

## By-Laws of Souiki-kai (English Version)

Souiki-kai

Established October 25, 2008

By-Laws revised

October, 2017/October, 2016/October, 2015/October, 2011

Note: By-Laws of Souiki-kai (English Version) consists of translations of By-Laws of Souiki-kai published in Japanese. The official text of each by-laws is the Japanese version. As the English translation is provided only for reference, if there are any discrepancies between Japanese and English versions, the Japanese takes precedence.

### Article 1: Name and Purpose

1. The name of the association shall be Souiki-kai.
2. The purpose of the Souiki-kai shall be to promote friendship and interaction among alumni and students; to assist students' activities in GSFS; and generally to make contributions to public service.

### Article 2: Activities

To achieve the purposes in Article 1, the Souiki-kai shall:

1. Hold events to promote friendship and interaction among members;
2. Compile and maintain an alumni directory;
3. Hold events dedicated for encouraging students' activities in GSFS;
4. Engage in other activities necessary to achieve association purposes.

### Article 3: Membership and Qualifications

The members of the Souiki-kai shall consist of regular members and associate members

1. Regular members shall be persons who have been students in any academic unit of the GSFS or associate members who shall have paid membership fee.
2. Associate members shall be persons who have been professors or staffs in any department or academic unit of the GSFS or who qualify according to additional requirements as the Board of Directors may establish.

### Article 4: Joining/Withdrawing

1. All the students shall join Souiki-kai as a regular member upon enrollment in GSFS.
2. Any person interested in joining Souiki-kai must submit application to the secretary.
3. Associate members who have been professors or staff may join Souiki-kai without applications fee.
4. Any member of the Souiki-kai may resign by giving written notice to the secretary.

### Article 5: Officers and Directors

1. This alumni association shall have the following officers and directors.
  - a. President: 1
  - b. Vice President: 3
  - c. Auditor: 1
  - d. Representative Directors: 1 for each department and 1 student for each division
  - e. Directors : Head of each department, professors/project professors who have graduated from GSFS, and 1 student for each department. Professor/project professor who have not graduated from GSFS can be appointed only under an avoidable circumstances.

2. The President shall be elected at the meeting of Board of Representative Directors and shall be approved at the annual meeting of the members or at a special meeting in lieu of the annual meeting. The President serves 2 years.
3. The Vice-Presidents shall be appointed by the President with the approval of the Board of Representative Directors.
4. Auditor shall be appointed by the President.
5. Representative Directors shall be appointed by the President with the approval of other Directors for each department.
6. A Director shall become a regular member or an associate member.
7. All Officers and Directors shall not preclude from continuous service as a director/officer.

#### Article 6: Duties of Officers

1. The president shall represent the Souiki-kai and shall oversee the management of Souiki-kai.
2. The Vice Presidents shall support the President.
3. The Auditor shall examine the financial accounts of Souiki-kai and shall report the results at the annual meeting of members and at the meeting of the Board of Representative Directors.
4. Representative Directors and Directors shall constitute the Board of Directors.

#### Article 7: Secretariat

1. The secretariat is located in the Graduate School of Frontier Sciences, The University of Tokyo.
2. The members of the secretariat shall be appointed by the President.
3. He or she shall assist the Board of Representative Directors to perform the duties incident to the Board of Directors and the meeting of members.

#### Article 8: Student Department

Souiki-kai may establish Student Department.

#### Article 9: Meetings

1. The annual meeting of members shall be called by the President and be held on such date and at such time and place each year as may be determined by the Board of Representative Directors. Special meetings may be called by the President.
2. At the annual meeting and special meetings, approval shall be needed for following matters.
  - a. Balance sheet and income statement
  - b. Business plan and operation report
  - c. Amendments to the By-Laws
  - d. Other matters stipulated by the meetings
3. Decisions shall be reached by a majority of the members present.

#### Article 10: Board of Directors

1. The Board of Directors shall consist of the President, the Vice Presidents, the Representative Directors, and the Directors.
2. The Board of Representative Directors shall consist of the President, the Vice President, the Representative Directors, and the representative of Souiki-kai Student Department.

3. The Board of Directors and the Board of Representative Directors shall be held as necessary.
4. The President may allow observers for the Board.
5. The following matters shall be resolved at the Board of Representative Directors with the approval of the Board of Directors.
  - a. Agenda of the annual meeting and special meetings of members.
  - b. Admission of associate members
  - c. Other pertinent matters for Souiki-kai

#### Article 11: Amendments

These By-Laws may be changed in whole or in part, at any annual or special meeting by affirmative vote, provided that the draft of amendments is approved by two-thirds vote of the regular members at the meetings of the Board of Directors, present in person.

#### Article 12: Membership Fee

1. Regular members shall pay membership fee.
2. The membership fee shall be specified separately.

#### Article 13: Finances

1. Income received by the Souiki-kai may include, but is not limited to, membership fee, contributions and other sources.
2. Souiki-kai shall keep income and outgo in balance.
3. Balance sheet and budget plan shall be approved in the annual meeting upon the review by the Auditor.

#### Article 14: Fiscal Year

The fiscal year of the Souiki-kai shall begin on the 1st of April and end on the 31<sup>st</sup> of March of the following year.

#### Article 15: Date of Establishment

Souiki-kai was established on October 25, 2008.

#### Article 16: Miscellaneous

The by-laws shall be administrated by the Board of Representative Directors.

#### Supplement

From April 1, 2017, all the students shall join Souiki-kai as a regular member upon enrollment in GSFS. Students who are already enrolled in GSFS as of March 31, 2017 shall be associate members until graduation.