

Constitution of the Columbia International School Parents, Teachers and Staff Association

- Article 1 This organization shall be called the Columbia International School Parents, Teachers and Staff Association (hereafter referred to as the PTSA), and its office shall be located on the school campus.
- Article 2 The mission of the PTSA is for the students' parents/guardians, the school's executive director, principal, and teaching and office staff to cooperate with each other to foster the well-being of the students at home, school, and in the community, making the most of Columbia International School's educational philosophy and international education, as well as to promote mutual amity among its members.
- Article 3 The PTSA shall conduct the following activities to realize its mission:
1. Seek to improve the life of the students through close contact between home and school.
 2. Conduct activities aimed at improving the school educational environment of the students.
 3. Hold workshops, lectures, seminars, social get-togethers, etc.
- Article 4 The PTSA shall, as an educational organization, act according to the following policies:
1. The PTSA shall cooperate with other organizations and institutions that are active in areas related to the students' education and welfare.
 2. The PTSA is a non-profit organization and shall not have connections with any specific race, nationality, religion or political party. However, funds may be raised to meet expenses and to improve the well-being of the students.
 3. The PTSA shall not be directly involved in the management of the school.
- Article 5 The PTSA shall be made up of the following members:
Members shall include parents and/or guardians of all students presently enrolled at Columbia International School, including those of students who are on temporary leave, and all of the teaching and office staff.
- Article 6 The Executive Committee shall be made up of the following members:
President (1), Vice Presidents (2 or more), Secretaries (3), Treasurers (3), Auditors (2), Teaching/Office Staff (2), Sub-committee Members
- Article 7 The duties of each Executive Committee member are as follows:
1. The President shall represent the PTSA, presiding over the business of the organization and assuming responsibility for its activities.
 2. The Vice Presidents shall assist the President in his or her duties, and should the President meet with an accident, one of the Vice Presidents shall act as proxy with the approval of the Executive Committee.
 3. The Secretaries shall keep the minutes of meetings, organize PTSA records and attend to correspondence and other secretarial jobs.

4. The Treasurers shall keep records of the PTSA's financial dealings.
5. The Auditors shall audit the PTSA's general and financial affairs.

Article 8 Executive Committee members shall serve for a term of one year, and may be elected to serve again. The method for choosing Executive Committee members is as follows: Executive Committee members shall be elected at the AGM from among all the PTSA members. However, the school shall select the Chairman, and may also select other Executive committee members.

Should a member cease to serve during his or her term of office, the Executive Committee shall be entrusted with fulfilling that member's duties.

Article 9 The Annual General Meeting (AGM) is the PTSA's highest decision-making body and shall be held once a year in April.

1. The AGM shall form a quorum when more than half of all members are present. However, members may be counted present with a letter of proxy. Additionally, in the event that attendance is less than half of the number of members, the AGM shall form a quorum if those attending vote to affirm so.
2. At the general meeting, decisions shall be made by a majority vote. In case of a tie, the chair will cast the deciding vote.
3. A chairperson for a General or Extraordinary General Meeting shall be elected from among those members present at the time such meetings are held.

An Extraordinary General Meeting shall be called when it is deemed necessary by the Executive Committee, or when there is a call for one by one-third of all PTSA members. Proceedings shall be conducted in the same manner as the AGM.

Article 10 Items to be placed on the AGM agenda shall be as follows:

1. Previous year's annual report
2. Previous year's financial statements
3. Proposed plan for annual activities
4. Proposed budget
5. Proposed revisions to the PTSA Constitution
6. Election of Executive Committee members
7. Other, as deemed necessary

Article 11 The Executive Committee is the second-highest decision-making body and shall be made up of members as stipulated in Article 7. The Executive Committee shall hold regular meetings, as well as special meetings when necessary, at which the Executive Committee Chairperson shall act as the chairperson. It is assumed that the following business shall be conducted:

1. Carry out the decisions made at the AGM.
2. Carry out business necessary for the smooth running of the PTSA.
3. Publish a newsletter.
4. Should a member of the Executive Committee be found to be acting in violation of this Constitution or against public order or ethics, the Executive Committee can, with a two-thirds majority vote, remove that member from his or her post.

5. Any PTSA member may attend the Executive Committee meetings as an observer.

Article 12 Special advisors, as stipulated in Article 19, may attend any PTSA function and participate in the discussion.

Article 13 The PTSA shall have a separate bylaw which specifies monetary gifts for condolence or congratulations.

Article 14 The fiscal year for the PTSA shall run from April 1st to March 31st of the following year. PTSA members may inspect the account books at any time.

Article 15 The funds needed to run the PTSA shall be raised from membership dues, donations, and fundraising events.

Article 16 All members must pay the annual fee of 12,000 yen in a lump sum before April 30th every fiscal year.

1. For students who enter the school during the fiscal year, different fees apply, and must be paid.
 - i. Spring term entry: Full fee of 12,000 yen
 - ii. Fall term entry: 8,000 yen
 - iii. Winter term entry: 4,000 yen
2. Students who withdraw from school during the term (including for reasons such as going abroad) are granted a refund as following:
 - i. Withdrawal during spring term: 8,000 yen
 - ii. Withdrawal during fall term: 4,000 yen
 - iii. Withdrawal during winter term: no refund

Article 17 Neither present nor former members shall reveal to any third party any information (e.g. list of members) they may have gained as members of this organization.

Article 18 The Executive Committee may decide the necessary details of how to carry out their duties.

Article 19 The PTSA may designate persons from outside Columbia International School, who are in agreement with the mission of the PTSA, as advisors. Also, other than the members of the Executive Committee stipulated in Article 6, the PTSA shall designate the following persons as special advisors.

1. Special Advisor: CIS Executive Director
2. Special Advisor: CIS Principal

Article 20 Amendments to the Constitution shall require a majority vote of the members present at the Annual General Meeting (AGM).

Article 21 The teaching and office staff of Columbia International School may be present and are free to express their opinions at General, Extraordinary General or Executive Committee

Meetings.

Article 22 The Executive Committee President and one or more members will participate in the School Council.

Bylaw (provided for in Article 13): Schedule of Monetary Gifts for Condolences/Congratulations

Event	Gift	Notes
Admission to school	1,000	Gift
Graduation elementary school and junior high school	2,000	Gift
Graduation	5,000	Gift
Withdrawal (during overseas study)	2,000	Gift
Death of student	30,000	
Death of student guardian	30,000	
Death of teaching/office staff	20,000	
Death of spouse of teaching/office staff	10,000	
Marriage of teaching/office staff	10,000	
Farewell gift to teaching/office staff	10,000	When completing contract term or employed one or more school year

(In effect since April 21st, 2002)

(Partially amended on April 16th, 2005)

(Partially amended on April 23rd, 2006)

(Partially amended on April 15th, 2007)

This constitution went into effect on June 19th, 1999, and was amended by a majority vote of the members present at the Annual General Meeting (AGM) on the following dates:

- October 23rd, 1999
- April 22nd, 2000
- April 22nd, 2001
- April 20th, 2003
- April 18th, 2004
- April 16th, 2005
- April 23rd, 2006
- April 15th, 2007
- April 21st, 2012
- April 1st, 2023