

Nakamachi Elementary School PTA Terms and Agreements

Chapter 1 Purpose

Article 1.

The name of this association shall be Nakamachi Elementary School PTA and its secretariat shall be located at Nakamachi Elementary School.

Article 2.

The purpose of this association is to promote education as its primary objective. Without favoring any particular political party or religion, we strive to enhance social and family education through PTA activities, while deepening cooperation among families, schools, and the local community to foster the healthy development of children.

Article 3.

To achieve the objectives set forth in the preceding article, this Association shall carry out the following activities.

1. Activities designed to deepen cooperation among families, schools, and the local community to support the healthy development of children.
2. Activities aimed at expanding school equipment and supplies to improve and maintain the educational environment for children.
3. Activities designed to enhance the cultural and intellectual development of members and promote fellowship.
4. Other activities deemed necessary to achieve the objectives of this association.

Chapter 2 Membership

Article 4.

The following persons are eligible to become members of this association.

1. The members of this association shall consist of parents or guardians of children enrolled in this school, and teachers and staff enrolled in this school.
2. The members of this association shall pay membership dues.
3. All members of this association have equal rights and duties.
4. The members of this association are also members of Etajima City PTA Federation, Hiroshima Prefecture PTA Federation, and National Congress of PTA of Japan.

Chapter 3 Officers

Article 5.

This association shall have the following officers.

1. 1 President
2. 2 Vice Presidents
3. 1 Children's association President
4. 1 Parent representative (The Vice President shall also serve as a parent representative.)
5. 2 Advisors (School Principal, The President's Designee)
6. 1 Secretariat (by the Vice Principal)
7. 1 Treasurer (The President's Designee)
8. 2 Accounting Auditors (1 School Office Staff, 1 The President's Designee)

9. Class Officers (2 from each class)

Chapter 4 Term of Office and Duties

Article 6.

1. The term of the officers shall be one year, beginning on April 1 of each year and ending on March 31 of the following year.
2. In principle, the President shall serve one term of two years and may decline the second term. However, the President may be re-elected for up to the second term.
3. In principle, the Vice President shall serve one term of one year. However, the Vice President may serve up to three consecutive terms.
4. In principle, the Children's association President shall serve one term of two years and may decline the second term. However, the Children's association President may be re-elected for up to the second term.

Article 7.

The duties of the officers shall be as follows.

1. The President shall represent this association, supervise the duties, and perform the following duties. The President shall convene the General Assembly, the Steering Committee Meetings, and the Officers' Meetings, and shall preside over the meetings.
2. The Vice-President shall assist the President, and act for the President in case of the President's absence or disability.
3. The Secretariat handles the affairs of all meetings, keeps track of the activities of the association, and sends out notices of each meeting.
4. The Treasurer handles all accounting work based on the budget decided by the General Assembly. The Treasurer also submits a financial report at the General Assembly, as well as a report on the settlement of accounts that has been examined by the Accounting Auditor.
5. Two Accounting Auditors shall be appointed to audit the accounting of this association.
 - (1) The Accounting Auditors shall be appointed by the President.
 - (2) The Accounting Auditors may audit the accounts from time to time as necessary.
 - (3) The term of office of the Accounting Auditors shall be one year.
 - (4) The Accounting Auditors shall present their audit report at the General Assembly.
6. The Class officers act as representatives of their respective classes to maintain communication with the school and form committees to deliberate on the affairs of the committee.
7. The advisors may serve in an advisory capacity to the association. The advisors shall be the head of the school and a person appointed by the president.

Chapter 5 Election of Officers

Article 8.

1. The President and Vice-President for the next term shall be elected annually in January by all members (parents of current 1st through 5th graders). Self-nomination is also acceptable. Elected members shall be members who are parents of current 1st through 5th graders.
2. The Class Officers for the next term shall be elected by mutual discussion among the current class members in February of each year.
3. The Class Officers for the new first-year students shall be elected by mutual discussion among class members at the entrance orientation meeting (February).
4. The election committee members shall be 1 representative of the parents of current 6th grade students who are no longer members. However, the election shall be left to the discretion of the Secretariat.

Chapter 6 Meetings

Article 9.

This association shall have the following meetings: the General Assembly, the Board of Officers Meetings, the Steering Committee Meetings, the Officers' Meetings, and each Committee.

Article 10.

1. The General Assembly shall consist of the Regular General Assembly and the Extraordinary General Assembly.
2. The President shall convene a Regular General Assembly in April of each year.
3. The Extraordinary General Assembly may be held when deemed necessary by the President, when requested by a resolution of the Officers' Meetings, or when requested by one-half or more of the members.
4. The Regular General Assembly and Extraordinary General Assembly must have the attendance of at least one-half of the members in order to vote on the agenda. However, a letter of proxy may be substituted for attendance.
5. The agenda of the General Assembly is resolved by two-thirds of those present who have the right to vote.
6. The Steering Committee Meetings may be held as necessary.
7. The Officers' Meetings may be held when the president deems it necessary or when one-half of the Officers or more of the Officers request it.
8. The Officers' Meetings must have the attendance of at least one-half of the Officers in order to vote on the agenda.
9. The Board of Officers Meetings may be held as necessary.
10. The duties of the Committees shall be determined separately. (Chapter 7)

Article 11.

Matters to be discussed at the General Assembly shall be as follows.

1. Reports on the affairs of the Association
2. Changes in the constitution
3. Approval of the budget and settlement of accounts
4. Other necessary matters

Article 12.

Matters to be discussed at the Officers' Meetings shall be as follows.

1. Holding of the General Assembly
2. Matters under the authority of the General Assembly and other necessary matters
3. Matters related to the execution of the business of the association

Chapter 7 Committees

Article 13.

The following Committees shall be established to promote the activities of the Society.

1. The Class Training Committee and the District Nurturing Committee shall be established.
2. The Class Training Committee shall consist of one Class Officer from each class and shall promote PTA activities.
3. The District Nurturing Committee shall consist of another one Class Officer from each class and shall promote the activities of children's association and PTA activities.
4. The basic duties of each Committee are as follows.

(1) Class Training Committee

- > Planning and implementation of activities related to members' welfare, health and physical education (athletic meets, various sports tournaments, etc.).
- > Planning and operation of social gatherings for members.
- > Chairing, recording, and operation of parent-teacher meetings for members.
- > Planning and operation of class PTC activities.
- > Issuance of newsletters, etc.
- > Planning and implementation of courses, lectures, study groups, social tours, etc. to improve educational effects.

(2) District Nurturing Committee

- > Support for planning and implementing activities related to the children's association.
- > Sound upbringing of children and improvement of their living environment.
- > Planning and implementation of traffic safety and guidance outside of school.

Chapter 8 Steering Committee Meetings

Article 14.

The Steering Committee Meetings shall consist of the President, Vice Presidents, Children's association President, Advisors (School Principal, The President's Designee and invited when necessary), Secretariat (Vice Principal), Treasurer and each Committee Chairperson.

Article 15.

The duties of the Steering Committee members shall be as follows.

1. Coordinate the agenda for the General Assembly, and draw up the annual plan and budget.
2. To liaise and coordinate among the Committees.
3. To conduct the General Assembly.
4. To assist the Officers' Meetings and each Committee.

Chapter 9 Accounting

Article 16.

The expenses of this association shall be paid from membership fees and business income.

The monthly membership dues for this association is 300 yen. The decision on the amount of membership fees and the type of funds to be obtained must be approved by the General Assembly or the Officers' Meetings. The members shall pay membership dues starting from the month of enrollment. If a member resigns, any membership dues already paid will be refunded for the months beginning with the month following the month in which the member resigned.

Article 17.

The fiscal year of this association shall begin on April 1 and end on March 31 of the following year.

Chapter 10 Commendation Regulations

Article 18.

Members who are recognized as having made particular contributions as PTA officers, or who have made particular efforts in PTA activities, shall be awarded in their final year, upon recommendation of the Steering Committee.

Article 19.

Those who are not members and have made great contributions to school education and PTA activities shall be awarded upon recommendation of the Steering Committee.

Article 20.

When a school employee changes jobs or retires, 3,000 yen shall be given as a commemorative gift.

Chapter 11 Condolence Provisions

Article 21.

In the event of the death of a child or a member, a telegram of condolence shall be sent, a condolence gift of 3,000 yen shall be given, and the President shall attend the funeral.

Article 22.

In other cases, the President shall be entrusted with the responsibility.

Article 23.

The Class Officers of the relevant class shall discuss the payment of get-well money, etc. for the injury or illness of a child, and the expenses shall be covered by the relevant class. (As a general rule, the standard period of stay is two weeks in the hospital and one month at home for recuperation.)