

TISA CONSTITUTION

The Tokai International School Association (TISA) exists to promote collaboration among member schools in order to ensure the highest level of globally minded and holistic education.

ARTICLE I: Name, Definition and Address

Section I: Name

The Name of this Association shall be the “Tokai International School Association” (hereinafter referred to as “TISA”).

Section II: Definition.

As used herein, “International Schools” shall mean schools which meet all 5 of the following criteria:

1. are full Monday-Friday programmes at I level of preschool through High School
2. deliver learning primarily in a language other than Japanese or as a bilingual programme
3. promote global mindedness within the taught programme
4. constitute communities which are globally-minded in nature
5. are accountable to a local and/or international accrediting or authorising body (for example WASC, Ninkagai Hoiku Shisetsu, etc.)

Section III: Address

The business address of TISA will be the address of the school represented by the President of TISA.

ARTICLE II: Objectives and Purposes

The objectives and purposes of TISA shall be exclusively educational. The specific purposes for which the council is formed are as follows:

1. Share ideas and information among member schools
2. Find ways to benefit and support TISA school communities
3. Raise awareness of international education and promote high quality standards within the International School community

ARTICLE III: Non-Profit, Non Political, and Non-Sectarian

Section I: Non-Profit.

TISA shall be exclusively non-profit in nature.

Section II: Non-Political/Non-Sectarian.

TISA shall, in its aims and activities, be politically neutral and non-sectarian.

ARTICLE IV: Membership

Section I: Eligibility.

1. International Schools may become members through the established application process culminating in a majority vote of representatives at a regular TISA meeting.
2. Each member school (or school group) is to be represented by the single person who shall serve as the chief executive decision maker for the TISA member school or regional school group.
3. Associate Membership, without voting privileges, may be granted to organizations or individuals interested in supporting the aims of TISA, by a majority of voting representatives at a regular TISA meeting.

Section II: Term.

The term of membership shall be yearly, from January 1 through December 31 and shall automatically renew notwithstanding the conditions stated in Article IV Section IV.

Section III: TISA Membership Application Criteria

In order to apply for and retain TISA membership, member schools (or school groups) must meet in full the definition of International School as listed in Article I, Section II and will additionally meet the following criteria:

1. Will be run out of purpose-specific premises suitable to provide for a quality education
2. Will have been operating its school programme successfully for at least 3 full years
3. Will agree to abide by the TISA constitution and ethical guidelines
4. Will prioritise attendance at TISA meetings and will not miss any meetings other than due to unforeseen and/or unavoidable circumstances
5. The representative as defined in Article IV Section I must be able to participate in meetings in English

Section IV: Termination of Membership

Membership shall cease only because of voluntary resignation, failure to pay membership fees prior to the first meeting of the calendar year (unless otherwise authorized by the officers), or failure to comply with the Constitution and related documents as determined by a majority vote of members

ARTICLE V: Officers and Directors

Section I: Officers

The officers of TISA, known as the Executive, shall be President, Vice President, and Treasurer.

The secretary is a non-executive role and is appointed by the President from among member schools.

Section II: Representatives

The officers of TISA shall be the designated representatives of Member schools, and shall be elected from within the membership.

Section III: Elections and Terms

The officers shall be elected to serve 2-year terms which can be renewed. The President and Treasurer terms shall be renewed alternately with the year in which the Vice President is elected.

ARTICLE VI: Nominations and Elections

Section I: Nominations

Candidates can self-nominate or nominate any representative member. Members have the right to accept or decline a nomination.

Section II: Elections

The election shall be run in the last meeting of the calendar year in accordance with procedures established by the Executive. Additional midterm elections shall be arranged as needed according to procedures established by the Executive in which case newly-elected members would serve out the remainder of the term of the person being replaced in addition to the following term.

Any candidate who receives a **plurality** of the eligible votes cast at an election shall be declared elected to the office for which he/she was a candidate.

ARTICLE VII: Standing Committee

Section I: Nominations Committee

The nominations committee shall consist of at least two members, appointed by the Executive who shall neither be current Executive members nor candidates for Executive election.

The committee shall manage the process of elections at the conclusion of the term of a sitting officer or upon the resignation or removal from office of a serving officer.

Section II: Finance Committee

The Executive shall serve in the capacity of a finance committee and shall be tasked with ensuring for sound financial management of the affairs of the association.

Article VIII: Special Committees

Section I: Special Committees

As they are needed from time to time, other committees shall be appointed by the President with the approval of the Executive.

ARTICLE IX: Meetings

Section I: Regular Meetings

The full TISA membership shall meet for a full day meeting three times a year as follows:

- Meeting 1: Jan - Feb
- Meeting 2: May - June
- Meeting 3: Sept - Nov

At each meeting, the meeting date and venue for meetings two years' hence shall be set.

Section II: Executive Team Meetings

The Executive team may hold additional meetings as required.

Section III: Meeting Attendance

Failure to attend an average of at least 2 meetings within any three meeting period may be grounds for expulsion from TISA.

ARTICLE X: Quorum

Section I: Executive Team

A quorum of the Executive team shall consist of two of the three members.

Section II: Regular Meetings

Business will be conducted by a majority of members eligible to vote at that meeting.

ARTICLE XI: Voting

1. Following the moving and seconding of a motion, a vote shall be carried by a simple majority of those voting. Absentee ballots and proxy ballots (from within the membership) are permitted.
2. School representatives with a legitimate conflict of interest are requested to declare that interest and, if agreed by the President, to abstain from any applicable vote.
3. Votes at the Executive level (only) can be conducted through video conferencing provided all participants can see and hear one another clearly.

ARTICLE XII: Liabilities of Members

No member of TISA, of any classification whatsoever, shall have any obligation in respect of TISA liabilities.

ARTICLE XIII: Dissolution or Liquidation

No part of the net income, revenue, and grants of TISA shall be used for the benefit of any member, officers, or any private individual (except that reasonable compensation may be paid for services rendered in connection with one or more of the purposes), and no member officer or any private individual shall be entitled to share in the distribution of any part of the assets of TISA, on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets shall be transferred to an organization chosen by the Executive for charitable and educational use and with purposes similar to those of TISA.

ARTICLE XIV: Amendments

These articles may be amended or altered by a majority vote of the members present and voting at an official meeting, provided however that Article III may not be amended in such a manner as to impair or alter the non-profit, non-political and non-sectarian character of TISA.