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Terms of References of the Alumni Association of the Graduate School of Global Environmental Studies, Kyoto University

I. General Rules

- Act. 1 This association is called the Alumni Association of the Kyoto University Graduate School of Global Environmental Studies (hereinafter referred to as “the Association”).
- Act. 2 The objectives of the Association are to promote mutual friendship among the members and to contribute to the prosperity of the Kyoto University Graduate School of Global Environmental Studies.
- Act. 3 The headquarters of the Association should be located at the Kyoto University Graduate School of Global Environmental Studies.

II. Members

- Act. 4 The Association comprises the following Members:
- (1) Members: Those who have completed the masters/doctors program of the Kyoto University Graduate School of Global Environmental Studies;
 - (2) Associate Members: Those who currently attend the masters/doctors program of the Kyoto University Graduate School of Global Environmental Studies (except Members);
 - (3) Special Members: Present and former faculty and staff members of the Kyoto University Graduate School of Global Environmental Studies (except Members), and those who have special relationships with the Graduate School of Global Environmental Studies and are approved by the Executive Board.

III. Activities

- Act. 5 The Association, in order to pursue its objectives, will carry out the following activities:
- (1) Publication of the membership list;
 - (2) Other activities necessary to pursue the objectives provided in Act. 2.

IV. Executive Members and Year Representatives

- Act. 6 The Association has the following Executive Members with the following responsibilities:
- (1) President: One person (Prime responsibility of the Association affairs), one-year term;

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- (2) Vice President: A few persons (Assisting the President), one-year term;
- (3) Secretary: A few persons (Handling overall Association affairs), one-year term;
- (4) (Deleted) ;
- (5) Auditor: Two persons (Auditing the Association account), one-year term;
- (6) Executive officer: One person (Managing head office), one-year term.

Act. 7 The Executive members should be selected in the following manners:

- (1) The President should be nominated from the Members, and the Vice President, Secretary, Auditor and Executive Officer from any members, through the Executive Board;
- (2) The Executive members required to be approved at the general assembly.

Act. 8 A vacancy among the Executive members during its term may be filled by a member recommended by an Executive member with a remaining term of the predecessor.

Act. 9 There should be in principle two Year-Representatives for each graduating year of the Members.

Act. 10 The Year-Representatives will liaise between the Members of respective years and the Executive members.

V. Meetings

Act. 11 The Association should have the following meetings and the head office:

- (1) General Assembly;
- (2) Executive Board;
- (3) Head Office.

Act. 12 The General Assembly should be organized as follows:

- (1) The General Assembly is the top decision-making body and comprises the members;
- (2) The General Assembly discusses and approves the following items:
 - <1> Approval of Executive members;
 - <2> Reports on activities and final accounts;
 - <3> Activity plan and budget;
 - <4> Change of membership fee;
 - <5> Other significant matters relating the administration of the Association.
- (3) The General Assembly should be held once a year on the date decided by the Executive Board. In addition, it may be held as deemed necessary by the Executive Board;
- (4) The decisions of the General Assembly should be made by a majority of all members present. However, members who abstain from the assembly can exercise voting

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rights through the procedure that is approved by the Executive Board such as submission of paper or e-mail;

- (5) Holding the General Assembly should be informed to all members by the postal mail or e-mail;
- (6) Memorandum of the General Assembly should be distributed to all members by postal/e-mail.

Act. 13 The Executive Board should be organized as follows:

- (1) The Executive Board is the decision-making body representing the General Assembly, comprising the Executive members;
- (2) The Executive Board discusses, approves and implements the following items:
 - <1> Reelection of the Executive members;
 - <2> Amendments to this Terms of Reference and others;
 - <3> Executing the report of the activity and final accounts;
 - <4> Executing the activity plan and budget;
 - <5> Membership fee;
 - <6> Any other items.
- (3) The Executive Board should meet at least once a year as deemed necessary by the President and/or majority the Executive members;
- (4) The Executive Board is held by the presence of a majority of the Executive members, and decisions should be made by a majority of the members present;
- (5) Memorandum of meeting of the Executive Board should be executed and reported when its opening is approved by the Executive Board and/or requested by members.

Act. 13. 2 Head Office should be organized as follows:

- (1) Head Office manages clerical works and comprises the Executive Officer and officers;
- (2) Officer of the Head Office may be in principle selected by the Executive Officer;
- (3) Head Office implements the following items:
 - <1> Accounting;
 - <2> Distribution of the membership lists and annual report;
 - <3> Any other items approved by the Executive Officer.

VI. Account

Act. 14 The expenses for the administration of the Association should be covered by membership fees and other incomes.

Act. 15 The amount of the membership fee of the Association should be planned by the Executive Board and approved by the General Assembly.

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Act. 16 The financial year of the Association starts on September 1st ending on August 31st every year.

Act. 17 The Executive Officer should report on the account to the Executive Board at the end of each financial year.

VII. Others

Act.18 Any member can resign its membership with the notification to the Executive Board by the way, approved by the Board such as in writing and/or by e-mail.

Act.19 Members, who bring disgrace on the Association, may be resigned by the approval of the General Assembly through the deliberation at the Executive Board.

Supplementary Provision

This Terms of Reference will take effect on March 23, 2004.

This Terms of Reference will take effect on March 5, 2005.

This Terms of Reference will take effect on September 23, 2005.