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Model PTA Constitution for the Branch Council

_____ Ken PTA Council

Chapter I. Name

Article 1: The name of the association shall be _____ Ken PTA Council, a Branch Liaison Council of the Central Council of Japan PTA. The office of the said council shall be decided by the executive committee.

Chapter II. Objects

Article 2: The objects of the association shall be as follows:

- a. To work for a close liaison of members and cooperate to attain healthy growth of all PTA's in Japan.
- b. To promote the welfare of children and youth in home, school and community.
- c. To promote adult education for parents for the purpose of raising the standards of home and community life and for the purpose of bringing about an understanding of the rights and responsibilities of citizens in a democratic society.
- d. To improve the understanding of the new democratic education and to develop it.
- e. To bring into closer relation the home and school so that parents and teachers may cooperate intelligently in the training of children.
- f. To develop among parents, teachers, and the general public such united efforts as will help children and youth grow up soundly in physical and mental conditions.
- g. To improve the educational environment of the school.
- h. To help secure and put into practice adequate laws for the care, protection, and welfare of children and youth.
- i. To help secure adequate government financial support for education and plan adequate educational plan in accordance with proper legal procedures.

- j. To assist in promoting social education in the community.
- k. To promote the understanding of international relationship and to work for a family of nations.

Chapter III. Policies

Article 3: This association shall act according to following policies, as a democratic organization whose main purpose is education.

- ✓ a. This association is non-commercial, non-sectarian, and non-partisan. It shall not allow its name to be used to endorse any commercial enterprise or to support any candidate for office whether public or private, nor shall the names of its officers in their official capacities be used in any connection with a commercial concern or with any sectarian group or with any partisan politics or for any purpose other than the regular work of the association.
- ✓ b. This association shall cooperate with other social organizations and agencies acting for the welfare of children and youth.
- ✓ c. This association is autonomous and independent and shall not be governed, controlled, or interfered with by any other organizations.
- ✓ d. This association shall not interfere with the educational administration.
- ✓ e. This association shall have no direct responsibility for the financial maintenance of the school nor for the subsidy of teachers' salary and living expenses.
- ✓ f. This association shall respect the free activities of local PTA and shall not control it.

Chapter IV. Membership

Article 4: This association shall be composed of the present members of PTA who will be interested in the objects of this association.

Article 5: All members have equal rights and responsibilities.

Chapter V. Election of Officers

Article 6: The officers of this association are:

- a. President 1
- b. Vice-president ?
- c. Secretary ?
- d. Treasurer..... 1

The term of office shall be for two years and may not be re-elected for additional term.

Article 7: The officers shall not be allowed to assume more than one office simultaneously.

Article 8: Any member shall be elected an officer in accordance with provision of article 12 who is not purged from public offices or schools, to whom Cabinet Order 15 and Government Order 62 are not applicable, who loves children and youths, and who has some understanding of democracy and education.

Article 9: The duties of officers shall be as follows:

- a. President shall preside at the general meetings and the executive meetings; shall appoint with the approval of the executive committee chairmen of all committees except that of the auditing committee. ^{The Pres. or} Anyone designated or appointed by the president shall represent the council _{association} at various meetings.
- b. Vice-president shall act as aide to the president and shall perform the duties of the president in his absence.
- c. Secretary shall keep & correct records of the general meetings and the executive meetings, and shall send ^{out notices} ~~announcements~~ of these meetings. _{of all meetings.}
- d. Treasurer shall keep an accurate record of receipts and expenditures; shall present at each general meeting a report of expenditures; shall present a report of the whole year at the general meeting in May. The statement shall have been audited by the auditing committee or public accountant.

Article 10: When there is a request by 2/3 of the voting members concerning expulsion from office of any officers general meeting shall be called and if after a secret ballot it is the wish of the majority, the officer may be expelled.

Sec.
Article 11: In case the office of the president become vacant, a president is to be elected among the vice presidents. In case of vacancy of secretary and treasurer the executive committee shall appoint them from the membership.

Sec.
Article 12: The officers shall be elected as follows:

- a. Office manager shall send at the beginning of the fiscal year which is 1st September or before the date nominating blank to each member of the executive committee.
- ✓ b. Each member of the executive committee shall nominate one person for each office and mail back to the office the nominating blank by the 1st of October.
- ✓ c. At the executive meeting to be held in October the office manager shall have 3 members elected from those present to open the ballot which are to be handed to them unopened.
- ✓ d. After opening the ballot two members who have attained *the highest* most number of votes for each office shall be selected as candidates. In case of equal no. of votes, both shall remain as candidates.
- ✓ e. After ascertaining their acceptance as candidates, notice shall be sent out at least 30 days before the general meeting to all representatives to the general meeting.
- ✓ f. In December of the election year, these candidates shall be elected by *plurality* majority vote according to secret ballot.
- ✓ g. The new officers shall take the oath of office at the general meeting in May.

Chapter VI. Executive Committee

Sec.
Article 13: Executive committee shall include officers of the *association* ~~liaison~~ council, office manager and number of directors elected from each gun and city and also chairmen of standing committees. *and* The meeting shall open with *at least 1/2 of each group except present* in the case of the office manager.

A special meeting may be call at the request of the president and also ~~if it is the wish of more than 1/2 of the members.~~ *by the request of*

Sec.
Article 14: Duties of the executive committee shall be as follows:

- ✓ a. Elect members of each committee *all*

- ✓ b. Discuss projects planned by each committee.
- ✓ c. Prepare reports and plans to be introduced at the general meeting.
- ✓ d. Form special committee if there is necessity.
- ✓ e. Transact all business that have been authorized by the *general membership*.
- ✓ f. Fill ^{all is} vacancy of offices whenever necessary ~~and~~ except ~~in~~ ^{that} the case of President.

✓ *Sec.*
 Article 15: Meeting of the executive committee shall be held once every other month. Date of the meeting shall be decided at the first meeting of the fiscal year.

Chapter VII: Standing Committees and Special Committees

✓ *Sec.*
 Article 16: There shall be 7 standing committees:- Finance committee, membership committee, program committee, welfare committee, adult education committee, investigation and research committee, reference material committee.

✓ *Sec.*
 Article 17: In case of special necessity, special committees may be formed by the executive committee.

✓ *Sec.*
 Article 18: Members of the standing committees and the special committees shall be selected from the membership by the executive committee and shall be appointed by the President.

✓ *Sec.*
 Article 19: Chairman of each committee shall be elected by the committee members of respective committee.

✓ *Sec.*
 Article 20: ^{Then} Term of ^{the} standing committee chairmen and members shall be 2 years.

✓ *Sec.*
 Article 21: Each standing committee and special committee shall have technical advisors if necessary. The technical advisors shall be appointed by the president after obtaining authorization from the executive committee. The technical advisor does not necessarily be a member of the association.

✓ *Sec.*
 Article 22: Finance committee shall ^{have to} work with the treasurer to make a draft of the budget for the coming fiscal year and cooperate in attaining good financial administration.

✓ *Sec.*
 Article 23: The program committee shall plan program according to the purpose and ^{the resources} ability of the association.

- ✓ *Sec* Article 24: The membership committee shall work to increase membership and to orientate the members.
- ✓ *Sec* Article 25: Welfare committee shall work on projects of promoting the welfare of children and youth.
- ✓ *Sec* Article 26: Adult education committee shall work for parents' education and as a part of the program of the association to cooperate in promoting social education.
- ✓ *Sec* Article 27: Investigation and research committee shall carry on investigation and research for the promotion of projects of the association.
- ✓ *Sec* Article 28: Reference material committee shall compile reference materials necessary for PTA activities.
- ✓ *Sec* Article 29: Every project proposed by the standing committees as well as the special committees must be submitted to the executive committee.

✓ *Article* Chapter VIII: Finance and Auditing

- ✓ *Sec* Article 30: The expense of the association shall ^{be met by} come from the dues, money obtained from fund raising projects and voluntary contributions.
- ✓ *Sec* Article 31: Dues shall be ^{100 yen per year per unit PTA.} ~~Yen per month or~~ Yen per annum. Dues shall be paid ~~monthly or yearly.~~
- ✓ *Sec* Article 32: The moneys and properties of this association shall not be paid or used otherwise than to attain the objects as stated in Chapter II. *except in regard to the office expense.*
- ✓ *Sec* Article 33: The ^{financial} budget year of the association ^{shall} begin on 1 April and end on 31 March the next year.
- ✓ *Sec* Article 34: 3 members shall be elected at the general meeting in December to audit the finance of the association.
- ✓ *Sec* Article 35: The public accountant or the auditing committee shall audit the finance of the year shall give report at the next general meeting.

Chapter IX: General Meeting

- ✓ *Sec* Article 36: General meeting is the ^{highest} decisive organ of the association.
- ✓ *Sec* Article 37: General meeting shall be held twice every year, in May and in December. The date, place and agenda of the meeting shall be decided by the executive committee and the notice shall be sent out to the members at least 30 days before the date the meeting.

- ✓ *Sec* Article 38: The general meeting shall be participated by the officers of the ~~liaison council~~, office manager, ^{all} members of ^{all} committees (except technical advisors), directors who have been elected from each gun or city and by representatives selected according to Article 39. The meeting shall proceed with ^{quorum} at least 1/2 of each respective group present except in the case of office manager.
- ✓ *Sec* Article 39: One ^{male + female} representative shall be elected from every ~~1000~~ or from every majority member of gun or city. ^{represented from each unit PTA and 2 principals from each gun + city shall make up the representatives to the general mtg.}
- ✓ *Sec* Article 40: Term of the representatives shall be 2 years.

article
Chapter X: Office

- ✓ *Sec* Article 41: There shall be an office to take care of all business matter of the association.
- Article 42: The office shall have 1 office manager and several staff members. Office manager shall ^{be} appoint the staff members after receiving authorization of the executive committee or the president. ^{by the president + authorized by the executive committee} Other staff members shall be ^{recommended by the president} appointed by the president and authorized by the executive committee.

Chapter XI: Ratification

- Article 43: This constitution shall be ratified by ^{more than} 1/2 vote of the ^{general} members ^{life} of the PTA belonging to this council. ^{who are in favor of organizing this Congress.}

article
Chapter XII: Amendment

- Article 44: The constitution and by-laws may be amended at any general meeting by 2/3 vote of the members present, provided the notice of the proposed amendment has been sent to all members at least one month before the meeting after having been authorized by the executive committee.

Chapter XIII: Dissolution

- Article 45: In order to dissolve this ^{congress} council executive committee shall first explain the reason, present plans for disposing of the money and property of the association to the members and shall call a general meeting within 2 months after the proposal and shall be put into effect only after the consent of 3/4 of the voting members.

Article 44

Article

Chapter XIV: By-laws

See
Article 46: Set up of the office, selection of directors and representatives membership registration, method of payment of dues, etc. shall be stated separately in the by-laws.

Japan PTA Central Council

