OSAKA INTERNATIONAL SCHOOL

BYLAWS

of the

PARENT TEACHER ASSOCIATION

RATIFIED by its Members on November 4, 2026.

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Article I
Introduction: Name, Form of Organization, and Dues

The official name of the organization is the Osaka International School Parent Teacher Association (the "OIS PTA" or "PTA").

Osaka International School is a private, independent school managed by Kwansei Gakuin ("KG") under the auspices of its Board of Directors and Board of Trustees. As such it is not obliged to have any parent associations, nor is it obliged to function under those terms and conditions that pertain to public schools or private schools that issue stocks and shares.

The PTA will exist as an unincorporated, not-for-profit body of its members, organized under Kwansei Gakuin, Osaka International School ("OIS"), and governed by these Bylaws and any resolutions created hereunder.

OIS has also established a separate OIS Parent Advisory Council (PAC). The PTA and PAC embody the school's and parent community's commitment to inclusivity, ensuring that the diverse voices of its international community are heard and actively integrated into OIS's culture and evolution.

The PTA's fiscal year begins on April 1 of each calendar year and ends on March 31 of the following calendar year.

Annual dues shall be levied on parents (as used herein, "parents" shall include legal guardians) on a per-student basis, in an amount to be determined by the Members from time to time, payable to OIS at the beginning of each school year.

Article II
Guiding Principles

The PTA shall be non-commercial, non-political, and non-sectarian. The PTA shall be bound by the OIS and KG guiding statements in all operations, meetings, and decisions taken.

Article III
Objectives

The PTA's Objectives are:

1. To promote positive communication between OIS's parents, faculty, staff, and administration;
2. To promote the education, health, development, and welfare of OIS's students and their families;
3. To promote the notions of community, school spirit, and goodwill at OIS.

Article IV
Members and Code of Conduct

Section 1. Members. The PTA members are all parents of currently enrolled OIS students, including OIS teachers, staff, and administrators who are parents of such students.

Section 2. Code of Conduct.

We, the Members of the OIS PTA, will:

- Serve in harmony with OIS's Mission Statement;
- Be honest, reliable, and trustworthy in our dealings with the OIS community and the public;
- Conduct ourselves in an honorable and professional manner;
- Respect the integrity of the students, teachers, staff, administration, and other Members;
- Abide by this Code and all PTA procedures, and work in a cooperative manner to achieve the Objectives of these Bylaws;
- Contribute to the PTA in a voluntary capacity, never expecting to receive any personal preference or financial or material benefit from assisting the PTA;
- Maintain the confidentiality of any matters designated (whether orally or in writing) by the President or Executive Committee to be of a confidential nature, including but not limited to matters concerning individual administrators, staff, students, or parents.

We shall not:

- make any commitments that bind the PTA, except with the prior authorization of the Executive Committee, nor
- bring OIS or the PTA into disrepute in any way.

Section 3. Consent to the Code and Binding Force.

This Code binds all Members, and all attendees at PTA gatherings. Each such individual agrees to either (a) adhere to this Code of Conduct, with such consent to the Code implied by participation, or (b) refrain from participation in any PTA proceeding, activity, or event.

Article V
Meetings

The participating Members of the PTA shall be the PTA's ultimate governing body. It shall be responsible for electing officers to manage the PTA's operations, and for approving any motions brought before it at its meetings.

Section 1. General Meetings.

1.1 Time and Place. Meetings of the PTA ("**Meetings**") shall be held monthly, customarily in a meeting room on campus at 9:00 AM on the first Wednesday of the month, or if such day is a holiday, then on the next Wednesday, or at such other regular time and place as set by the Executive Committee and notified to the Members as set forth herein.

1.2 Notice and Agenda. Prior notice of Meetings, including the agenda and any Motions timely submitted for consideration at such Meeting, will be provided by the President to all Members at their family SOIS mail address not less than twenty-four hours prior to a Meeting. It is each Member's responsibility to check this mail account regularly.

1.3 Attendance. All Members in good standing are encouraged to attend all Meetings and to vote on any motions presented to the Members. OIS students, teachers, administration, staff members or guests may attend Meetings as

observers or presenters at the invitation of the Executive Committee, but may not vote on motions. Fifteen Members present constitutes a quorum, unless the average number of Members present of the previous two meetings is less than fifteen, in which case such average shall constitute a quorum. For purposes of these Bylaws, the term "present" shall include any Member attending online.

1.4 Motions. Any member of the OIS Community may submit a Motion for inclusion in the subsequent Meeting's Agenda for consideration by the PTA to the President not less than one week prior to an Executive Committee meeting (*see Article VI below*). A motion submitted within one week of an Executive Committee meeting may be tabled until the next Executive Committee meeting, unless its consideration is consented to by each Officer (*see Article VI below*). A motion that receives the support of at least three Officers shall be published with the agenda for the Meeting that immediately follows that Executive Committee meeting, and submitted to a vote by the Members, unless a quorum is not present, or the motion is tabled, whether by a vote of the plurality of Members present at that Meeting, or due to time constraints the meeting is adjourned prior to consideration of such motion. Where a quorum is not present at a Meeting, the quorum requirement for any motion scheduled to be considered at such Meeting shall be waived at the following meeting, and this waiver shall be noted in the agenda for that Meeting.

The Executive Committee may determine the format of motions, and shall notify the Members of any such rules and requirements, and of the time of its regular monthly meetings. Absent any such guidance, Robert's Rules of Order related to motions shall govern, except where such Rules conflict with these Bylaws.

1.5 Voting. The number of votes permitted to a Member present at a Meeting shall be based upon the number of students such Member represents at OIS, divided by the number of Members representing such student(s), i.e. "one student, one vote." For example, a parent with one child may cast one vote. A parent with two children may cast two votes, unless such students' other parent also cast a vote, in which case the number of eligible votes would be split among the Members casting a vote. For the avoidance of doubt, if for example, two parents with one student each cast a vote, each parent would be allocated one-half vote.

Section 2. Special Meetings.

A Special Meeting may be called by the President to consider urgent business and shall be conducted in accordance with the provisions of Sections 1.2 to 1.5 above.

Article VI
The Executive Committee, Officers, Representatives, and Committees

The PTA shall be governed in its daily operations by its Executive Committee. The Executive Committee shall be supported by its appointed standing and special committees. All measures shall pass the Executive Committee by a plurality of the Officers unless otherwise stated. Four Officers present constitutes a quorum of the Executive Committee.

Section 1. The Executive Committee.

1.1 Composition. The President, Vice President, Secretaries, Treasurers, and the SISPA Liaison, each an **Officer** and collectively, the **Officers**, comprise the **Executive Committee**.

1.2 Duties. The Executive Committee shall:

1. Manage the strategic direction of the PTA;
2. Keep the Members informed of matters relevant to the OIS community, the PTA, or its Members;
3. Form or dissolve committees to assist the Executive Committee in the performance of its duties;
4. Solicit volunteers to serve in various capacities as Class Representatives, appoint willing and able Class Representatives, and organize and guide such Class Representatives in the performance of their duties;
5. Remove an Officer or Class Representative from office, whenever deemed necessary in the Executive Committee's discretion;
6. In its discretion, fill any vacancy for the unexpired term of any Officer or Class Representative;
7. Receive, consider, and vote upon Motions of the Members;
8. Receive, consider, and act upon reports and recommendations of the committees, Class Representatives, staff, and administration;
9. Approve the annual and quarterly budgets, and manage the use of PTA funds;
10. Propose fundraising goals and events to the Members; and
11. Perform any other duties or acts provided for in these Bylaws, and other duties or acts requested by or performed with the consent of the President in the furtherance of the Objectives of the PTA.

1.3 Meetings. Executive Committee Meetings shall be held the Friday preceding the monthly PTA General Meeting at 2:00 PM, or at such other regular time and place determined by the President in consultation with the other Officers. Special meetings of the Executive Committee may be called by the President upon one week's prior notice to each Officer or, if consented to by each Officer, at any time and place unanimously agreed upon by all Officers.

Section 2. The Officers.

2.1 Duties of the Officers.

The President Shall:

1. Chair the Meetings;
2. Promote the Objectives of the PTA;
3. Coordinate the work of the Officers, Class Representatives, and the Committees;
4. Ensure Member and attendee compliance with the Code;
5. Regularly inform Members of relevant OIS community concerns and events;
6. Act as the point of contact of the PTA, including but not limited to managing the PTA email account, providing timely replies to relevant inquiries;
7. Provide Member feedback to the school administration;
8. Review financial statements with the Treasurer and confirm their accuracy at least once each month;
9. Call a Special Meeting of the Members with adequate notice when faced with immediate and important matters relevant to the PTA and its Members; and

10. Perform such other duties as he or she deems appropriate to achieve the Objectives.

The Vice President Shall:

1. Perform the duties of the President in the President's temporary absence or when the President is unable to perform such duties;
2. Chair the Executive Committee Meetings;
3. Coordinate with Class Representatives for school and social events;
4. Audit the financial statements from time to time, or appoint an independent third-party volunteer to perform such audits; and
5. Perform other duties assigned by the President;
6. Perform such other duties he or she deems appropriate to achieve the Objectives under the supervision of the President.

The co-Secretaries Shall:

1. Timely prepare and distribute to all interested Members an agenda for each Meeting, including any Motions to be voted upon at such Meeting, under the supervision of the President;
2. Timely prepare and distribute to all Officers an agenda for each Executive Committee meeting, including any Motions to be voted upon at such Meeting, with the assistance of the President;
3. Record the minutes of all meetings of the organization and distribute them to the President;
4. Manage the Class Representatives list;
5. Maintain the archives of the PTA;
6. Chair any meeting not attended by the President and Vice President;
7. Perform other duties as may be delegated to them by the President; and
8. Perform such other acts required to fulfill the Secretary's duties set forth above.

The co-Treasurers Shall:

1. Maintain the accounts of the PTA, and co-sign for all PTA expenditures with the President;
2. Collect and verify all monies owed or belonging to the PTA;
3. Keep a accurate record of PTA accounts, receipts, and expenditures;
4. Prepare the annual budget for approval first by the Executive Committee, then by the general membership at the April monthly meeting, and quarterly budgets for approval by the Executive Committee;
5. Present monthly bank and other financial statements to the Executive Committee for review and confirmation at each Executive Committee meeting;
6. Present a general statement of accounts at each Meeting;
7. Present the complete financial statements and records of the PTA whenever requested by the Executive Committee or the President;
8. Timely and accurately respond to any inquiries of the President or his or her appointed auditors;
9. Prepare a final financial statement, submit it to the Executive Committee, and report its contents at the final (December) meeting of the calendar year; and
10. Perform such other acts required to fulfill the Treasurer's duties set forth above.

The SISPA Liaison Officer shall:

1. Communicate and coordinate with the SISPA about all PTA events and activities;
2. Share SISPA activities and requests with the OIS PTA; and

3. Keep the minutes of any meetings at which neither Secretary is in attendance and distribute them to the Secretaries (or President if the Secretaries are unwilling or unable to perform their duties) in a timely fashion.

2.2 Election of President.

1. To be eligible for the office of President, a candidate must:
    a. Be a current member in good standing of the PTA.
    b. Have been a member of the PTA for at least one full academic year prior to nomination, unless waived by a majority vote of the Executive Committee.
    c. Be willing and able to fulfill the duties of the office for the full term.
2. The Executive Committee shall begin soliciting nominations for the office of President at the November meeting.
3. The President shall be elected by a majority vote of the members present and voting at the December meeting.
    1. Candidates present shall leave the room and retire to a secluded area away from the voting.
    2. Voting shall be conducted by the sitting President, unless the President is a nominated candidate for such office, in which case the Vice President shall conduct the vote. If both the President and Vice President are nominated for that Office, a co-Secretary shall conduct the vote, and so on in the order in which the Officers are listed in Item 1.3.1, above. In the event all Officers are nominated for the same Office, a co-Secretary shall appoint a temporary custodian to conduct the election for that Office;
    3. Votes shall be provided by a show of hands, or other fair and transparent process implemented by the current Executive Committee, and counted by the Officer or custodian conducting the vote. The winner shall be declared upon receiving a plurality of the votes. If two or more candidates receive the same number of votes, and there are additional candidates with fewer votes, the candidates with fewer votes shall be removed from consideration, then the vote retaken with only the tied Candidates under consideration. If another tie results, then the tie-breaker shall be decided by the Officer or custodian conducting the vote;
    4. Candidates will be brought back into the room and the Officer-elect notified of his or her election.
    5. The Secretaries shall record the winner of each vote in the minutes.
4. If no President is elected at the December meeting, the Executive Committee shall appoint an eligible member to serve as President-elect.

2.3 Election of Officers.

1. To be eligible for an office of the Executive Committee, a candidate must:
    a. Be a current member in good standing of the PTA.
    b. Have been a member of the PTA for at least one full academic year prior to nomination, unless waived by a majority vote of the Executive Committee.
    c. Be willing and able to fulfill the duties of the office for the full term.
2. The President-elect shall begin soliciting nominations for the Executive Committee at the January meeting.
3. Each officer shall be elected by a majority vote of the members present and voting at the February meeting.
    1. Candidates present shall leave the room and retire to a secluded area away from the voting.

2. Voting shall be conducted by the sitting President, unless the President is a nominated candidate for such office, in which case the Vice President shall conduct the vote. If both the President and Vice President are nominated for that Office, a co-Secretary shall conduct the vote, and so on in the order in which the Officers are listed in Item 1.3.1, above. In the event all Officers are nominated for the same Office, a co-Secretary shall appoint a temporary custodian to conduct the election for that Office;
3. Votes shall be provided by a show of hands, or other fair and transparent process implemented by the current Executive Committee, and counted by the Officer or custodian conducting the vote. The winner shall be declared upon receiving a plurality of the votes. If two or more candidates receive the same number of votes, and there are additional candidates with fewer votes, the candidates with fewer votes shall be removed from consideration, then the vote retaken with only the tied Candidates under consideration. If another tie results, then the tie-breaker shall be decided by the Officer or custodian conducting the vote;
4. Candidates will be brought back into the room and each Officer-elect notified of his or her election.
5. The Secretaries shall record the winner of each vote in the minutes.

4. If all Executive Committee positions are not filled by the conclusion of the February meeting, the President-elect shall reopen nominations until all vacancies are filled.

Assumption of Office, Term, and Term Limits. To ensure continuity and a smooth transition, the newly-elected Officers shall cooperate with the outgoing Officers through the end of March 31st. The newly-elected Officers' term shall commence on April 1st and conclude at the end of March 31st of the following year, unless re-elected, removed, or otherwise retired from the school roster. No person shall assume the same Office for more than two consecutive terms unless his or her failure to do so would result in that Office remaining unfilled.

Section 3. Class Representatives.

3.1 The duties of Class Representatives include:

- Attending the monthly PTA meetings;
- Considering being a member of the PTA Executive Committee;
- Helping to share PTA announcements and volunteer opportunities with class parents;
- Volunteering for school-wide events;
- Working closely with the PTA Executive Committee to organize events;
- Working closely with the PTA Executive Committee to discuss and approve the budget;
- Working closely with the PTA Executive Committee to discuss school-related affairs;
- Monitoring PTA-related email and other PTA communications during their term, including during school breaks and the summer holiday, and responding within a reasonable time to inquiries from the Executive Committee.
- Welcoming new students' families on behalf of the class and the PTA;
- Serving as a liaison between class parents and teachers;

- Serving as a liaison between class parents and the PTA Executive Committee;
- Serving as a liaison between class parents and the School;
- Coordinating class events, including parties;
- Encouraging class parents to volunteer for various events;
- Preparing gifts and/or cards for departing students and teachers;
- Suggesting uses for homeroom budgets.

The Executive Committee may establish guidelines or rules to guide the Class Representatives in the performance of their duties.

3.2 Selection of Class Representatives. The Executive Committee shall appoint two Class Representatives for each grade level. Volunteers shall be given priority. Otherwise, the selection of the Class Representatives shall be in order of entrance date and alphabetical order within the same entrance date. The Executive Committee shall maintain the list of families of each class, arranged in order of entrance date and alphabetical order within the same entrance date, and in which the families who have served as Officers, Class Representatives, or Officers of the International Fair are placed at the bottom of the list upon successful completion of such service. Unless a new parent volunteers, a new parent may only be selected to be a Class Representative during their first year at OIS if all other families in the class have already completed a term as Class Representative for each of their children in that class (e.g., for parents of twins, two years). Except for preference given to volunteers, the previous sentence shall not apply to parents of children in KA. Only under extreme circumstances, as determined by the Executive Committee (for example, serious illness), can a person postpone PTA responsibilities.

Special consideration is given to families with more than one child at OIS. Once a family with more than one child at OIS has served as Class Representative, or as Officer, or as Officer of the International Fair, in addition to being placed at the bottom of the list of parents of the class of the child for whom they served, in the list of the class of the other siblings they will be placed below all families who have not yet served but above families who have already served that class. In the case of twins in the same class, after the family has served for one twin, they will be placed below all families who have not yet served but above families who have already served in the list of the class of the twins. New families who enter OIS are placed above the families with more than one child at OIS who have already served.

Class Representatives shall be appointed at the January General Meeting and shall cooperate with the outgoing Class Representatives from the commencement of the February General Meeting through March 31st. Each Class Representative's term shall commence on April 1st and conclude at the end of March 31st of the following year with the exception of one KAB Class Representative and one G1 Class Representative as described below.

At the January General Meeting, the Executive Committee appoints two Class Representatives per class; KA and KB together are considered one class ("KAB"). One Class Representative of KAB shall be from KA families, and the other from KB families. In August, the KB Class Representative will become the Class Representative for G1, while the KA Class Representative will remain a Class Representative for KAB. This results in both KAB and G1 having only one Class Representative until the following April. In order to maintain two Class Representatives for KAB and G1 at all times, one additional Class Representative

for KA and one for G1 are appointed in August, after the start of the academic year. At the end of their service, these additional Class Representatives shall be considered as having served a full year and will be placed lower in the list of parents of their class and in the class lists of any other children they may have in OIS, according to the rule set forth in the above paragraphs starting with "The Executive Committee shall appoint two Class Representatives" and "Special consideration is given to families with more than one child at OIS".

A family may not serve as Class Representative for more than one class simultaneously.

Section 4. Standing and Special Committees

4.1 Definitions. A *Standing Committee* is any on-going committee of the PTA, such as the International Fair Committee. A *Special Committee* is a temporary committee that is created for a specific purpose, for example, for a special event like Halloween, or the Welcome Party.

4.2 Formation and Dissolution, Staffing. The Executive Committee may create, staff, or dissolve committees as it sees fit to further the Objectives. Upon forming a committee, the Executive Committee shall appoint a committee Coordinator or Coordinators with the consent of such appointee(s). The Coordinator(s) may staff such committees as necessary under the supervision of the Executive Committee.

4.3 Operations and Reporting. The Coordinator(s) of each committee shall work in partnership with and under the supervision of the Executive Committee. They may meet at any time and place determined by the Coordinator(s) in consultation with such committee's other volunteers. Reports and findings from each committee, if any, shall be presented by the Coordinator(s) at each Meeting, along with any relevant supporting documents, and shall be included in the Minutes of that Meeting.

Article VII
Fundraising

In general, PTA dues shall not be used for any purpose other than the furtherance of the Objectives, except where a motion is duly made, and passed by a vote of not less than three-fourths of the Members present at a Meeting where the quorum is met. However, the PTA may raise funds, held separate from the dues, to provide donations to charity or engage in philanthropic endeavors.

All proposed PTA fundraising activities must be approved in advance by the Executive Committee. Fundraising activities may be of any type that meet the Objectives and are in accordance with the Code, however the fundraising activities shall not include door-to-door selling of products, or any other activities that may put any members of the OIS community into jeopardy or possible disrepute. Donations raised by the organization are the property of the PTA, and shall be managed and utilized in accordance with these Bylaws.

ARTICLE VIII
Violation of Code of Conduct, Suspension from PTA, and Appeals

Should it be deemed by the PTA that any member has violated the Code, the PTA has the right to suspend that member from future involvement in any or all PTA activities for a period of time determined in its sole discretion.

Suspensions of one month or less may be decreed by the President in his or her sole discretion. Suspensions longer than one month, but one year or less in duration must be determined by a vote of not less than three-fourths of the Executive Committee. Suspensions exceeding one year in duration must be set forth in a Motion, then determined by a vote of not less than two-thirds of Members present at a Meeting.

The suspended individual will be notified in writing of a suspension, and may, within 14 days of the date of such notice, request to have the suspension reconsidered by the same individual or body that suspended such individual(s). Such response should set forth his or her version of the facts of the matter and any mitigating circumstances he or she wishes for the suspending body to consider, but in any event shall not exceed one single spaced A4 page with margins not smaller than 2 centimeters and text presented in 12 point Courier font.

Suspensions may be for any term deemed appropriate by the suspending body, but a suspended individual has the right to petition for reinstatement once each year at the September Meeting beginning from the second year of his or her suspension.

Article IX
Amendments

Amendments to these Bylaws may be made as follows:

1. A motion to amend the Bylaws must be delivered to the Secretary in writing, not less than fourteen days prior to the monthly general meeting at which such amendment will be considered;
2. The Secretary shall immediately relay the amendment motion to the Executive Committee;
3. The amendment motion shall be considered by the Executive Committee at the meeting subsequent to the Secretary's receipt of the amendment motion, and if passed by not less than two-thirds of the Executive Committee, shall be included in the agenda for the subsequent Meeting;
4. Members shall vote upon such amendment at the Meeting so long as the quorum requirement is met. No amendment motion may be considered where a quorum is not present. If the quorum requirement is not met, the amendment motion shall be put forth to the Members at the next Meeting at which the quorum requirement is met;
5. Any motion to amend these Bylaws requires a two-thirds majority of the Members present and entitled to vote to pass. Upon passage, the Bylaws shall be so amended, with a copy of the previous bylaws retained in the PTA archives.

Article X
Other Rules, Reservation of Powers

The Executive Committee may set forth other rules subject to these Bylaws. A rule shall come into force once set forth in a motion, properly notified in an agenda, and ratified by a plurality of the Members at a regular Meeting. A rule may be amended by the same procedure.

Any lawful powers not enumerated herein, or addressed in any bylaws created subject hereto, shall be reserved for the Members.

Article XI
Dissolution

The PTA may be dissolved under the following circumstances:

1. Lack of volunteers for Officer positions;
2. Failure to meet a quorum for the majority of meetings in any two consecutive fiscal years;
3. By the order of Kwansei Gakuin; or
4. Closure of OIS.

In the event of the dissolution of the PTA, after paying for debts and obligations of the organization, the remaining assets shall be given to Kwansei Gakuin.

Hereby Ratified by the Members Present on this _____ Day of _____ in the Year Two-Thousand and Twenty-Six, and witnessed by:

_____ President

_____ Co-Secretary