

2020 School Year

Hyogo Prefectural Ashiya International Secondary School

PTA General Meeting Resources

Program of the General Meeting

Written Vote

Proceedings

- ① Report on PTA activities (2019 school year)
- ② Statement of the PTA account (2019 school year)
- ③ Audit report
- ④ Approval of the new PTA Officers and the Account Auditors
- ⑤ Deliberations on the plan of PTA activities for 2020 school year
- ⑥ Deliberations on the PTA Budget for 2020 school year
- ⑦ Deliberations on the Amendment of Constitution

Report on PTA activities (2019 school year)

【Activities conducted by the PTA Officers and the Steering Committee】

| | | |
|-----|-------|---|
| Apr | 20 | PTA General Meeting, Selection of Class Committee Representatives, Succession of the new committee, The 1st meeting of the PTA Officers |
| May | 11 | The 1st meeting of the Steering Committee , The 2nd meeting of the PTA Officers, IT meeting |
| | 31 | The 1st meeting of the Board of School Councilors |
| Jun | 13 | Preparation for Cultural Festival |
| | 14,15 | The PTA Room at the Cultural festival (cafe, exhibition, selling Japanese confection of Ashikoku Manju, PTA goods, collection of school uniforms for reuse) |
| | 27 | Distribution of the used school uniforms |
| Jul | 4 | Meeting of textbook selection |
| | 6 | The 2nd meeting of the Steering Committee , The 3rd meeting of the PTA Officers |
| Aug | 5 | The 1st meeting of the 'Try Yaru' Week' Promotion Committee |
| Sep | 7 | The 3rd meeting of the Steering Committee , The 4th meeting of the PTA Officers |
| | 21 | Support of the Sports Day and selling "Ashikoku T-shirt", "Ashikoku Towel" |
| Oct | 3 | The 2nd meeting of the Board of School Councilors |
| Nov | 9 | The 4th meeting of the Steering Committee , The 5th meeting of the PTA Officers |
| | 13 | The 2nd meeting of the 'Try Yaru Week' Promotion Committee (visiting offices) |
| | 14 | The 1st PTA 1-Day Lecture[Let's Cook Chinese Dumplings & Find out about China] |
| | 30 | Presentation, Election Board meeting |
| | 30 | The PTA Hustle Sports Game (volleyball), Social Gathering (Teachers, Guardians) |
| Dec | 5 | PTA Choir practice |
| | 11 | The 1st Regional Contribution Project - participated in "Clean Up Ashiya" |
| | 12 | PTA Choir practice |
| | 12 | School Health and PE Committee Meeting |
| | 20 | The 3rd meeting of the 'Try Yaru Week' Promotion Committee - Presentation, Election Board meeting |
| Jan | 9 | PTA Choir practice |
| | 23 | PTA Choir practice |
| | 25 | The 5th meeting of the Steering Committee; The 6th meeting of the PTA Officers |
| Feb | 13 | PTA 1-Day Lecture Special [AIH HIS Networking Event] |
| | 20 | PTA Choir practice |
| | 27 | PTA Choir practice(cancelled) |
| Mar | 2 | Rehearsal of the Graduation Ceremony; presentation of memorial gifts from the PTA(It was held from noon, with only graduates) |
| | 2 | The 12th Graduation Ceremony(It was held from 2pm) |
| | 4 | PTA Choir practice(cancelled) |
| | 5 | Participated in the School Chorus Contest(cancelled) |
| | 7 | Career Guidance Study Meeting(cancelled) |
| | 11 | The 2nd Regional Contribution Project - participated in "Clean Up Ashiya" (cancelled) |
| | 12 | Distribution of the used school uniforms(cancelled) |
| | 17 | Distribution of the survey sheet on the Class Representatives(2nd-6th grade) |
| | 18 | The 3rd meeting of the Board of School Councilors(cancelled) |
| | 19 | Budget Meeting, Preparation of the PTA name tags |
| | 24 | School Orientation Meeting, distribution of the survey sheet on the Class Representatives (1st grade) |
| Apr | 4 | The 6th meeting of the Steering Committee. (zoom meeting) |
| | 8 | The 18th Entrance Ceremony (cancelled the attendance); collection of the response form on the Class Representatives of the 1st grade |
| | 9 | Farewell ceremony (cancelled the attendance) |
| | 9 | Old and new PTA Officers meeting (zoom) |
| | 16 | Accounting audit |
| | 18 | 2020 PTA General Meeting (postponed) |
| | 18 | Selection of the Class Representatives (2nd-6th grade) and succession for the new committee (zoom) |
| May | 15 | 2020 PTA General Meeting (written votes) |

【Activity Planning Committee】

| | | |
|-----|-------|--|
| Jun | 6 | Collection of School Uniforms for Reuse |
| | 13 | The-day-before preparation for the Cultural Festival PTA room and Café |
| | 14,15 | Operation of PTA Café at the Cultural Festival (selling used books/CD, sandwiches, bread, rice balls, bottled drinks; organizing games for children) |
| Sep | 21 | Execution of the PTA Game on Sports Day |
| Jan | 21 | PTA Activity Bus Tour |

【Public Relations Committee】

| | | |
|-----|----|---|
| May | 11 | Meeting for the PTA newsletter layout ('AIS TIMES' No. 47) • Assign roles |
| | 15 | AIS TIMES collected title design ideas |
| Jul | 6 | Assigned roles for 'AIS TIMES' No. 48 |
| | 9 | Checked the PTA newsletter ('AIS TIMES' No. 47) |
| | 19 | Published the PTA newsletter ('AIS TIMES' No. 47) |
| Dec | 12 | Checked the PTA newsletter ('AIS TIMES' No. 48) |
| | 24 | Published the PTA newsletter ('AIS TIMES' No. 48) |
| Feb | 21 | Checked the PTA newsletter ('AIS TIMES' No. 49) |
| Mar | 3 | Published the PTA newsletter ('AIS TIMES' No. 49) |

【The PTA Officers Selection Committee】

| | | |
|-----|----|---|
| Nov | 9 | Establishment of the Election Board, printing of the questionnaires, preparation for distribution |
| | 19 | Distribution of the questionnaire to the members of the PTA |
| | 25 | Submission deadline of the questionnaire |
| | 30 | 1st selection meeting; collection of the response forms, starting the selection |
| Jan | 5 | Fixed the candidates for the PTA Officers of next academic year |

【Class Committee】

| | | | |
|-----------|-----|----|---|
| 1st grade | Jul | 8 | Social Gathering (school tour / coffee talk) |
| | Nov | 21 | Social Gathering (food tasting at school cafeteria /coffee talk) |
| 2nd grade | Jul | 12 | Social Gathering (coffee talk) |
| | Dec | 20 | Social Gathering (observation for "try-yaru week" presentation / food tasting at school cafeteria) |
| | Mar | 5 | Social Gathering (observation for "the school chorus contest" / coffee talk) cancelled |
| 3rd grade | Jul | 8 | Social Gathering (watched 3rd grade school study trip / coffee talk) |
| | Dec | 4 | Social Gathering (handcraft workshop) |
| | Mar | 10 | Social Gathering (talk by study support department / "get to know each other" game) →cancelled |
| 4th grade | Jun | 28 | Social Gathering (lunch, held on the same day as parent-teacher conference) |
| | Dec | 4 | Social gathering (aroma craft workshop by inviting an instructor) |
| | Feb | 26 | Social Gathering(lunch outside of the school) |
| 5th grade | Jul | 16 | Social Gathering (food tasting at school cafeteria) |
| | Dec | 19 | Social Gathering (after presentation of New Zealand school study trip) |
| | Mar | 11 | Social Gathering(coffee talk/ laughter yoga) → cancelled |
| 6th grade | Jul | 10 | Social Gathering (decision making for graduation related matters / watched a video from the Culture |
| | Mar | 2 | Preparation for 12th Graduation party/12th Graduation party in a small scale due to coronavirus) |

※This document is translated by PTA volunteers.

2019 Ashiya International Secondary School, PTA Budget Balance Report

| Income (yen) | | | | |
|-----------------------------------|------------------|------------------|---------------|---|
| Items | Estimate | Income | Balance | Breakdown / Details |
| Membership fees | 2,820,000 | 2,705,000 | △ 115,000 | 500×number of students×12 months |
| Balance brought forward | 1,165,004 | 1,165,004 | 0 | |
| Income from Activities and Policy | | 201,238 | 201,238 | Cultural Festival, selling "Ashikoku T-shirt","Ashikoku Towel", newsletters |
| Miscellaneous fee | | 166 | 166 | interest, refund of transportation fee |
| Total | 3,985,004 | 4,071,408 | 86,404 | |

| Expenses (yen) | | | | |
|-----------------------------------|------------------|------------------|-----------------|--|
| Items | Estimate | Expenses | Balance | Breakdown / Details |
| Operation fees | 530,000 | 440,017 | 89,983 | |
| General affairs | 310,000 | 288,958 | 21,042 | Transportation,burden charge,The PTA 1-Day Lecture,PTA Choir |
| Stationery | 70,000 | 48,447 | 21,553 | Paper,PTA name tags, stationeries, communication,printing fees |
| IT related | 50,000 | 44,486 | 5,514 | Rental fee of the HP server,PTA e-mail system(Mamail),Cybozu |
| Arrangement | 80,000 | 58,126 | 21,874 | PTA insurance |
| Cash gift | 20,000 | 0 | 20,000 | Condolence money for student's guardian |
| Project fees | 2,960,000 | 2,570,064 | 389,936 | |
| Grade activities | 80,000 | 52,276 | 27,724 | Grade conference |
| Academic events | 80,000 | 54,637 | 25,363 | Lecturers,Workshops |
| Public relations | 350,000 | 300,432 | 49,568 | AIS times (47-49), photo data, HP digest version |
| Cultural / Sports activities | 30,000 | 27,378 | 2,622 | English newspaper, Hustle Sports Game, PTA 1-day seminar, PTA choir activity fee |
| Official club activities | 500,000 | 500,000 | 0 | Support fees for official club activities |
| Extra-curricular activities | 150,000 | 133,164 | 16,836 | Banner, transportation fee |
| School events | 150,000 | 36,521 | 113,479 | Clean Up Ashiya, transportation and banner fees for debate championships |
| Library | 310,000 | 297,193 | 12,807 | Books and references for the library |
| Career guidance | 450,000 | 436,946 | 13,054 | Books and references for the students' career guidance, |
| International exchange | 50,000 | 0 | 50,000 | Support for international activities, home stay, etc. |
| Graduation Ceremony | 280,000 | 264,163 | 15,837 | Diploma holder, corsages, passport holders, tote bags, flowers, manjus |
| Environmental improvement | 30,000 | 20,000 | 10,000 | Purchase of nursery plants for school greening project |
| Extra-curricular activities | 150,000 | 79,004 | 70,996 | Production of PTA goods (towels, T-shirts) |
| Reserve for educational promotion | 100,000 | 100,000 | 0 | Reserve money for educational promotion |
| Reserve for anniversary event | 250,000 | 268,350 | △ 18,350 | Increase in reserve money from Cultural Festival PTA reuse sales profit |
| Extra | 495,004 | 73,062 | 421,942 | PTA locker |
| Total | 3,985,004 | 3,083,143 | 901,861 | |
| Balance brought forward | 0 | 988,265 | △ 988,265 | |
| Total | 3,985,004 | 4,071,408 | △ 86,404 | |

■ Accumulative deposit for Educational Promotion (additional bank account)

| Income (yen) | | | | |
|---|------------------|------------------|-----------|---|
| Item | Estimate | Income | Balance | Breakdown / Details |
| Balance brought forward from 2018 school year | 1,120,485 | 1,120,485 | 0 | |
| Reserve fund in 2019 school year | 100,000 | 100,000 | 0 | From operating expense |
| Miscellaneous fee | 0 | 10 | 10 | Interest |
| Total | 1,220,485 | 1,220,495 | 10 | No expense, the total amount will be brought to the next year |

■ Accumulative deposit for Anniversary Event (additional bank account)

| Income (yen) | | | | |
|---|------------------|------------------|---------------|---|
| Item | Estimate | Income | Balance | Breakdown / Details |
| Balance brought forward from 2018 school year | 1,919,877 | 1,919,877 | 0 | |
| Reserve fund in 2019 school year | 250,000 | 268,350 | 18,350 | From operating expense |
| Miscellaneous fee | 0 | 16 | 16 | Interest |
| Total | 2,169,877 | 2,188,243 | 18,366 | No expense, the total amount will be brought to the next year |

The details of this report have been verified by the Auditors

April 16th, 2020

Auditor: MIYOSHI Yoshiyasu

Auditor: NAKATSUJI Mayumi

※This document is translated by PTA volunteers.

**2020 Hyogo Prefectural Ashiya International Secondary School
PTA Officers and Auditors Candidates**

| | Name | Grade, etc. |
|-------------------------------------|---|--|
| Officers | Chairperson | UEDA Tamiko 6 |
| | Vice Chairperson (the Latter Course) | FUMIHIRA Shoko 5 |
| | Vice Chairperson (the Former Course) | KIYOMURA Yoshimi 2,6 |
| | Secretaries | ARAI Fumi 3 |
| | | NAGATE Saori 3,6 |
| | Treasurer | TOMOSHIGE Kaori 4,6 |
| | Advisors | HIGUCHI Kazuya Principal |
| | | |
| | General Affairs | NAKATANI Hajime Vice Principal (the Latter Course) |
| | | FUJIKAWA Akihito Vice Principal (the Former Course) |
| INAMORI Naoki Head of the Office | | |
| Auditors | MAJIKINA Saori 5 | |
| | SUNAGA Yoko 3 | |

PTA activities (2020 school year) (Plan)

| Contents | Frequency (date) | Note |
|--|---------------------------|---------------|
| General Meeting | Once (May 15) | Written votes |
| Officers' Meeting | Approximately six times | |
| Steering committee | Approximately six times | |
| Committee Meetings | At any time if needed | |
| Publication of the PTA Newsletters (AIS TIMES) | Approximately three times | |
| Hustle Sports Game | Once | |
| PTA 1-Day Lecture | Approximately twice | |
| Social Gathering | One to three times | |
| School uniform recycling activity | Approximately twice | |
| Guidance for the Upper-grade Curriculum | Once | |
| Updating of the PTA home page | At any time if needed | |

Other: Cooperation in the following school events and activities

【School events/activities

(Plan)】

| | |
|--|--|
| June 12 th -13 th | Culture Festival |
| September 26 th | Sports Day |
| November 9 th -13 th | Try · Yaru Week |
| March 5 th | Chorus Contest |
| twice(Dec.,Mar.) | Community Service Activities (Clean-Up Ashiya) |

※This document is translated by PTA volunteers.

Ashiya International Secondary School PTA Budget for 2020 School Year (Plan)

| Income (yen) | | | | |
|-----------------------------------|------------------|---------------------------|------------------|---------------------------------------|
| Item | Estimate | Estimate of the last year | Balance | Breakdown / Details |
| Members fees | 2,820,000 | 2,820,000 | 0 | 500×number of the students ×12 months |
| Balance brought forward | 988,265 | 1,165,004 | △ 176,739 | |
| Income from Activities and Policy | 0 | 0 | 0 | Income from sales of PTA items |
| Miscellaneous fee | 0 | 0 | 0 | interest |
| Total | 3,808,265 | 3,985,004 | △ 176,739 | |

| Expenses (yen) | | | | |
|-----------------------------------|------------------|---------------------------|------------------|---|
| Item | Estimate | Estimate of the last year | Balance | Breakdown / Details |
| Operation fees | 580,000 | 530,000 | 50,000 | |
| General affairs | 360,000 | 310,000 | 50,000 | Transportation, burden charge |
| Stationery | 80,000 | 70,000 | 10,000 | Expendable supplies (stationary, paper, PTA name tags, etc.) communication, printing fees |
| IT related | 50,000 | 50,000 | 0 | Rental fee of the HP server, PTA e-mail system (Mamail), Cybozu |
| Arrangement | 70,000 | 80,000 | △ 10,000 | PTA insurance, etc. |
| Cash gift | 20,000 | 20,000 | 0 | Monetary gifts of condolence, etc. |
| Activity fees | 2,795,000 | 2,960,000 | △ 165,000 | |
| Grade activities | 80,000 | 80,000 | 0 | Get-acquired meetings, etc. |
| PTA activities | 20,000 | 80,000 | △ 60,000 | PTA activity fee |
| Network activities | 80,000 | 30,000 | 50,000 | Support fee for hustle sports game, PTA 1-day seminar, PTA choir, cooking seminar, and other events |
| Public relations | 180,000 | 350,000 | △ 170,000 | PTA newsletters, etc. |
| Official club activities | 500,000 | 500,000 | 0 | Support fees for official club activities |
| Extra-curricular activities | 150,000 | 150,000 | 0 | Transportation fees, Banner fees |
| School events | 150,000 | 150,000 | 0 | Clean Up Ashiya, transportation and banner fees for debate championships |
| Library | 310,000 | 310,000 | 0 | Books and references for the library |
| Career guidance | 450,000 | 450,000 | 0 | Books and reference for the students' career guidance, Benesse FINE System |
| International exchange | 50,000 | 50,000 | 0 | Support for international activities, home stay, etc. |
| Graduation Ceremony | 280,000 | 280,000 | 0 | Memorial gifts, flowers, etc. |
| environmental improvement | 30,000 | 30,000 | 0 | Purchase of nursery plants for school greening project |
| English newspaper | 15,000 | | 15,000 | English newspaper |
| Extra-curricular activities | 150,000 | 150,000 | 0 | Production and purchase cost for PTA items |
| Reserve for educational promotion | 100,000 | 100,000 | 0 | Reserve fund for student exchange program |
| Reserve for anniversary event | 250,000 | 250,000 | 0 | Reserve fund for supporting school anniversary |
| Reserve | 433,265 | 495,004 | △ 61,739 | |
| Total | 3,808,265 | 3,985,004 | △ 176,739 | |

Budgetary allotments are interchangeable.

■ Accumulative deposit for Educational Promotion (additional bank account)

| Income (yen) | | | | |
|---|------------------|---------------------------|----------------|---------------------|
| Item | Estimate | Estimate of the last year | Balance | Breakdown / Details |
| Balance brought forward from 2019 school year | 1,220,495 | 1,120,485 | 100,010 | |
| Reserve fund in 2020 school year | 100,000 | 100,000 | 0 | |
| Total | 1,320,495 | 1,220,485 | 100,010 | |

■ Accumulative deposit for Anniversary Event (additional bank account)

| Income (yen) | | | | |
|---|------------------|---------------------------|----------------|---------------------|
| Item | Estimate | Estimate of the last year | Balance | Breakdown / Details |
| Balance brought forward from 2019 school year | 2,188,243 | 1,919,877 | 268,366 | |
| Reserve fund in 2020 school year | 250,000 | 250,000 | 0 | |
| Total | 2,438,243 | 2,169,877 | 268,366 | |

※This document is translated by PTA volunteers.

Provisions of the PTA of Hyogo Prefectural Ashiya International Secondary School (proposed amendments)

Chapter 1. General Terms

(Name and Location)

Article 1. The provisions shall be applied to the Parents and Teachers Association (PTA) of Hyogo Prefectural Ashiya International Secondary School (AIS). The office of the PTA shall be placed on the AIS campus.

(Purpose)

Article 2. The PTA shall be a volunteer organization whose purpose shall be to assist with the enrichment of AIS students in their family, school and society while maintaining close communication between family and school. Therefore, the PTA shall not involve itself in any specific political or religious activities.

(Activity Policy)

Article 3. The PTA shall conduct the following activities in order to achieve the abovementioned purpose.

- (1) Cooperate in school activities to accomplish the goal of school education
- (2) k
- (3) Organize academic programs for parents/guardians and teachers/staff to help with their responsibility for students' education and their physical and mental growth.

Chapter 2. Organization

(Membership)

Article 4. The PTA shall consist of all parents or guardians of AIS students and AIS teachers and staff.

(Committees)

Article 5. The PTA shall establish the following meetings and activity groups.

- (1) General Meeting
- (2) Steering Committee
- (3) PTA Board Member Committee
- (4) Class Representative Group
- (5) Public Relations Committee
- (6) Event Planning Committee
- (7) Budget Group
- (8) The Board Member Selection Committee

(General Meeting)

Article 6. The general meeting shall be the highest decision-making body of the PTA, which shall be held once a year in order to approve the selection of the PTA board members, the advisors, the executive section and the annual budget and to discuss expenditure planning, accounting and other important items.

2. The general meeting shall be established by the participation of more than one third of member households including letters of attorney from absentees.
3. The general meeting shall approve any bill submitted by the majority of the participants.
4. Any decision on alteration or abolishment of the provisions shall be made by the approval of the majority of participants after the resolution in the general meeting.
5. An ad-hoc general meeting can be called by the Chairman when there is a written request with signatures from twenty percent of member households.

(Meeting of the Steering Committee, PTA Board Member Committee, Sub-group Committees)

- Article 7.** The meeting of the steering committee shall consist of the PTA board members, the advisors, the executive section and the class representatives; is held about six times a year. It shall be the secondary decision-making body of the PTA and can force enactment, alteration or abolishment of any detailed or additional provision if deemed necessary by the majority of the meeting members.
2. PTA board member committee shall consist of the PTA board members and is held about six times a year. According to items discussed, the advisors, the executive section and the leaders from the public relations and the event planning committees shall be asked to attend the meeting.
 3. Class representative groups shall be formed in each grade and consist of all class representatives of each class.
 4. Public relations committee shall consist of PR members from each class.
 5. Event planning committee shall consist of the event planning members from each class.
 6. Budget group shall consist of the PTA board members and the executive section. However, according to items discussed, the leaders from other committees shall be asked to attend the meeting.
 7. The PTA board member selection committee shall consist of The PTA board member selection representatives from the class representatives. According to items discussed, the PTA board members shall be asked to attend the meeting.
 8. Each committee and sub-group shall place a leader and sub-leader chosen by the members and meetings can be held periodically as needed, except that the leader and sub-leader of the budget group shall be the Chairperson and the Vice-Chairpersons of the PTA respectively.

Chapter 3 Board Members and Representatives

(Officers)

- Article 8. PTA shall consist of the following members**
- (1) 6 PTA Board Members
 - (2) 24 Class Representatives
 - (3) Advisors (Former Chairperson, the Principal)
 - (4) Executive Section (Vice Principals, Head of the Office)

- Article 9.** PTA Board Member shall consist of the following posts
- (1) 1 Chairperson
 - (2) 2 Vice-Chairpersons
(one from the lower secondary and the other one from the upper secondary course)
 - (3) 2 Clerks
 - (4) 1 Accountant

(Committee Members)

- Article 10.** This committee shall consist of the following members.
- (1) 24 Class representatives (12 Event planning members, 12 PR members)
 - (2) Teacher/staff representatives (a few, as needed)

(Account Auditors)

- Article 11.** 2 persons shall be appointed as account auditors.

(Duties of PTA Board Members, Class Representatives and Account Auditors)

- Article 12.** The Chairperson shall represent the PTA as a whole and summarize its affairs.
2. Two Vice-Chairpersons shall assist the Chairperson and become his/her substitute in case of his/her absence.
 3. The Clerk shall record all the PTA activities, report to its members.
 4. The Accountant shall record all the revenues and expenditures made in the name of the PTA and store all the receipts received. The accountant has to make the accounting book always available for member's viewing and make a fiscal report upon request.

5. Class representatives shall plan and organize get-togethers, meetings, etc. within each grade.
6. Event planning members of the class representatives shall plan and organize workshops for the PTA. PR members shall conduct publication activities such as publicizing PTA newsletters.
7. The PTA board member selection representatives shall select the new PTA board members and the Account Auditors.
8. Accountant auditors shall conduct the inspection of the accounting book and report the result at the general meeting. They can attend the steering committee and PTA board member committee.

(Selection Procedure for PTA Board Members, Account Auditors and Committee Members)

Article 13. The PTA board member selection representatives shall conduct surveys of candidacy for the PTA board members for next school year among all PTA members and recommend the candidates to the PTA board member selection committee.

2. By member voting, the positions of the Chairperson, two Vice-Chairpersons, the Clerk and the Accountant shall be chosen. They shall be subject to the approval of the general meeting. The leader of the PTA board member selection committee shall summarize the process and report it in the general meeting.
3. The accounting auditor is elected from among experienced PTA board members, who were involved with PTA, by the executive committee, who shall also be approved in the general meeting.
4. 4 class representatives shall be chosen from each grade; 2 for the PR Member and the other 2 for the event planning members. The 1st grader should choose two members from each class, one for PR and the other for event planning.
5. The PTA board member selection representatives shall be chosen, one from the class representatives of each grade (1st grade to 5th grade).

(Term for the PTA Board Member, Committee Members and Account Auditors)

Article 14. The term of the PTA board members, the committee members and the Accountant Auditors shall be one year, and their reappointment in the subsequent school years shall be allowed.

2. The handling of member vacancies shall be left to the discretion of the steering committee.

Chapter 4 Accounting

(Accounting Year)

Article 15. The accounting year of the PTA shall start on April 1 and end on March 31 of the next year.

(Membership Fee)

Article 16. The membership fee shall be 500 yen per month. Households which are unable to pay the fee because of financial reasons can be exempt from the payment at the discretion of the Chairperson and the Advisors.

Article 17. All the expenditures shall be made from the membership fee revenue.

Article 18. The Accountant shall have the responsibility of safekeeping the collected membership fees and depositing them in the bank account designated by the Meeting of the Working Committee.

Chapter 5 Miscellaneous

Article 19. For items not specified in the provisions but needed for PTA activities, separate detailed provisions shall be enacted by the approval of the Meeting of the Working Committee.

Article 20. Additional groups not specified in the provisions can be established by the approval of the Meeting of the Working Committee according to the necessity of PTA activities.

Supplementary Provisions

(Enforcement Date)

Article 1. The provisions shall be enforced from May 2003.

(Revised on April 29, 2005)

(Revised on April 29, 2006)

(Revised on April 28, 2007)

(Revised on April 25, 2009)

(Revised on April 27, 2013)

(Revised on April 23, 2017)

(Revised on May 15, 2020)

Reference : Old Article 12.

3. The Election Board shall select the Accountant Auditors among the Officers and the Class Committee Representatives and the Sub-group members who were involved with the PTA in the previous school year. They shall be subject to the approval of the General Meeting.

Detailed Provisions on the Selection of the PTA Board Members, the Class Representatives and the Account Auditors

(Considerations on the selection of members)

Article 1. Upon the selection of PTA board members, class representatives and account auditors specified in Article 13 of the Provisions of PTA of Hyogo Prefectural Ashiya International Secondary School, withdrawal of nomination requests can be accepted from those who meet the following conditions

- (1) Have experience as a PTA board member, class representative or account auditor in the past two years on the PTA of Hyogo Prefectural Ashiya International Secondary School.
- (2) Are appointed as an officer of another school's PTA
- (3) Otherwise have a circumstance which inevitably excludes them, recognized by the PTA board member selection committee

Supplementary Provisions

(Enforcement Date)

Article 1. The provisions shall be enforced from May 2003.

(revised on April 29, 2006)

(revised on May 15, 2020)

Detailed Provisions on the Club Activities

These detailed provisions are set to support the club activities of Hyogo Prefectural Ashiya International Secondary School. PTA uses its budget to support the travel expenses (transportation & accommodation) for students to join competitions. It also use its expenses to create banners or other ways to post those students' achievements. PTA will set these provisions to use the budget equally and fairly when it is necessary to support students.

Article 1. Travel Subsidy Criteria

Competitions that are eligible for the travel subsidy must be related to school club activities, debate competitions, or any competition that are related to fine arts or sports activities that meet all of the following criteria.

However, (4) and (5) can be excluded for school club activities.

- (1) Any competition that the principal approved to join
- (2) Any competition that the student is enrolled as a prefectural representative, or equivalent to the level or above.
- (3) Any competitions that are held outside of Ashiya, Nishinomiya, Takarazuka, Itami, Amagasaki, Higashi Nada-ku (Kobe) or Nada-ku (Kobe)
- (4) Any competition that a teacher accompanies the students as a coach / advisor
- (5) Any competition that is open to any student to join

Article 2. The Amount of Travel Subsidy**1** The amount of the travel subsidy shall be specified as follows:

*The limit of the total amount of (1) and (2) below is 50,000 yen per competition, the limit per student is 10,000 yen.

(1) Half of the transportation fee of all students.

(2) Besides the (1) discussed above, 20% (including sales tax) of the total accommodation fee of all students, when accommodation is necessary.

2 All students means that not only students who are enrolled in the competition, but also the students (hereafter: “escort students”) who go to the competition along with the enrolled students. The escort students must be approved by teachers.**3** Details of transportation fee on the Article 1: The transportation fee must be calculated from the Hyogo Prefectural Ashiya International Secondary School. The cost of transportation will be calculated with student / group discount when it is applicable. When some of the transportation fee is provided by the competition organizer, the amount will be deducted from the total.**4** Details of accommodation fee on the Article 1: When accommodation fee is set by a competition guideline, the set amount shall be used for subsidy calculation. When some of the accommodation fee is provided by the competition organizer, the amount will be deducted from the total.**5** The limit of the travel subsidy per club is 50,000 yen per fiscal year.**Article 3.** Travel Subsidy Process**1** The travel subsidy must be applied by the principal or the guardians of the students. The subsidy is paid when application is approved by the Steering Committee.**2** When no Steering Committee meeting is set between the time an application is submitted and the day of the competition, or if a speedy process is required, the Chairperson can discuss with the PTA board members and auditors for a decision for subsidy. The Chairperson has to report the decision at the next Steering Committee.**Article 4.** Posters / Banners**1** The budget will be used to post excellent achievements of students on club activities.**2** Excellent club activity achievements that are applicable for the subsidy means anything that fulfills (1) & (2) on the Article 1 as written.

The Steering Committee must approve the subsidy expenses. However, the Chairperson can discuss with

3 the PTA board members and auditors for a decision when a speedy process is needed to post a student achievement in the right time. The Chairperson has to report the decision at the next Steering Committee.**Article 5.** Financial Resource

The financial resource for the subsidy discussed on these provisions is for school club activities. Posters and banners are from the club activity support fee, and any other competitions and posting are from the school event support fee.

Supplementary Provisions

<Enforcement Date>

1 The provisions shall be enforced from May 2018.

(revised on May 15, 2020)

Provisions of Condolence Money from PTA of Hyogo Prefectural Ashiya International Secondary School

(Condolence Money)**Article 1.** The amount of condolence money for PTA members shall be specified as follows:

(1) Cash of 10,000 yen and one floral tribute in case a student or his/her parent or guardian dies

(2) The Meeting of the Working Committee shall otherwise decide the amount it recognizes as necessary.

(3) Additional condolence can be made at the discretion of the Chairperson.

Supplementary Provisions

(Enforcement Date)

1 The provisions shall be enforced from May 2003.

(revised on April 29, 2005)

(revised on April 18, 2010)

Detailed Provisions on PTA Website of Hyogo Prefectural Ashiya International Secondary School

Article 1. This regulations are for the Hyogo Prefectural Ashiya International Secondary School PTA website (hereafter "website").

Article 2. The website is established to mainly inform PTA members based on the items below:

- (1) To share information from PTA to PTA members
- (2) To introduce and invite for PTA activities and events
- (3) Any other information PTA approved for sharing

Article 3. The "IT team" shall create and renew the website. The IT team is consist of one or more persons from the PTA board members, PR members and event planning members. The website manager is selected from the IT team.

Supplementary Provisions

<Enforcement Date>

1. The provisions shall be enforced from May 15, 2020.

Supplementary Provisions

<Enforcement Date>