

The Constitution of TIEC ALUMNI

(as of February 26, 2009)

Chapter 1: General Agreement

Article 1. Name

The name of this organization shall be "TIEC ALUMNI".

Article 2. Members

The Members of TIEC Alumni shall be any former resident of the Tokyo International Exchange Center who at the time of departure or after the departure from Tokyo International Exchange Center has expressed his or her wish to become a Member.

Article 3. Address

The headquarters of the organization shall be placed inside the Resident Assistants Office of the Tokyo International Exchange Center at 2-79 Aomi, Koto-ku, Tokyo, Japan.

Article 4. Goals

Goals of the organization shall be as follows:

- 1) To promote and support the continuation of academic and cultural exchange between the TIEC Alumni members as well as between the Members and the current residents of the Tokyo International Exchange Center.
- 2) To contribute to the development of the Tokyo International Exchange Center as a base for international academic exchange.

Article 5. Activities

The main activities of the organization shall be as follows:

- 1) To publish and manage the Membership List of TIEC Alumni
- 2) To cooperate with the Tokyo International Exchange Center with the execution of events and programs sponsored by the Center, and to participate in cultural/academic exchange events
- 3) To sponsor and organize exchange events (including academic exchange and presentations) by the Members
- 4) To promote events held by Members
- 5) To dispatch information for the Members using the Internet (Webpage) and E-mails
- 6) To organize, sponsor, or execute other necessary activities, which shall be effective in achieving the goals established in Article 3.

Chapter 2: Membership

Article 6. For Membership

Anyone who wishes to join TIEC Alumni shall hand in a Membership Request Form to the Board of Administrators of TIEC Alumni at the time of departure from TIEC, or fill out an Alumni registration form in <http://tiecalumni.net>. No extra fee shall be taken for membership.

Article 7. Withdrawal

7-A

Withdrawal from the Membership can or shall be achieved if a Member fulfills any of the following:

- 1) If a member does not participate in the General Meeting or does not hand in a letter of mandate for the General Meeting consecutively for 3 years.

- 2) If a member hands in a letter of withdrawal to the Board of Administrators of TIEC Alumni.
- 3) If certain actions of a member dishonors TIEC Alumni or the Tokyo International Exchange Center, and if the removal of that member from TIEC Alumni has been approved at the General Meeting.

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Any member who has been removed from TIEC Alumni due to reasons listed in Article 7-A(3) and who wishes to rejoin shall need an approval by the General Meeting accepting his or her re-membership.

Chapter 3: Administration

Article 8. Administrating Members

The organization shall appoint members fewer than 11 for the administration of TIEC Alumni's affairs. The administrating members shall fulfill the following:

- 1) Members of the Resident Assistants Office of the past year. The term as an administrating member shall be one year, but could be reappointed.
- 2) Former residents of the Tokyo International Exchange Center whose appointment as an administrating member of TIEC Alumni is seen as appropriate. The term as an administrating member shall be one year, but could be reappointed.

Article 9. The Board of Administrators

Members who are appointed as administrating members shall consist The Board of Administrators and shall manage, execute, and lead the overall administrating affairs of TIEC Alumni.

- 1) The Board of Administrators shall hold meetings when necessary and shall meet at the call of a board member.
- 2) The Board of Administrators shall discuss and decide matters necessary for the operation of the organization and topics to be decided at the General Meeting.
- 3) The Board of Administrators shall organize, recruit, approve, and promote the execution of events in accordance with Article 4.
- 4) The Board of Administrators shall regularly publish E-letters to the Members of TIEC Alumni, and manage and update the organization's Internet webpage.

Article 10.

One member of the Board of Administrators shall be appointed as the President of TIEC Alumni and shall be elected to office by the General Meeting. The President shall follow the decisions set at the General Meeting and must lead the overall affairs of the organization.

Two members shall also be appointed as Vice Presidents and one member as the Treasurer of TIEC Alumni. The General Meeting shall elect both offices.

Article 11. Auditors

The organization shall appoint two members outside the Board of Administrators as auditors of TIEC Alumni.

- 1) Auditors shall be appointed by the General Meeting
- 2) The term of auditors shall be one year, but could be reappointed. If an auditor is appointed to fill vacancies occurring in mid-term, the term of that newly appointed auditor should be the unexpired terms of the predecessor.
- 3) The auditors shall check all accounts and actions taken by the organization.
- 4) The auditors shall report the results of audit to the General Meeting.

Article 12. Assets and Accounts

The Board of Administrators shall manage all assets and accounts of TIEC Alumni and the assets of the organization shall be the following:

- 1) Donations and Donated goods
- 2) Income resulting from activities of TIEC Alumni
- 3) Income resulting from assets of TIEC Alumni
- 4) Balance carried forward from last year
- 5) Other Incomes

Article 13

The fiscal year shall start on the 1st of February and end on the last day of January of the following year.

Article 14

The Budget and the settlement of accounts shall first be approved by the auditors and shall be reported to the General Meeting by the Board of Administrators. The General Meeting shall give its final approval for the budget and the settlement of accounts.

Chapter 4. General Meeting

Article 15

The General Meeting of TIEC Alumni shall be held once every year except in times of emergency, and the President shall call the meeting.

- 1) The General Meeting shall be deemed valid when 30 or more members of TIEC Alumni are present or present by a letter of mandate, and matters shall be approved by a majority of those who has a vote at the General Meeting.
- 2) Members absent at the General Meeting could entrust their vote to the Chairperson or other members who are present at the Meeting.

Article 16. Matters to be decided at the General Meeting

The following matters shall be decided or approved by the General Meeting

- 1) The appointment of Administrating Members, the President, the Vice Presidents, the Treasurer, and the Auditing Members
- 2) Reports of TIEC Alumni's activities and its plans
- 3) The settlement of accounts of the fiscal year and the budget for the following year
- 4) Changes and amendments to the Constitution
- 5) Removal of members and the approval for re-membership in accordance with Article7 (3) and (4)

Chapter 5. Miscellaneous Agreements

Article 17. Changes and Amendments to the Constitution

Any changes and amendments to the Constitution needs the consent of at least two-thirds of TIEC Alumni members with a vote at the General Meeting

Article 18. Support

The Resident Assistants Office of the Tokyo International Exchange Center shall perform the organization's general affairs. The Japan Student Services Organization's Tokyo International Exchange Center Division shall support TIEC Alumni when necessary and within limits that do not hinder its general duties.

Article 19. Dissolution

TIEC Alumni shall dissolve when two-thirds of all Members approve the dissolution and is so decided at the General Meeting

Article 20. Possession of Remaining Assets

The possession of remaining assets of TIEC Alumni at the time of its dissolution shall be decided at the General Meeting by two-thirds of the Members with a vote at the General Meeting.

(Additional Clause)

The current constitution shall be established on February 28th, 2009 and shall come into effect on March 1st, 2009.