

Toyohashi University of Technology Alumni Association Constitution

Section 1 General Regulations

Article 1

The association shall be called the Toyohashi University of Technology Alumni Association

Article 2

The headquarter of the association shall be located within the precincts of the Toyohashi University of Technology

Article 3

The purposes of the association are to promote friendship between its members and to contribute to the development of the Toyohashi University of Technology.

Section 2 Activities of the Association

Article 4

In order to fulfill the purposes set out in the preceding article, the association will carry out the following activities.

- (1) Keep a registry of members (contact details of full members)
- (2) Publish an association newsletter
- (3) Hold general meetings
- (4) Facilitate interaction between members
- (5) Any other activities which are required to fulfill the purposes of the association.

Section 3 Members

Article 5

1. The association shall be made up of the following types of members.
 - (1) Full members: Individuals who formerly attended the Toyohashi University of Technology
 - (2) Associate members: Individuals who are currently attending the Toyohashi University of Technology
 - (3) Special members: Current and former members of the Toyohashi University of Technology teaching staff
 - (4) Supporting members: Individuals or corporations that support the aims of the association, and have been recommended at an executive committee meeting or general meeting of the association.
2. It is the responsibility of members to update the association of their address change.

Section 4 Organization

Article 6

The association shall appoint the following officers.

- (1) Honorary advisor (The president of the Toyohashi University of Technology)
- (2) One president
- (3) Two vice-presidents
- (4) Secretaries: As a rule two secretaries will be appointed from each faculty. (At least one person from each faculty organization that existed before the reorganization.)
- (5) Several advisors

Article 7

Selection of the association's officers will be carried out as specified below.

- (1) The current president of the Toyohashi University of Technology will be appointed as the honorary

advisor.

(2) The president and vice-presidents shall be nominated by the executive committee from among the full members of the association, and shall be appointed by means of a resolution of the executive committee.

(3) The secretaries shall be individually nominated by the executive committee within the full members, or appointed at the request of the president.

(4) Advisors shall be individuals who have served as officials, or are nominated by the executive committee within the special members.

Article 8

Officers of the association shall serve for a term of 2 years. However they may remain in office beyond that time.

Article 9

Executive committee meetings and general meetings shall be held as the decision-making bodies of the association.

Section 5 Officers

Article 10

1. The president shall act as the representative of the association, and coordinate the association's affairs.
2. The vice-presidents shall assist the president and carry out the president's duties if the president is unable to do so. One of the vice-presidents will act as a general affairs officer, and be responsible for the holding of executive council meetings and general meetings.
3. The secretaries shall voice their opinions at the executive meetings, and shall assign duties and be responsible for the administration of the association.
4. The honorary advisor and the advisors shall provide advice regarding the administration of the association, and may, at the request of the president, attend meetings of the association and voice their opinions.

Article 11

1. The secretaries shall be in-charged of carrying out the following tasks.
 - (1) General administration of the association's executive office and general meetings etc.
 - (2) Accounting
 - (3) Editing and publication of the association's newsletter.
 - (4) Management of the interaction support, member's registry system, and electronic data.
 - (5) Updating of the registry of members and provisional support for mutual interaction and friendship between members
 - (6) Acting as the representative of the alumni organizations of each faculty.
 - (7) Coordination of the overseas alumni association's activities (Overseas chapters)
2. As a rule, responsibility for carrying out tasks (1)-(5) above shall be assigned to each faculty and carried out while being passed on each year.
3. The office term for tasks (6) and (7) shall be one year, but officials extend for another term.
4. Activities shall be carried out by delegating the tasks to appointed individuals.
5. When necessary, operations may be outsourced, depending upon on the approval of the executive committee.

Section 6 The executive committee

Article 12

From among the officers specified in Article 6, the executive committee shall be made up of the president, vice-presidents and secretaries.

Article 13

The executive committee meetings shall be convened by the president, and the vice-president acting as the general affairs officer shall be responsible for holding the meetings.

Article 14

The executive committee shall hold deliberations regarding the following matters.

- (1) Matters relating to the running of the association's activities.
- (2) Reports on the association's activities and financial statements
- (3) Activity planning proposals and budget proposals.
- (4) Matters relating to the nomination of supporting members.
- (5) Other proposals related to the administration of the association.

Article 15

1. Executive committee meetings must be made up of a majority of the committee members.
2. Committee members who cannot attend committee meetings may delegate their vote to other committee members or the chairperson, and if they do so they will be considered to have attended the meeting.
3. The president will act as the chairperson for the committee meetings.
4. Resolutions of the executive committee shall require the agreement of a majority of the committee members in attendance to be passed, and in the case of a tied vote the resolution shall be decided by the chairperson.

Section 7 General Meeting

Article 16

1. General meetings shall be held as regular general meetings or extraordinary general meetings, and shall be convened by the president and composed of the officers and full members of the association.
2. As a rule, the regular general meeting shall be held every year.
3. Extraordinary general meetings shall be held when the president considers it necessary.
4. When the president convenes a general meeting, notification to full members must be sent in written or electronic form at least four weeks beforehand.

Article 17

General meetings shall deliberate and approve or decide the following matters.

- (1) Establishment, modification, or abolition of the association's regulations.
- (2) Reports on association activities, earnings, expenses and settlements of accounts from the previous general meeting.
- (3) Association's activities planning inclusive of income and expenditure budgeting.
- (4) Other important matters pertaining to the administration of the association

Article 18

1. The general meeting must be attended by more than two thirds of the association officers.
2. Members who cannot attend the general meeting may delegate their vote to the chairperson, and if they do so they will be considered to have attended the meeting.
3. The president will act as the chairperson of the general meeting.
4. Resolutions of the general meeting shall require the agreement of a majority of the members in attendance to be passed, and in the case of a tied vote the resolution shall be decided by the president.

Section 8 Accounting

Article 19

Membership fees, donations and other income shall serve to cover the expenses necessary for the administration of the association. However if necessary, and with the approval of the executive committee and in the general meeting, funds may be collected for unanticipated expenses.

Article 20

1. Fees for full membership in the association shall be as follows.
 - (1) Participation fee 5,000 yen
 - (2) Lifetime membership fee 10,000 yen
2. Membership fees shall be gathered collectively upon enrolling at the university, and will be managed by the association. While attending the university, students shall be awarded associate membership.

Article 21

As a rule, membership fees that have been collected will not be refunded. However, if a student is removed from the university's registry before graduating or completing his/her studies, the fee will be refunded if an application is submitted within 6 months. In such a case membership in the association will be forfeited.

Article 22

The association's financial year shall begin on the 1st of April and end on the last day of March of the following year.

Article 23

1. The association's income and expenditures will be implemented in accordance with the budget. The budget will take into account plans for activities that are submitted to the executive committee each year, and will be decided upon deliberation and approval in the general meeting.
2. The officer responsible for accounting must promptly implement a settling of accounts at the end of the financial year and submit the accounts to an audit.

Section 9 Auditing of accounts

Article 24

1. Auditing of accounts shall be carried out by an individual who is not an officer of the association.
2. Auditing of income and expenditure related to the association's activities will be carried out for each year, and the result of the audit shall be reported to and approved in the general meeting.
3. The auditor may attend meetings of the executive committee and convey his/her opinions if required.

Section 10 The registry of members

Article 25

The registry of members of the association (contact details for full members, hereafter referred to as the registry of members) shall be kept properly up to date and, while carefully guarding the personal information contained, "Rules relating to the management and use of the register of members" shall be separately determined, to ensure the register of members is used effectively to fulfill the aims of the association, which are to promote friendship between its members and contribute to the development of the Toyohashi University of Technology, and the registry of members shall be managed and used based on these rules.

Section 11 Miscellaneous regulations

Article 26

Modification of these regulations requires the approval through a resolution made by the executive committee in a general meeting.

Article 27

Regulations necessary for the implementation of the association's constitution, together with other required items shall be decided by the president through a resolution of the executive committee.

Supplementary provisions

Revisions to the association's constitution were approved by the general meeting held on the 19th of December 1992 and came into force from the 20th of December 1992.

Students attending the university in 1992 and 1993 shall pay their membership fees all at once upon graduation or completion of their studies, in accordance with Article 20.

This constitution comes into force from the 31st August 2014, following approval of the revisions by the general meeting held on the 30th of August 2014.

Toyohashi University of Technology Alumni Association “Rules relating to the management and use of the registry of members”

(Enacted October, 2013)

1. The registry of members of the association (contact details for full members) shall be kept up to date and carefully safeguarded to ensure the personal information is used effectively to promote friendship between its members and to contribute to the development of the Toyohashi University of Technology, which are the aims of the association.
2. The Toyohashi University of Technology Alumni Association shall collect and manage the following information relating to full members (hereafter referred to as the information).
Enrolment number, name, birthplace, year of graduation or completion of studies, research office, high school, colleges, email address, name address and telephone number of employer, home address and telephone number, parents home address and telephone number.
3. The information will be based on the as received information at the time of graduation or completion of studies, and will be updated upon request from the member.
4. The information shall be used for distribution of the association newsletter and notifications of general meetings etc, as well as activities promoting interaction between members. In addition, a separate memorandum shall be determined, where the information shall be utilized by sharing and joint management for distribution of notices to alumni from Toyohashi University of Technology.
5. Disclosure of the information shall be limited to provision to the Toyohashi University of Technology or related organizations based on the memorandum, or if disclosure is desired by a member for the purpose of contacting another member in order to facilitate closer relations between members. When information is disclosed an association official shall confirm the identity of the member requesting the information and the purpose for which it is to be used, and the information disclosed shall be limited to the extent judged necessary.
6. If contact between members based on the disclosed information results in confirmation that the information has changed, the member who received the disclosed information, may, with the permission of the member concerned, provide the updated information to the association, and this may be used to update the registry of members.
7. The basic policy for the protection of personal information shall be determined as follows.
 - (1) Personal information shall be used based on these rules, and solely for the purposes of the association.
 - (2) Inquiries relating to personal information that are not based on the law and on 4. shall not be entertained.
 - (3) If a member does not desire his/her information to be disclosed to another, even if such disclosure is in accordance with these rules (non-disclosure), or if a member wishes to have his/her information removed from the registry of members, the registered information can be changed at any time, now and in the future, by write-in application to the association. If there was no such application has been made members will be deemed to have agreed to disclosure of their personal information in accordance with these rules or if the executive committee has judged such disclosure to be necessary.

Supplementary provision

These rules were approved by the general meeting held on the 12th of October 2013, and come into force from the 13th of October 2013.