cooperation.

To achieve these objectives, the PTA shall be empowered to raise funds, transact business and exercise such functions as deemed necessary by the PTA executive board.

ARTICLE 3: Qualifications for Membership/Membership Dues

Membership of the organization shall consist of the teachers and parents of the students of HIS.

- a) No dues shall be required to be a member of the HIS PTA.
- b) Only members of the PTA shall be eligible to participate in business meetings or to serve in any of its elective or appointed positions.
- c) *PTA Members are eligible to fill any available opening of the 4 guardian positions on the HIS Board of Trustees, with a possibility of membership on the Board of Directors. This is a two (2) year term. At any time during the school year, members of the PTA may be invited to serve on the Board of Trustees, should there be an opening. The interested PTA member must be nominated and then approved by a majority vote of the PTA during a general meeting*

ARTICLE 4: Executive Board

a) Composition

The Executive Board shall consist of the president, Vice President, Treasurer, English Secretary, Japanese Secretary, 3 Board Members at Large, a Teacher Representative and the principal of the school or a representative appointed by him/her.

b) Duties

The president shall serve as chair of the Board and convene and conduct its meetings. Duties of the Executive Board shall be stated in the By-Laws.

c) Meetings

The executive board shall meet on a regular monthly basis.

d) Quorum

A majority of the executive board members shall constitute a quorum.

ARTICLE 5: Elections

Elections of Executive Board members shall be held as described in the By-Laws

ARTICLE 6: Amendments

a) This Constitution may be amended at any general membership meeting of the H I S PTA by a two-thirds vote of the members present, provided that notice of the proposed amendment shall have been given at least 2 weeks prior to the meeting at which the amendment is voted upon.

b) A committee may be appointed to submit a revised constitution as a substitute for the existing one by a majority vote at a meeting of the association, or by a two-thirds vote of the executive board. The requirements for adoption of the revised constitution shall be the same as in the case of an amendment.

ARTICLE 7: Dissolution

Should the PTA be dissolved, any assets or holdings will be distributed by the PTA Executive Board for the benefit of the H I S student body.

BY-LAWS

ARTICLE 1: Executive Board

Section 1: Election of Executive Officers

A Nominating Committee of three members shall be appointed by the Executive Board. The Nominating Committee shall offer to the PTA membership a slate of candidates for each of the elected positions and Committees at the April General Membership meeting. Further nominations may be made at the meeting at the time of the election, provided that nominees, who are present, agree to this and nominees who are not present have given their written consent. The chairperson of the Nominating Committee may attend Executive Board meetings when necessary.

Duties of the Nominating Committee shall be the following:

- a) Potential candidates for the Nominating Committee shall be appointed by the Executive Board in January of each year.
- b) The chairperson of the Nominating Committee shall coordinate and preside at all meetings of the Nominating Committee.
- c) The Nominating Committee shall, from a list of positions to be filled for the Executive Board, provide a slate of names of members willing to be nominated for all positions on the Executive Board.
- d) The Nominating Committee shall approach members of the H I S PTA via telephone or in person, asking if they would be willing to stand for a particular position, and provide each nominee with a written description of the position.
- e) The Nominating Committee shall, once nominations are received for each position, advise the Executive Board in writing by the end of March each year in order that nominations can be published in the H I S weekly newsletter for the April election.
- f) The Nominating Committee shall maintain an accurate job description for this position and update it as necessary.

Section 2: Term of Office

- a) PTA Board officers shall be elected in April for the following school year. Officers are elected for the term of one school year.

b) A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such election having been given.

ARTICLE 2: Duties of the Executive Board and Board Members

Section 1: Duties of the Executive Board

a) The affairs of the H I S PTA shall be managed by the executive board in the intervals between general membership meetings.

b) The executive board may create such standing committees, as it may deem necessary, to promote the goals and carry on the work of the association. The term for each committee shall be for one year.

c) All disbursements greater than ¥50,000 shall require approval of the Executive Board and shall require the signature of two Executive Board members.

Section 2: Duties of the Executive Board Members

President

The president's role is to direct the affairs of the association in cooperation with the other members of the executive board.

The president shall maintain a fair and impartial position, at all times, and encourage members to participate in PTA activities. The president shall take no part in any discussion while presiding; refrain from expressing a personal opinion on questions before the PTA and avoid personal bias when giving out information about the association. When it is necessary for the president to express her/his personal opinion, the chair shall be assumed by the Vice President while the president is speaking. The president shall vote only if breaking or making a tie.

In addition, the president shall:

- a) Be a member ex-officio of all committees.
- b) Plan events during the entire PTA year.
- c) Meet with the principal and other school personnel to determine their concerns and secure their cooperation with the PTA's ongoing work.
- d) At the end of the school year, call a meeting of outgoing and incoming officers to ensure continuity of the programs and plan the year's work.
- e) Determine meeting agendas.
- f) Consult with officers and committee chairs before each meeting to ensure the details of the meeting are ready as planned.
- g) Call the meeting to order.
- h) Call upon each committee chair to prepare a plan of work.
- i) Delegate to other officers and committee chairs to prepare a plan of work.
- j) See that the responsibilities of other officers and committee chairs are carried out.
- k) Deliver to his/her successor, all books, papers, and correspondence pertaining to the office of president.

Vice President

The vice president, who may be called upon at any time to temporarily assume the place of the president, should make a thorough study of the president's duties and responsibilities and be familiar with the work of the association. The vice president shall:

- a) Preside at meetings in the absence of the president or upon the president's inability to serve.
- b) Assume the duties of the president in the event of the president's resignation until the position is filled.
- c) Act as an aide to the president and assume responsibility for the duties assigned by the president.
- d) Represent the president.
- e) Deliver to his/her successor, all books, papers and correspondence pertaining to the office of president.

Treasurer

The treasurer receives and disburses all money as prescribed in the bylaws or authorized by action of the association. The treasurer shall:

- a) Maintain a separate bank account for PTA funds. The treasurer shall never co-mingle funds with their personal accounts.
- b) Issue receipts for all funds received which should always be counted in the presence of at least one other person
- c) Promptly record all moneys received or checks issued.
- d) Pay all bills promptly.
- e) Give an up-to date financial statement at all executive and general meetings. The statement should include:
 - * Balance in treasury at last report
 - * Money received
 - * Disbursements since last report
 - * Balance
- f) Deliver to his/her successor all books, papers and correspondence pertaining to the office of treasurer, including the audited books, approved and paid bills and canceled checks, plans and procedures.

The treasurer's accounts shall be examined annually by an auditor, who, satisfied that the treasurer's annual report is correct, shall sign a statement of the fact at the end of the report. The auditor shall be selected by the executive committee/board at least two weeks before the meeting at which new officers assume duties.

Secretary - English

The secretary is responsible for keeping accurate records of the proceedings of the association. The secretary shall:

- a) Record all business transacted at each meeting of the association, as well as meetings of the executive board and shall present the minutes for approval at the next meeting.
- b) Have on hand for reference, a copy of the bylaws and standing rules, the minutes of the previous meetings, including treasurer's reports and a list of committees.
- c) Read or distribute copies of the minutes of any previous meetings.
- d) Act as custodian of all records, except those specifically assigned to others.
- e) Deliver to his/her successor, all books, papers and correspondence pertaining to the office of secretary.

Minutes should be an accurate record without editorial comments of all business of a meeting. Minutes should:

* Include all actions taken by a group including exact wording of every motion, the name of the member who introduced the motion. It is not necessary to record the name of the person making the second.

* Be as brief as possible but contain all the business reported in the order presented at the meeting.

* Contain the action, not what is said by members.

Include :

* Date, place and time of meeting

* Presiding officer

* Kind of meeting – general, executive, special

* Statement regarding previous minutes (read, distributed, approved, approved as corrected)

* Reports of treasurer and other officers and committee chairs

* New business

* Old business

* All motions

* Time of adjournment

Secretary – Japanese

The Japanese secretary is responsible for acting as a liaison between the Japanese and foreign members of the PTA. The Japanese Secretary shall:

a) Answer questions regarding the meetings or minutes for the Japanese members.

b) Provide assistance with correspondence to the Japanese community with and outside of school, as needed. Correspondence may be in the form of verbal (e.g. phone calls) or written (e.g. letters or thank you notes).

Board Members at Large

Board members at large will attend and vote at all Executive Board meetings. They will assist the Executive Board in the execution of their duties.

Teacher Representative

The Teacher Representative will attend and vote at all Executive Board meetings. The Teacher Representative will assist the Executive Board in the execution of their duties.

ARTICLE 3: Committees

a) A large portion of the business of the PTA shall be performed by committees.

Only members of the HIS PTA shall be eligible to serve in any elective or appointed positions.

b) No committee work shall be undertaken without the consent of the executive board. Each committee chairperson should submit a plan of work to the executive committee for approval of costs, etc.

ARTICLE 4: Meetings

a) General meetings of the PTA shall be held when deemed necessary. At least 3 general meetings shall be held during the school year.

b) Eight (8) members shall constitute a quorum for the transaction of business in any meeting of the PTA.

c) A monthly newsletter shall be sent out regarding PTA news.

ARTICLE 5: Basic Principles

The basic principles of the H I S PTA are:

- a) The organization of members shall not endorse a commercial entity.
- b) The organization shall work with the school to provide quality education for all children and shall seek to participate in the decision-making process that establishes school policies, recognizing that the legal responsibility to make decisions has been delegated to the Board of Directors.
- c) No part of the net earnings of the organization shall benefit any of the parents, teachers, directors, trustees, officers or any other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions.
- d) In regards to events requiring payment to participate, it is the policy of the organization that all children and parents, including committee members, shall be required to pay. An exception will be made for teachers who are required to attend such events as part of their work duties. In such a situation, the teachers shall participate as guests of the PTA and shall not be required to pay.

ARTICLE 6: Amendments

- a) These bylaws may be amended at any general membership meeting of the H I S PTA by a two-thirds vote of the members present, provided that notice of the proposed amendment shall have been given at least 2 weeks prior to the meeting at which the amendment is voted upon.
- b) A committee may be appointed to submit a revised set of bylaws as a substitute for existing ones by a majority vote at a meeting of the association, or by a two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

I verify these bylaws were adopted by the general membership meeting of the association on (date)

September, 2001 Cathy Spangler, President

As amended September 11, 2002 Susan Gutowski, President

Reason: addition of Japanese Secretary Duties

As amended January 26, 2004 Christina Obermaier, President

Reasons: to simplify language, to clarify who is required to pay to attend PTA events, to create a Nominating Committee to fill following year's PTA Board, to simplify the description of Japanese Secretary responsibilities, to require Executive Board Approval for spending over ¥50,000.

As amended April 20, 2005 Christina Obermaier, President

Reasons: to create the positions of Board Members at Large and Teacher Representative and to make clearer the language of the constitution and bylaws.

