Nagoya International School
Parent Partner Charter

Approved at the Parent Partner Annual General Meeting on May 18, 2022
Revised at the May 18, 2023 Parent Partner Annual General Meeting
Revised with new FSA name-change as voted in the May 24, 2024 Parent Partner Annual General Meeting

SECTION 1 Definition and Purpose

1.1 Purpose - NIS is a non-profit school established and sustained by a parent community committed to maintaining a strong international school for their children. A close partnership with parents is essential so the school remains current and relevant to the children we serve and delivers our mission to the families who need us.

NIS seeks a partnership with parents through our 'Parent Partners' - a diverse team of volunteer parents who use their own personal skills, circumstances, and attributes to support and develop the school.

1.2 Definition - The Parent Partners are divided into three strands, each with their own unique directive in supporting the school: Outreach Parents, Transitions Parents, and the Family-Staff Association (FSA). But as a complete team, the role of the Parent Partners is to be a supportive circle of critical friends to the school. This includes starting or evaluating a new initiative or helping to better understand a current issue or opportunity.

1.3 Autonomy and Ultimate Authority - While all three groups are autonomous as defined in this charter, all three sit together within the umbrella of the Nagoya International School. Ultimate authority for all three groups, therefore, sits with Nagoya International School.

SECTION 2 Core Team

2.1 Constitution of the Core Team - The Parent Partner Core Team is constituted as follows:

- Parent Partner Liaison to the NIS Board of Directors
- Outreach Chair(s)
- Transition Chair(s)
- FSA President
- Head of School
- Director of Admissions & Development
- Development Office Staff

2.2 Appointment of Members to the Core Team - Of the above positions, the Parent Partner Liaison to the NIS Board of Directors, Director of Development, and Head of School are

automatically members of the Core Team. The Outreach and Transitions chairs are appointed by the Head of School on the recommendation of the Parent Partner Liaison to the NIS Board of Directors. The FSA President is elected following the process outlined in this charter. The Development Office Staff member is appointed by the Head of School as recommended by the Director of Admissions & Development.

The Parent Partner Liaison to the NIS Board of Directors is recommended by the Core Team and, for as long as (s)he holds the office, is a member of both the FSA Board and the NIS Board of Directors in addition to being a member of the Parent Partner Core Team.

2.2 Purpose of the Core Team - The core team is responsible for the strategic direction of the Parent Partner Program in line with the school's mission and guiding statements and the commitments made within the Parent Partner Charter.

While operational decisions remain within the remit of each of the three autonomous strands of the program, as defined in this charter, the Core Team should ensure synergy across the three groups, should ensure each sub-group has sufficient support and should be available to arbitrate any matters of contention that cannot be resolved internally within the strands, in accordance with the charter.

2.3 Parent Partner Liaison Position - The Parent Partner Liaison serves as a full Board Member on the NIS Board of Directors. They hold full responsibilities as all other board members in addition to serving the liaison role. When a vacancy for the position exists on the Board of Directors, this shall be filled by appointment by the Board of Directors, taking into account the recommendation of candidate(s) submitted to the Board Nominations Committee from the Parent Partner Core Team. Once appointed, the person fulfills that role indefinitely, in accordance with the constitution of the NIS Board of Directors.

The Parent Partner Liaison role is intended to ensure a close relationship between the NIS Administration, all three strands of the NIS Parent Partners (FSA, Transitions, Outreach), and the NIS Board of Directors. The Parent Partner Liaison supports the work of the three-strand chairs (FSA President, Outreach Chair, Transitions Chair) and raises awareness of and advocacy for the Parent Partners within the community. In addition to serving on the NIS Board of Directors and chairing the Parent Partner Core Team, the Parent Partner Liaison is also automatically a member of the FSA executive committee.

2.4 Role of the Development Office - The Development Office is responsible for supporting and sustaining the Parent Partner Program through the maintaining of an accurate database and support with communications and logistics for all Parent Partner-related activities and events.

2.5 Meetings - Core team meetings should be held at least once per semester.

SECTION 3 Outreach

3.1 Purpose of the Outreach Group - Outreach Parent Partners support the school spreading the good name of NIS throughout their community networks so that families who might benefit from an NIS education become aware of our unique school and what we can offer to their children.

A strong student enrollment benefits everyone by allowing us to offer a greater variety of courses and activities, improve teaching, and learning, and better deliver on the mission.

3.2 Outreach Activities - Activities may include:

- Speaking about the school when the conversation naturally comes up in social and work networks (friends, coworkers, clubs and social groups, churches, etc.)
- Volunteering to support at an Outreach Event
- Initiating an Outreach Event, with the support of the school
- Creating opportunities for NIS administration or staff to talk about the school or about education within local groups

Working as an Outreach parent can be a 'solo' or 'collaborative' endeavor. It is about each parent using their own circle of influence to promote the school in whatever ways they can.

3.3 Outreach Leadership - The appointment of the leader of the Outreach team is made by the Head of School in consultation with the Parent Partner Liaison, the wider Parent Partner Leadership Team, the Admissions & Development Office, and only after the availability of the position has been announced to the Parent Partner group membership. The Head of School may appoint a single chairperson or, alternatively, may appoint two co-chairs, each with a clear remit of responsibility and one of whom should serve as the overall lead for the group.

SECTION 4 Transitions

4.1 Purpose of the Transition Group - The Parent Partners support families considering moving to NIS. Volunteer Transition parents, under the organization of the Chair(s) and supported by the Admissions & Development Office, are connected to a similar family (i.e. language, similar age children, background, etc.) to make contact and offer support. The aim is to help new families make good decisions for their children and, should they decide to come to NIS, better transition into our community.

4.2 Transitions Activities - Activities may include:

- Contacting potential NIS families when they request a Transition Parent connection to answer questions and give council about the school
- Giving tours of the school as a parent guide
- Helping at Open Houses for a peer discussion with potential new families
- Helping new families connect to the FSA or other Parent Partner strands after being accepted and/or enrolled at NIS

4.3 Transitions Leadership - Leadership of Strand Two: The Transitions Team

The appointment of the leader of the Transitions team is made by the Head of School in consultation with the Parent Partner Liaison, the wider Parent Partner Leadership Team, the Admission & Development Office, and only after the availability of the position has been announced to the Parent Partner group membership. The Head of School may appoint a single chairperson or, alternatively, may appoint two co-chairs, each with a clear remit of responsibility and one of whom should serve as the overall lead for the group.

SECTION 5 FSA

5.1 Purpose of the FSA in the Context of the Parent Partners - FSA Volunteers are the third important strand of the Parent Partner Initiative at NIS. While the outreach and transition partners help families in their journey to joining NIS, once families are here, the FSA helps newly admitted families to connect with current families at NIS. The FSA works with the school to improve opportunities for our students and supports the community of parents living and working in Nagoya. While many parents become regular members of the FSA and attend FSA events, FSA Volunteers step up to actively lend a hand in the organization, perhaps by serving on the board or on an organizing committee for events that benefit the NIS community, raising funds, or both. Being a class parent or providing an educational experience for parents are also possible roles. The list of possibilities is endless.

SECTION 5.2 FSA Constitution

5.2 ARTICLE 1 Name and Definition - The name of this association will be the Nagoya International School Family Staff Association (FSA). The FSA will observe the provisions outlined in the Nagoya International School (NIS) Constitution and the policy established by the NIS Board of Directors.

5.2 ARTICLE 2 Objectives and Purpose - The purpose of the FSA is to contribute to the development and improvement of all aspects of school life by cooperating with NIS to advance the school's interests and promote the well-being of the students, parents, and all NIS staff, which includes administrators, teachers and support staff. To this end, the FSA will:

a. Broaden the dimensions of NIS education through hosting events and sponsoring improvements.
b. Advance the students' moral, academic, cultural, and physical growth by sponsoring or supporting activities organized to those ends.
c. Raise funds through activities and projects to support NIS and its students.
d. Facilitate communication and promote understanding and cooperation among students, parents, staff, and the NIS Board of Directors.
e. Help to strengthen the relationship between the home and the school.

5.2 ARTICLE 3 Non-Profit/Non-Political Character -

Section 1. Non-Profit - The FSA will be exclusively educational in character as delineated in Article 2. It will not be conducted or operated for its own profit, and no part of the net earnings of the FSA will benefit any individual.

Section 2. Non-Political - The FSA will, in its aims and activities, be politically neutral. It will recognize the diversity of nationalities that constitute NIS and foster harmony by recognizing common concerns.

5.2 ARTICLE 4 Membership -

Section 1. Eligibility - The parents or legal guardians of students presently enrolled at NIS are automatically enrolled in membership in the FSA, as are currently employed staff members.

Section 2. Associate Members - Parents whose children have left NIS or individuals who have a special interest in the objectives of the FSA may join if recommended by the Executive Committee and approved by a simple majority of those present at any Executive Committee meeting. Associate Members are not eligible to serve on the Executive Committee.

Section 3. Term of Membership - Membership eligibility will be as follows:

a. Parents or legal guardians: for as long as their daughter or son is enrolled at NIS.
b. NIS staff: for as long as they are employed by the NIS.
c. Associate Members: until the Associate Member chooses to no longer participate in the FSA.

5.2 ARTICLE 5 Executive Committee and Officers -

Section 1. Officers - The FSA Officers will be a President, Vice-President, Secretary, Treasurer, Events Coordinator, and the Parent Partner Liaison to the NIS Board of Directors. The positions of Vice-President, Secretary, and Treasurer may be jointly held by two people, and the position of Events Coordinator may be jointly held by up to four people. No individual may hold two offices simultaneously, nor may the Head of School be elected to any office.

Section 2. Officer's Meetings - The FSA Officers will meet once a month except during the months of July and August. Officers' meetings shall be joined by members of the Parent Partner Core Team.

Section 3. Executive Committee - An Executive Committee will govern the FSA and consist of the Head of School or his/her designee; Staff Representative; the FSA President, Vice-President(s), Secretary/ies, Treasurer(s), Event Coordinator(s); and the Parent Partner Liaison to the NIS Board of Directors.

Section 4. Executive Committee Meetings - The Executive Committee will meet once a month except during July and August.

Section 5. Term - The term of both FSA officers and Executive Committee members will be for one year, beginning June 1 through May 31. All officers are eligible for reelection.

5.2 ARTICLE 6 Duties of Officers and Executive Committee -

1. The Head of School or his/her designee will serve as a direct liaison between the FSA members and the NIS administration.
2. The Staff Representative will serve as a direct liaison between the FSA members and the NIS Staff.
3. The President will preside at all meetings and, in conjunction with the Executive Committee, set the meeting's agenda; and exercise general administrative responsibility and supervision of the activities of the officers.
4. The Vice-President will assist the President in the performance of his or her duties and assume responsibilities of the President in the event that the President is absent or the office of the president is vacated.
5. The Secretary will conduct the correspondence of the FSA, maintain communications between the FSA and the school community, and keep accurate minutes of all FSA meetings.

6. The Treasurer will keep careful accounts of the FSA funds and submit a report at each Executive Committee meeting. He or she will also present a projected budget for the coming year at the AGM, and will indicate projects that have been forwarded for consideration for FSA funding. The Treasurer and the Head of School will be the co-operators of an account under the name of the FSA.
7. The Parent Partner Liaison will attend all Board of Director meetings and serve as a direct liaison between FSA members, the wider Parent Partners, and the NIS Board of Directors.
8. The Events Coordinators will organize major social, educational, and fundraising events that will attract students, parents, and/or Staff and at times include the broader community.

5.2 ARTICLE 7 Standing Committees - Standing Committees will be organized as needed.

5.2 ARTICLE 8 Distribution of Funds - The Executive Committee is authorized to vote on fund appropriation up to ¥500,000. Allocations in excess of ¥500,000 should be voted upon at a general FSA meeting. Advance notice should be given at least two weeks prior to the meeting at which the vote is to take place.

5.2 ARTICLE 9 Liabilities of Members - No members of the FSA or its officers will have any personal obligation in respect to FSA liabilities.

5.2 ARTICLE 10 Dissolution or Liquidation - No part of the net income, revenue, or donations to the FSA will benefit any member, officer, or any other private individual (except that reasonable compensation may be paid for services rendered in connection with one or more of the FSA's purposes), and no member, officer, or any private individual will be entitled to share in the distribution of any part of the assets of the FSA, on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets will be transferred to the NIS general fund maintained by the business office.

5.2 ARTICLE 11 Nominating Committee and Elections

Section 1. Purpose of the Nominating Committee - The purpose of the nominating committee is to recognize and seek qualified nominees for the elected leadership of the FSA.

Section 2. Composition of the Nominating Committee - The Nominating Committee will be composed of the Head of School, two Executive Committee members appointed by the President, and two additional FSA members who have a broad acquaintance with the FSA membership and an understanding of the organization's functions and its purposes. In selecting nominees, the Nominating Committee will consider both the nationality composition of the school and the four divisions (Early Learning Center, Elementary, Middle, and High School).

Section 3. Nominating Committee Selection Time - The Nominating Committee will be elected by a simple majority of those present at an Executive Committee meeting held no later than one month prior to the annual general meeting (AGM).

Section 4. Elections - At the AGM the slate prepared will be read, and the candidates will be voted on by the FSA membership to fill the elected offices. Those candidates nominated from

the floor will be added to the list. With the exception of jointly held positions, the candidate who receives the greatest number of votes for each office will be elected.

Section 4. Vacancies - In the event that an office is vacated, the Executive Committee may fill such office by invitation until the election at the next AGM.

5.2 ARTICLE 12 Amendments - These Articles and/or the accompanying By-laws may be amended by a majority vote of the current membership (each membership as defined in the Bylaws being entitled to cast one vote) at the last meeting of the academic year (the AGM as specified in the Bylaws) provided that there is a quorum present and that copies of such amendments have been distributed to the members previously.

BYLAWS

5.2.1 ARTICLE 1 Address
The business address of the NIS FSA will be the address of NIS.

5.2.1 ARTICLE 2 Meeting Times/Dates
Except in cases of urgent business, notification of the time and place of general and Executive Committee meetings will be published in the school calendar or written notification will be sent to members at least two weeks prior to the meeting date.

5.2.1 ARTICLE 3 Dues and Special Fees

Section 1. Dues
Membership in this organization shall be automatic to parents, guardians, and staff of Nagoya International School. There are no membership dues. (revised May 2019)

Section 2. Voting Privileges
For voting purposes, each membership qualifies for one vote (i.e., one family member qualifies for one vote).

Section 3. Special Fees
Members may from time to time be asked to contribute additional funds for special projects sponsored by committees and upon approval of the general membership.

INTERPRETATION

Questions regarding interpretation of the Constitution and By-laws will be drawn from the English version.

SECTION 6 Bylaws of Parent Partners

6.1 Annual General Meeting (AGM) - An AGM will be held in May. AGM's will be conducted in both English and Japanese and according to Robert's Rules of Order. The agenda for the May AGM will include:

(i) From the Core Team - A review of the year and proposals for the year ahead
(ii) From Outreach - - A review of the year and proposals for the year ahead
(iii) From Transitions - - A review of the year and proposals for the year ahead
(iv) From FSA - the election of officers, budget appropriations, and financial reports, including a draft projected budget. - A review of the year and proposals for the year ahead.

6.2 Quorum - A quorum for voting purposes at the AGM will exist when 15 members are present. In all other cases, decisions shall be made by a majority of all those members present at the meeting, provided that the meeting has been announced publicly with at least one week's notice.

6.3 Language - As a multilingual environment, while English is the common language of the school and the official language of the Parent Partners, support for speakers of other languages will be provided as much as possible.