

シカゴ双葉会日本語学校補習校 PTA 規約  
Chicago Futabakai Japanese Saturday School PTA By-Laws

2018 年 5 月 5 日改定  
Amended on May 5, 2018

(名称 及び 所在地 / Name and Address)	
第 1 条 Article 1	<p>本会は、シカゴ双葉会日本語学校補習校、父母教師会（略称シカゴ補習校 PTA）と称し、事務局をシカゴ補習校内におく。</p> <p>This association shall be named as Chicago Futabakai Japanese Saturday School, Parent-Teacher Association (abbreviated to Chicago Saturday Japanese School PTA), and its office shall be established in the Chicago Saturday Japanese School.</p>
(会員 / Members)	
第 2 条 Article 2	<p>本会は、シカゴ補習校（園児 小学生 中学生 高校生）の保護者 及び教師ならびに この会の目的に賛同し、役員会で入会を承認された有志を会員とする。</p> <p>Members of the association shall be volunteers who are teachers or guardians of (kindergarten, elementary school, middle school, and high school students) the Chicago Saturday Japanese School, who agree with the objectives of the association, and who have been approved by the Executive Committee.</p>
(目的 / Objectives)	
第 3 条 Article 3	<p>本会は、補習校生の保護者と教師が相互に理解し協力して家庭と学校とシカゴ社会における補習校生の幸福な成長をはかることを目的とする。</p> <p>The objective of the association shall be to achieve the overall growth of the students at home, at school, and in the Chicago community, through mutual understanding and cooperation between the guardians and teachers of the school.</p>
(活動 / Activities)	
第 4 条 Article 4	<p>本会は、前条の目的を達成するために次の諸活動を行う。</p> <ol style="list-style-type: none"><li>1. 学校における教育施設の充実</li><li>2. 家庭と学校との連帯強化</li><li>3. 教育研究に対する助成</li><li>4. 地域社会への協力と奉仕</li><li>5. その他 目的達成に必要な事業</li></ol> <p>本会が解散となった場合、その資産の全ては、上記活動にのみに使用される。</p> <p>The association shall perform the following activities in order to achieve the objective of the preceding Article.</p> <ol style="list-style-type: none"><li>1. Improve educational facilities in the school</li><li>2. Enhance cooperative between families and the school</li><li>3. Assistance for education and research</li><li>4. Cooperate with and serve the local research</li><li>5. Other activities that are necessary to achieve the objective</li></ol> <p>In case of dissolution of the organization, all of its remaining assets shall be used exclusively for the aforementioned activities.</p>

(機関 / Organization)	
第 5 条 Article 5	<p>本会に次の諸機関をおく。</p> <p>1. 総会    2. 役員会    3. 学級代表・交通部合同会議    4. 各専門部会</p> <p>The association shall include the following organizational bodies.</p> <p>1. General Assembly 2. Executive Committee 3. Joint Meeting of Class Representatives and the Transportation Department 4. Various Sub-committees</p>
(総会 / General Assembly)	
第 6 条 Article 6	<p>1. 総会は、毎年 1 回以上開催し、本会の活動、予算の決定 決算の報告と承認、ならびに 役員会で総会の承認を必要と認めた事項の議決を行う。</p> <p>2. 総会は、会員の 3 分の 2 以上の出席が無ければ議決を行うことができない。</p> <p>3. 会員は、他の会員に出席を依頼、及び 議決を委任できる。</p> <p>4. 総会の議事は、出席会員の過半数の賛成をもって決する。</p> <p>5. 総会の招集は、役員会の決定に基づき、会長が行い、翌日より 1 週間前までに会員に通知する。</p> <p>1. Meetings of the General Assembly shall be convened at least once per year, shall make decisions on the association's activities and budget, shall approve accounts reports, and shall vote on matters deemed to require the approval of the General Assembly by the Board of Directors.</p> <p>2. The General Assembly may not hold a vote without the attendance of at least two thirds of the members.</p> <p>3. Members may request other members to attend and vote on their behalf.</p> <p>4. The agendas of the General Assembly shall be determined by the approval of the majority of members in attendance.</p> <p>5. Convocation of the General Assembly shall be performed by the President, based on the decision of the Executive Committee, and shall be notified to the members in the period between the following day and one week prior.</p>
(学級代表・交通部合同会議 / Joint Meeting of Class Representatives and Transportation Department)	
第 7 条 Article 7	<p>学級代表・交通部合同会議は、役員と各学級・各バス停父母会員より選出された代表と教師会員より選出された若干名で組織し、本会の活動計画 その他 重要な事項を協議する。</p> <p>Joint Meetings of Class Representatives and Transportation Department shall consist of officers, representatives selected from the parents of each class / bus stop, and several appointed teachers, and shall discuss the association's action plan and other important matters.</p>
(役員 / Officers)	
第 8 条 Article 8	<p>本会に次の役員をおく。</p> <p>1. 会長 1 名    副会長 3 名    書記 3 名    会計 2 名    IT 担当 2 名    広報担当 3 名 (以上、執行部役員と称する)    専門部部長 若干名    会計監査 1 名</p> <p>2. 役員は、シカゴ日本商工会議所 (JCCC) より選出される会長 1 名、副会長 1 名と、細則第 3 条に基づいて選出される会計監査 1 名を除き、学級代表・交通部合同会議で選出される。</p> <p>The association shall consist of the following officers.</p> <p>1. President: x1; Vice President x3; Secretary x3; Treasurer x2; IT x2; Publicity x3 (hereinafter collectively referred to as "Executive Officers"), Specialist Department Chair: Several;</p>

	<p>Auditor x1</p> <p>2. Officers, with the exception of the President and one Vice President appointed from the Chicago Japan Chamber of Commerce and Industry (JCCC), and the one auditor appointed pursuant to Article 3 of the Supplementary Provisions, shall be appointed at a Joint Meeting of Class Representatives and the Transportation Department.</p>
<b>(役員会 / Executive Committee)</b>	
<p>第 9 条 Article 9</p>	<p>役員会は、会計監査を除く役員により構成され、本会の活動に必要な事項を決定する。</p> <p>The Executive Committee shall consist of the officers, excluding the auditor, and shall determine matters relating to the association's activities.</p>
<b>(会長 / President)</b>	
<p>第 10 条 Article 10</p>	<p>1. 会長は本会を代表し、会務を総括する。</p> <p>2. 会長は、役員会、学級代表・交通部合同会議を招集しこれを主宰する。</p> <p>1. The President shall represent the association and preside over its work.</p> <p>2. The President shall convene and preside over meetings of the Executive Committee and the Joint Meetings of Class Representatives and the Transportation Department.</p>
<b>(副会長 / Vice President)</b>	
<p>第 11 条 Article 11</p>	<p>副会長は、会長を補佐し、会長に事故あるときは、その職務を代行する。</p> <p>The Vice President shall assist the President, and in the event that the President is unavailable, shall perform the duties of the President on their behalf.</p>
<b>(書記 / Secretary)</b>	
<p>第 12 条 Article 12</p>	<p>書記は、次の職務を行う。</p> <p>1. 総会、役員会、学級代表・交通部合同会議の議事 並びに この会の活動に関する事項を記録する。</p> <p>2. 記録、通信、その他の書類を保管する。</p> <p>3. 会長の指示にしたがって、この会の庶務を行う。</p> <p>The Secretaries shall perform the following duties.</p> <p>1. Keep records of meetings of the General Assembly, the Executive Committee, and the Joint Meeting of Class Representatives and the Transportation Department, as well as matters relating to the activities of the association.</p> <p>2. Maintain the records, communications, and other documentation.</p> <p>3. Administrative affairs of the association in accordance with the instructions of the Chairperson.</p>
<b>(会計 / Treasurer)</b>	
<p>第 13 条 Article 13</p>	<p>会計は次の職務を行う。</p> <p>1. 一切の会計事務を処理する。</p> <p>2. 総会において決算報告をする。</p> <p>3. 本会の財産を管理する。</p> <p>The Treasurer shall perform the following duties.</p> <p>1. All accounting work.</p>

	2. Report the financial accounts to the General Assembly. 3. Manage the assets of the association.
<b>(IT 担当 / Information Technology)</b>	
第 14 条 Article 14	<p>IT は、次の職務を行う。</p> <ol style="list-style-type: none"> <li>1. 園児・児童・生徒名簿、PTA ホームページ、電子メール・共有ドライブの管理更新。</li> <li>2. 電子メールでの保護者への情報発信。</li> <li>3. その他全ての IT 業務を行う。</li> </ol> <p>The IT shall perform the following duties.</p> <ol style="list-style-type: none"> <li>1. Manage and update student list, PTA homepage, email and share drive.</li> <li>2. Information transmission to parents by email.</li> <li>3. All other IT related work.</li> </ol>
<b>(広報担当 / Publicity)</b>	
第 15 条 Article 15	<p>広報担当は会長の指示に従って、以下の内容が記載された PTA だよりを随時編集、発行する。</p> <ol style="list-style-type: none"> <li>1. 総会、役員会、学級代表・交通部合同会議の議事内容。</li> <li>2. 必要に応じそれ以外の PTA 活動。</li> </ol> <p>The Publicity shall compile and issue PTA News with the following content as required, in accordance with the instructions of the President.</p> <ol style="list-style-type: none"> <li>1. Information on the meetings of the General Assembly, the Executive Committee, and the Joint Meeting of Class Representatives and the Transportation Department.</li> <li>2. Other PTA activities as required.</li> </ol>
<b>(会計監査 / Auditor)</b>	
第 16 条 Article 16	<p>会計監査は、必要に応じて随時会計を監査し、総会において監査報告をする。</p> <p>The Auditor shall audit the accounts as required, and shall report the results of the audit to the General Assembly.</p>
<b>(任期 / Term of Office)</b>	
第 17 条 Article 17	<p>役員 及び 学級代表・交通部員の任期は、年度始めから年度末までの 1 年間（4 月 1 日より 3 月 31 日）とし、再選を妨げない。役員選出に際しては、役員経験者は自薦を除いて再選免除ができる。</p> <p>The term of office of officers and class representatives and the members of the Transportation Department shall be for one year from the first day of the fiscal year to the final day of the fiscal year (from April 1, to March 31). Officers and class representatives may be re-appointed. When officers are selected, those with experience as serving as an officer may be exempted from re-election, with the exception of where self-appointed.</p>
<b>(専門部 / Special Task Departments)</b>	
第 18 条 Article 18	<p>本会の活動に必要な事項の遂行のため専門部をおくことができる。</p> <p>A Specialist Task Department may be established in order to perform matters required for the activities of the association.</p>

<b>(会費等 / Membership Fee, etc.)</b>	
第 19 条 Article 19	<p>1. 本会の活動に要する経費は、次の収入による。  1) 会費    2) クラス費    3) アルバム費    4) 事業収入    5) 寄付金    6) その他</p> <p>2. 会費は世帯あたり同額とし、その年度の予算に応じて役員会が策定、PTA 総会にて決定する。会費は、年度始めに納入する。年度途中で加入する会員の会費は同額とし、納入された会費は、年度途中の退会の場合も返却しない。</p> <p>3. 役員会は年度内に修正予算案を組むことができ、これは合同会議の議決を持って採択される。</p> <p>1. The various costs required for the activities of the association shall be obtained from the following.  1) Membership fees; 2) Class fees; 3)Album preparation fees; 4)Business revenue; 5) Donations; 6) Other</p> <p>2. The membership fee shall be set at the same amount per household, formulated by the Executive Committee in accordance with the budget for that year, and determined by the PTA General Assembly. Membership fees shall be paid at the start of the year. The membership fee shall be the same for members that join the association in the middle of the year, and paid membership fees shall not be refunded, even if the member leaves in the middle of the year.</p> <p>3. The Executive committee may propose a revised budget during the course of the fiscal year, and said proposed revised budget shall be adopted by the resolution of the Joint Meeting.</p>
<b>(年度 / Fiscal Year)</b>	
第 20 条 Article 20	<p>本会の会計年度は、4 月 1 日に始まり、翌年 3 月 31 日に終わる。</p> <p>The fiscal year of the association shall be from April 1 to March 31 of the following calendar year.</p>
<b>(細則 / Supplementary Provisions)</b>	
第 21 条 Article 21	<p>本会の運営に関し、必要な細則は、この規約に反しない限りにおいて、役員会の議決を経て定める。また、細則を制定、改廃した場合は、遅滞なくその旨を全会員に通知すると共に、その総会において報告しなければならない。</p> <p>The supplementary provisions on the operation of the association may be adopted by resolution of the Executive Committee, on the condition that said provisions are not contrary to this By-Laws. In addition, in the event of the enactment or abolition of such provisions, in addition to this being notified to all members without delay, this must be reported to the General Assembly.</p>
<b>(規約改正 / By-Law Amendments)</b>	
第 22 条 Article 22	<p>本規約の改正は、あらかじめ改正しようとする原案を全会員に通知した上で、学級代表・交通部合同会議の議決を持って行う。</p> <p>Amendments to this By-Laws may be made by resolution of the Joint Meeting of Class Representatives and the Transportation Department, after notifying all members of the proposed amendments in advance.</p>

細則 / Supplementary Provisions	
<p>第 1 条 Article 1</p>	<p>1. 本会に次の専門部を置く。 1) 文化部 2) 図書部 3) 交通部</p> <p>2. 文化部、図書部の専門部部員は、学級代表（幼稚部及び卒業学年を除く）の中より専門部部長が委託する。</p> <p>3. 交通部員は、各バス停から 2 名選出される。ただし、10 家族以下ないしは利用者 15 名以下のバス停は 1 名でも可とする。</p> <p>1. The following specialist departments shall be established in the association. 1) Cultural Department; 2) Library Department; 3) Transportation Department</p> <p>2. Members of the Culture Department, Library Department, and Transportation Department shall be assigned from the Class Representatives (not including kindergarten and graduating classes) by the Special Task Department Chair.</p> <p>3. For the Transportation Department, two members shall be appointed for each bus stop. However, only one member needs to be appointed for the bus stops used by 10 families or less, or with 15 passengers or less.</p>
<p>第 2 条 Article 2</p>	<p>会長は副会長に、役員会、学級代表・交通部合同会議の議事の司会を委任することができる。</p> <p>The President may delegate the presiding over of the proceedings of the Executive Committee and the Joint Meeting of Class Representatives and the Transportation Department to the Vice President.</p>
<p>第 3 条 Article 3</p>	<p>会計監査は、前年度会長が会長その他の役員に選出された場合を除いて、前年度会長を選出する。</p> <p>The Auditor, with the exception of where the President of the preceding fiscal year is re-elected as the President or any other office in the current fiscal year, shall be the President of the preceding fiscal year.</p>
<p>第 4 条 Article 4</p>	<p>規約第 4 条、第 2 項の趣旨に添い、年度始めに学級ないし学年の親睦会を行うものとする。実施、運営については学級代表に一任する。</p> <p>In accordance with the purport of the Article 4, Paragraph 2 of the Regulations, each class or each grade shall host the social gathering at the start of each fiscal year. The implementation and management of such gathering shall be entrusted to the class representative.</p>
<p>第 5 条 Article 5</p>	<p>第1条 慶弔規定を定め、本会として弔意を表すものとする。 対象...在校生徒とその父母、教職員およびその配偶者、学校関係者。 参列...会長・副会長及びその代理となる役員。</p> <p>Article 1 Provisions on condolences shall be prescribed, and shall represent the actions of the association regarding such matters.</p> <p>Eligible persons... Current students and their parents, faculty members and their spouses, school officials.</p> <p>Attendance... Chairperson, Vice Chairpersons, and officers representing said persons.</p>

<p>第 6 条 Article 6</p>	<p>本会の如何なる会員により、本会との利益相反と見なされる取引に関しては、役員会での精査、承認の対象となる。</p> <p>All transactions with the association that could be deemed as a conflict of interest by any member of the association are subject to review and approval by Executive Committee.</p>
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以上  
End of By-Laws