

Aoba-Japan International School Family Community Rules and Regulations

Section 1 Name and Location

The name of the organization shall be "Aoba-Japan International School Family Community (FC)" and its office shall be located at 〒179-0072 7-5-1 Hikarigaoka, Nerima-ku Tokyo, the Aoba-Japan International School(A-JIS) Hikarigaoka Campus from 1997. Location 〒153-0042 2-11-5 Aobadai, Meguro-ku, Tokyo, the Aoba-Japan International School (A-JIS) Meguro Campus is added from 2017. Location 〒113-0021 6-18-23 Hokomagome Bunkyo-ku, Tokyo, the AOBA-Japan International School (A-JIS) Bunkyo Campus is added from 2022. The organization working at Hikarigaoka Campus shall be named “Hikarigaoka FC”, and the organization working at Meguro Campus shall be named “Meguro FC”, and the organization working at Bunkyo Campus shall be named “Bunkyo FC”. All campuses shall cooperate as the FC of A-JIS.

Section 2 Objectives and Purpose

1. To promote and assist with the sound physical and mental development of children enrolled at the school, in cooperation with the school and families.
2. To develop a school community through the promotion of interactions between parents, teachers and students by hosting the Spring Carnival and supporting various school events.
3. The FC shall not be involved in the school administration.

Section 3 Character

The FC shall operate as a democratic body. It shall engage in no activities influenced by political parties or religions. It shall not be conducted or operated for self-profit and no part of the net earnings of the FC shall pass to the benefit of any member or individual, nor shall any of such net earnings or any of the profits or assets of the FC be used other than for the objective and purposes of the organization as stated above.

Section 4 Membership

1. Any parents and guardians of children enrolled at any A-JIS Campus automatically become a member from the time of enrollment through termination of enrollment.
2. FC membership fees shall be JPY12,500 per family per year and not be refundable. If changes need to be made, the change must be determined and reported to school leadership no later than December.
3. All FC members are encouraged to participate in or attend the functions such as attending a Parent Orientation and Parent Workshops, serving as class parents, helping with the school events and performing at least one function for the Spring Carnival.
4. Even upon becoming an FC member, contact information within the FC members will not be disclosed without prior permission of the member and only used for FC activities.

Section 5 Officers

1. New FC officers shall be determined through a discussion between existing FC officers and the candidates and approved by a majority vote of FC members.
2. The term of the FC officers shall be 1-3 school years.
3. FC Officers shall consist of no more than 10 positions at each campus and include 1 treasurer, 1 banker, 1 auditor, 1 liaison from both faculties included.
4. The FC officers may serve again as an officer after a cooling down period of at least one year.
5. FC officers may serve up to 2 years in a specific position (i.e. treasure, banker, auditory, liaison) before relinquishing the position to another FC officer. In the first year the FC Officer learns the role, the second year the FC Officer will take the lead in their role. In the third year, the FC Officer may teach/support the first year FC Officer to take over the role, take on a new role or stop serving on the FC. Individual FC officers across the different Aoba campuses have the choice of including FC officers in the 3rd year or not depending on their specific policy.
6. Should one or more of the officer positions become vacant, replacement(s) may be elected by the officers. The term of office of replacement officers shall be for the remainder of the term of the officers they replace.

Section 6 Duties of Officers

1. The FC officers shall act as the representative of the entire Family Community.
2. The FC officers shall only use the provided information by the school for the FC activities.
3. The FC officers shall perform general duties such as taking and storing meeting minutes.
4. The Treasurer shall perform all bookkeeping functions, such as preparing budgets, settling accounts, etc.
5. FC accounting information must be kept for at least 5 years for tax reasons.
6. The Banker shall change the bank account name and manage the account every school year.
7. The Auditor shall audit the books of the FC.
8. The FC liaison officer coordinates activities between the school campuses and the FC and functions to be the overall communications coordinator among FC.

Section 7 Class Parents

Class parents shall be selected from each homeroom. The main duties of the class parents shall be to liaise between the FC officers, parents/guardians and homeroom teachers as well as support homeroom events.

Section 8 Accounting

1. The expenses of the FC shall be covered by membership fees and other income generated by the FC.
2. The accounting of the FC shall be based on the budget passed by FC officers' meeting and shall be used only for FC objectives and purposes.
3. The statement of accounts of the FC shall be examined by a FC auditor and be shared with FC members by FC officers once a year.
4. The accounting fiscal year of the FC shall begin August 1st and end July 31st of the school year.

Section 9 Meeting

1. The school leadership shall hold a Parents Orientation for FC members in August.
2. A FC Meeting shall be held whenever FC Officers deem it necessary.
3. When FC officers call a public vote on a specific motion, a majority (51%) of the vote from FC members will carry a given motion.
4. The FC Officers shall meet at least once every term and whenever necessary.
5. The FC officers will hold meetings with the school leadership to coordinate and share information early in the school year and necessary.
6. FC officers will hold a meeting with the class parents to coordinate and share information early in the school year and as necessary.

Section 10 Amendments

Any amendments or additions to these rules must be introduced in writing to the FC officers and approved by the officers, the liaison and the head of school.

Section 11 Dates of Amendments and Addition to the Rules

The initial A-JIS FC rules were effective at the end of the school year 2011.

Partially revised: October 2016

Partially revised: August 2019

Partially revised: October 2020

Partially revised: May 2022