



## INZAI CITY INTERNATIONAL FRIENDSHIP ASSOCIATION CHIBA PREFECTURE, JAPAN (IIFA)

### (Designation)

#### Article-1

This organization shall be called the Inzai City International Friendship Association, Chiba Prefecture, Japan (hereinafter to be called “the Association”).

### (Objective)

#### Article-2

The objective of the Association is, through citizen-oriented activities in the local community, to contribute to the globalization centring on multi-cultural symbiosis thereby fostering up the dream towards future and to render services for the cross cultural understanding and enhancement of international friendship in the municipal society.

### (Operations and Activities)

#### Article-3

The Association shall be engaged in the following activities to achieve the objective stated in the Article-2:-

- (1) To set out plan and its implementation in the field of international friendship exchanges.
- (2) To collect data and information about international friendship exchanges and dissemination thereof.
- (3) To cooperate with other organisations and groups in connection with the international friendship exchanges.
- (4) To set out plan and carry out other activities for accelerating the international friendship exchanges.

### (Membership)

#### Article-4

Membership of the Association shall be consisted of those who agree with the objective stated in Article-2 and wish to join the Association as under: -

- (1) Individual Membership
- (2) Family Membership
- (3) Group Membership
- (4) Corporate Membership
- (5) Associate Membership
- (6) High School Student Volunteer Membership

2. A person who wishes to become a member shall submit an application for membership to the Chairperson, together with the membership fee as stipulated in Article 23, and obtain the approval of the Board Meeting. However, this paragraph shall not apply to Associate Members and High School Student Volunteer Members.



3. Associate Members shall mean the students of Japanese Language Class “Ribbon” who file their names with the Association and agree to receive information from the Association by e-mail or any other means.

4. A High School Student Volunteer Member is a person who has participated or wishes to participate as a volunteer in the Association-sponsored event and has agreed to register with the Association in the prescribed manner.

5. The membership shall become null and void if a member falls any of the terms and conditions stated below: -

(1) When a member proposes withdrawal of its membership.

(2) When a member is dead or becomes insolvency.

(3) When a member does not pay the membership fee of the Association.

(4) When the Board of Directors of the Association judges the member in question is disqualified for deserving the membership of the Association.

6. Each member shall endeavour to cooperate with the Association in regard to participation in and/or operation of its activities, events and language classes.

7. Each person who belongs to a Group or Corporate Member shall be entitled to the same privileges that are given to an Individual Member in regard to participation in the Association’s activities, events, language classes, etc.

### **(Officers of the Association)**

#### **Article-5**

The Association shall consist of the following Officers: -

- |                      |                       |
|----------------------|-----------------------|
| (1) Chairperson      | 1 (one)               |
| (2) Vice Chairperson | Less than 3 (three)   |
| (3) Directors        | Less than 20 (twenty) |
| (4) Accountants      | 2 (two)               |
| (5) Auditors         | 2 (two)               |

### **(Duties of Officers and Directors of the Association)**

#### **Article-6**

The Chairperson shall represent the Association and control all of its operations and activities.

2. The Vice Chairperson shall assist the Chairperson and shall represent him/her in the event of an incident that prevents him/her from fulfilling the duties as the Chairperson.

3. The Directors of the Board shall be in charge of the general matters and affairs of the Association.

4. The Accountants shall be in charge of accounting of the Association.

5. Auditors shall be in charge of auditing the accounting processes and the balance sheet of the Association.

### **(Election of Officers of the Association)**



Article-7

The Officers and Auditors of the Association shall be elected from among the members of the Association at the General Meeting of the Association.

2. The Chairperson, Vice Chairperson and Accountants shall be elected from among the Officers at the Board Meeting and shall be appointed by the approval at the General Meeting of the Association.

**(Term of Officers of the Association)**

Article-8

The term of the Officers shall be two years from the date of appointment provided that thereafter they shall also be entitled to the further extension with reappointment.

2. In the event of the vacancy and/or increase in the number of the Officers, the term of newly appointed Officer shall be the rest of the term of the Officers currently in place.

3. The Officers shall be obliged to continually fulfil their duties during the term until he/she is duly succeeded by the newly appointed successor.

**(Dismissal of Officers of the Association)**

Article-9

The Chairperson of the Association shall be entitled to dismiss an Officer/Officers in the event of such an Officer/Officers have been judged as neglecting his/her duties or having been acting inadequately during the term by way of a resolution with not less than 2/3 (two-third) voting at the Meeting of the Board of Directors..

**(Advisors and Honorary Chairperson of the Association)**

Article-10

The Chairperson shall be entitled to appoint Advisors and Honorary Chairperson for the Association in accordance with the agreement at the Meeting of the Board of Directors.

2. Both of the Advisors and the Honorary Chairperson shall be entitled to attend the General Meeting and the Meeting of the Board of Directors of the Association if so requested by the Chairperson.

3. The Advisors and the Honorary Chairperson shall be entitled to participate in the activities, events and other operations of the Association if so requested by the Chairperson.

**(Meetings)**

Article-11

The Association shall hold its General Meeting, Meeting of the Board of Directors and Special Working Committee.

2. The Chairperson shall be entitled to newly set up a Meeting when it appears to be necessary for smoothly enhancing the operations and activities of the Association.



### **(General Meeting)**

#### **Article-12**

The General Meeting of the Association shall be called by the Chairperson regularly once a year, provided however, an extraordinary General Meeting shall also be called if so recognised as necessary by the Chairperson.

2. The Chairperson of the Meeting shall be elected from the attendants from time to time.

3. Agenda and matters to be discussed and resolved at the General Meeting shall include the following:-

- (1) Regulation-related Matters
- (2) Operation Reports and Settlement of Accounts
- (3) Operation Plans and Budget
- (4) Matters with regard to election and appointment of Officers of the Association.
- (5) Agenda and matters that the Chairperson of the Association judges to be taken up at the General Meeting.

### **(Calling and Information for General Meeting)**

#### **Article-13**

The Chairperson shall call the General Meeting of the Association.

2. Matters to be discussed and resolved at the General Meeting such as the date, time, venue, objectives and agenda and so on shall be informed to all the Members of the Association in writing by the Chairperson at least 14 (fourteen) days in advance prior to the Meeting.

### **(Quorum of General Meeting)**

#### **Article-14**

The General Meeting shall consist of the majority and more (including letters of attorney) of the attendants.

### **(Resolution of General Meeting)**

#### **Article-15**

In case of ayes and noes end in a tie, the Chairperson shall be entitled to exercise the right of judgement thereupon.

### **(Minutes of Proceedings of General Meeting)**

#### **Article-16**

The Minutes of Proceedings shall specify the following items: -

- (1) Date, time and venue.
  - (2) Total number of members and attendants at the General Meeting.
  - (3) Agenda
  - (4) Summary on proceedings and results of related resolutions.
  - (5) Matter of appointing the undersigned.
2. The minutes shall be affixed with signatures and seals of the Chairperson as well as more than 2 persons as Signers appointed at the Meeting.



### **(Voting Right at General Meeting)**

#### Article-17

Every member of the Association shall be endowed by the Association with the equal voting right.

2. Any member of the Association having some specific interests in relevance to the resolution of the agenda shall be disqualified in joining any voting proceedings at the Meeting.

### **(Board of Directors Meeting)**

#### Article-18

The Board of Directors Meeting shall consist of the Chairperson, Deputy Chairperson, the Accountant and Directors where the Chairperson shall be entitled to call the Meeting from time to time presiding over the proceedings.

The Auditors shall also be entitled to attend the Meeting to comment their views and opinions.

2. Following matters shall be considered and discussed at the Board of Directors Meeting: -

- (1) Matters to be taken up at the General Meeting of the Association.
  - (2) Decision of Honorary Members and Advisors.
  - (3) Determination of setting up a Special Working Committee and appointment of related Manager and Vice Manager thereof.
  - (4) Discussion and consideration on activities of the Special Working Committee and the approval thereof.
  - (5) Approval for commendation.
  - (6) Decision-making for disqualification.
  - (7) Other matters that the Chairperson deems as necessary to be taken up.
3. Manager of General Affairs shall record and safe-keep details of relevant discussions and consideration.

### **(Resolution at Board of Directors Meeting)**

#### Article-19

Proceedings of the Board of Directors Meeting shall be determined by the majority voting of the attendants while in case ayes and noes are ties, the Chairperson/Chairwoman shall be entitled to exercise the right of voting.

### **(Special Departments)**

#### Article-20

The Board of Directors Meeting shall set up the following Special Departments so as to accelerate the operations and activities of the Association: -

- (1) General Affairs & Public Relations Department
- (2) Cultural Exchange Department
- (3) Language Department
- (4) Japanese Language Class “Ribbon”



- (5) Multicultural Symbiosis Support Department
- (6) International Goodwill Department
- 2. The Board of Directors Meeting shall be entitled to additionally set up a new Special Department in case of the necessity.
- 3. Managers and Vice Managers shall be posted to the relevant Special Departments.
- 4. Managers shall be elected from Directors of the Board and shall be subject to the approval by the Meeting of the Board.
- 5. Vice Managers shall be selected from the members of the Association by the Manager in charge and shall be subject to the approval of the Board of Directors.
- 6. Activity and operational regulations of the Special Working Department shall be separately decided by the Department depending on the necessity and shall be subject to the approval by the Board of Directors.

### **(Special Working Committee)**

#### **Article-21**

Special Working Committee shall consist of Managers, Vice Managers and responsible staff members of each Department and the Manager in charge shall be entitled to call the meeting as the Chairperson to preside over the meeting from time to time.

- 2. If so deemed it as necessary by the Manager in charge of the Committee, the Manager shall be entitled to ask a third party or person to join the Meeting.
- 3. Matters to be discussed and considered at the Special Working Committee shall be as follows: -
  - (1) Matters and cases that shall be taken up at the Meeting of the Board of Directors.
  - (2) Matters concerning the activities of relevant Committee.
  - (3) Matters for facilitating smoother activities of relevant Committee including interacting coordination and communications.
  - (4) Other matters that the Manager deems as necessary.

### **(Expenses of the Association)**

#### **Article-22**

Expenses of the Association shall be financed as follows:-

- (1) Membership Fee
  - (2) Subsidy
  - (3) Donation
  - (4) Other income
- 2. The Association shall bear the expense required for its operations and activities as per conditions separately provided.

### **(Membership Fee)**



Article-23

Membership Fee of the Association shall be as follows:-

- |                       |                          |               |              |
|-----------------------|--------------------------|---------------|--------------|
| (1) Individual Member | Citizen in the Community | ¥ 2,000/year  |              |
|                       | Individual Member        | Student       | ¥ 1,000/year |
| (2) Family Member     |                          | ¥ 1,000/year  |              |
| (3) Group Member      |                          | ¥ 10,000/year |              |
| (4) Corporate Member  |                          | ¥ 10,000/year |              |
| (5) Associate Member  |                          | Free          |              |

2. Those joining the Association after October 1<sup>st</sup> in the fiscal year shall be entitled to the half-fee.

**(Fiscal Year)**

Article-24

The Fiscal Year of the Association shall be from April 1<sup>st</sup> to March 31<sup>st</sup> of each year.

**(Commendation)**

Article-25

Individuals, corporations and groups making remarkable contributions for the development of the Association shall be entitled to the Commendation at the General Meeting of the Association by way of the prior approval at the Meeting of the Board of Directors.

**(Secretariat)**

Article-26

So as to manage the matters in conjunction with the Association's operations and activities, the Secretariat shall have its Office at the following address:  
Omori Machizukuri Kaikan, 3370 Omori, Inzai City, Chiba Prefecture, Japan.

**(Entrustment)**

Article-27

The Chairperson shall be entitled to summon the Meeting of the Board of Directors to determine the matters deemed necessary in addition to this provision of the Association.

**Supplementary Provision**

This statute shall come into effect from April 14<sup>th</sup> 2001.

This statute shall come into effect from June 1<sup>st</sup> 2002.

This statute shall come into effect from May 24<sup>th</sup> 2003.

This statute shall come into effect from May 26<sup>th</sup> 2013.

This statute shall come into effect from May 18<sup>th</sup> 2014.

This statute shall come into effect from May 23<sup>rd</sup> 2015.

This statute shall come into effect from April 23<sup>rd</sup> 2016.

This statute shall come into effect from April 22<sup>nd</sup> 2017.





This statute shall come into effect from May 26<sup>th</sup> 2018.

This statute shall come into effect from April 1<sup>st</sup>, 2020.

This statute shall come into effect from May 22<sup>nd</sup>, 2021.

This statute shall come into effect from May 20<sup>th</sup>, 2023.

This statute shall come into effect from May 18<sup>th</sup>, 2024.

This statute shall come into effect from May 17<sup>th</sup>, 2025.