

September 17, 2024

Decision by the Vice President for Global Affairs

Constitution of the Tsukuba Universal Alumni Network

Chapter 1 General provisions

(Purport)

Article 1 This Constitution shall provide for the organization and operation of the Tsukuba Universal Alumni Network (hereinafter referred to as "TUAN"), which will be established in accordance with the Organization and Operation of the Global Alumni Relations (Decision by the Vice President for Global Affairs on December 18, 2023)

(Purpose)

Article 2 The purpose of the network is to contribute to the development of the network and the University of Tsukuba by promoting mutual exchange and information exchange among members based on the voluntary and autonomous activities of its members.

(Projects)

Article 3 In order to achieve the purpose of the preceding article, the network shall carry out the following projects.

- (i) Projects related to mutual exchange and information exchange among members
- (ii) Projects related to the dissemination of information about the network and the University of Tsukuba
- (iii) Projects related to building of a network of overseas alumni
- (iv) Other projects necessary to achieve the purpose of the preceding article

Chapter 2 Members

(Members)

Article 4 Members of the network shall be the following persons.

- (i) Graduates of foreign nationality who received their degrees from the University of Tsukuba (including the University of Library and Information Science; the same applies to the next item and item (iii))
- (ii) Graduates of Japanese nationality who received their degrees from the University of Tsukuba (limited to those who reside abroad)
- (iii) Students of foreign nationality who have been admitted to the University of Tsukuba (excluding those listed in item (i))
- (iv) Students of foreign nationality enrolled at the University of Tsukuba
- (v) Students, graduates, officers, faculty members, and employees (including persons who have retired) of the University of Tsukuba who agree with the purpose of the network and wish to become a member
- (vi) Other persons specifically approved by the representative

2 A member may withdraw from membership by notifying a representative.

(Membership registration)

Article 5 A member shall register as a member.

2 The network may give priority to members who have registered as members, such as the provision of services.

(Loss of eligibility)

Article 6 A member of the network shall lose eligibility in the event that any of the following items applies.

- (i) When the member withdraws from membership
- (ii) When the member dies or is declared missing

(Expulsion)

Article 7 A member may be expelled by a resolution of the board of officers in the event that any of the following items applies.

- (i) When the member's conduct is detrimental to the honor or dignity of the network
- (ii) When the member disrupts the order of the network
- (iii) When the member has caused damage to the network intentionally or through gross negligence
- (iv) When it is established that the member has an apparent conflict of interest with the network

Chapter 3 Officers, etc.

(Officers)

Article 8 The network shall have the following officers.

- (i) 1 representative
- (ii) 3 vice representatives

(Appointment of officers)

Article 9 Officers and the auditor shall be appointed at the general meeting from among members set forth in Article 4, paragraph 1, item (i) who have already registered as members as stipulated in Article 5 in principle.

(Term of office of officers)

Article 10 The term of office of officers shall be 2 years for 1 term, and reappointment shall not be precluded; provided however, that they may not hold office for more than four consecutive years.

2 In the event of a vacancy, the term of office of the successor shall be the remaining term of the predecessor.

(Duties of officers)

Article 11 The duties of officers shall be as follows.

- (i) The representative shall represent the network and preside over the affairs of the network.
- (ii) Vice representatives shall assist the representative.
- (iii) Officers, as representatives of the network, shall promote various measures necessary for the revitalization of the network's activities and expansion of the overseas alumni network, and shall actively provide local information to the University of Tsukuba and disseminate information about the University of Tsukuba.

2 Officers must comply with the following matters.

- (i) Officers must use their position solely for the benefit of members.
- (ii) Officers shall not use their position for personal honor, financial and non-financial gain.
- (iii) Officers must abide with this constitution and provisions in accordance with the spirit of the network.
- (iv) Officers shall not engage in any act that damages the reputation of the network and the University of Tsukuba through fraud or corruption.

(v) Officers shall not divulge confidential information obtained in the course of their duties to others. The same shall apply even after retiring as an officer.

3 In the absence or disability of the representative, the vice representative designated in advance by the representative shall perform the duties of the representative in his/her place.

4 Officers must swear an oath to comply with the matters set forth in each item of paragraph 2 at the general meeting where they are appointed and must sign the written oath set forth in the appended form.

5 In the event that an officer violates any of the matters listed in each item of paragraph 2, the officer may be dismissed by a resolution of the general meeting after consulting with the board of officers.

(Auditor)

Article 12 The network shall have an auditor with core objective to audit reports of the status of the network and annual accounting.

2 The term of office of the auditor shall be 2 years and reappointment shall not be precluded; provided however, that the term of office of the representative at the time of reappointment may not be exceeded.

3 The auditor may not hold a concurrent position as an officer of the network.

4 The auditor may attend the general meeting and board or officers.

(Honorary representative)

Article 13 In order to support the activities of the network and provide advice to the representative, the network shall appoint an honorary representative, who shall be appointed by the president of the University of Tsukuba.

2 The honorary representative may attend the general meeting.

(Advisor)

Article 14 The network may appoint an advisor to advise on important matters of the network's affairs.

2 The advisor shall be appointed by the representative.

3 The advisor may attend the general meeting and board of officers.

Chapter 4 Meetings

(General meeting)

Article 15 The general meeting shall consist of members.

2 The general meeting shall be held once a year, and may be held on an ad hoc basis when the representative or board of officers deems it necessary.

3 The general meeting shall be convened by the representative, who shall preside at the meeting.

4 The general meeting shall discuss and resolve the following matters.

- (i) Matters concerning the appointment and dismissal of officers and the auditor
- (ii) Matters concerning the approval of annual reports
- (iii) Matters concerning the approval of the annual budget and financial statements
- (iv) Matters concerning the collection of membership fees and other expenses from members
- (v) Other matters that the board of officers determines to be brought up for discussion at the general meeting

5 The agenda of the general meeting shall be decided by a majority of those present, and in the event of a tie, the chairperson shall make the decision.

(Board of officers)

Article 16 The general meeting shall consist of officers.

2 The board of officers shall be convened by the representative as necessary, and shall be chaired by the representative or a person designated by the Representative. 3 The board of officers shall discuss and resolve the following matters.

- (i) Matters concerning the amendment or abolition of the constitution
- (ii) Matters concerning the budget and settlement of accounts
- (iii) Matters concerning the nomination of officers and the auditor to the general meeting
- (iv) Matters concerning the project plan and project report
- (v) Important matters to be submitted to the general meeting for deliberation
- (vi) Matters concerning the dismissal of officers and the expulsion of members
- (vii) Other matters necessary for the operation of the network

4 The details of the discussion and decision under each item of the preceding paragraph shall be reported to the general meeting.

5 The board of officers may not hold a meeting and vote unless a majority of the officers are present.

6 The agenda of the board of officers shall be decided by a majority of the officers present and in case of a tie, the chairperson shall make the decision.

7 Notwithstanding the provisions of the preceding 2 paragraphs, if an officer makes a proposal on a matter that is the subject of a resolution of the board of officers, and if all the officers

who are eligible to participate in the voting on the proposal express their consent to the proposal in writing or by electromagnetic record, the proposal shall be deemed to have been approved by the board of officers; provided however, that this shall not apply in the event that the auditor raises an objection.

Chapter 5 Accounting

(Operating expenses)

Article 17 The operating expenses of the network shall be covered by the budget of the University of Tsukuba, donations to and membership fee of TUAN, and other income.

2 Members of the network shall pay the membership fee at the time of registration.

3 A provision for the collection of membership fees from members shall be determined separately.

(Fiscal year)

Article 18 The fiscal year of the network shall begin on April 1 of each year and end on March 31 of the following year.

Chapter 6 Secretariat

(Secretariat)

Article 19 The affairs of the network shall be handled by the Global Alumni Relations.

Chapter 7 Miscellaneous provisions

Article 20 In addition to the provisions of this constitution, matters necessary for the operation of the network shall be determined separately.

Article 21 The handling of personal information shall be in accordance with the provisions of the University of Tsukuba Personal Information Protection and Management Regulations (Corporate Regulations No. 17 of 2022) and the University of Tsukuba's privacy policy based on the EU General Data Protection Regulation (GDPR), and other corporate regulations.

Supplementary Provisions

1 This constitution shall come into effect from September 17, 2024 and shall apply from

October 1, 2023.

2 Notwithstanding the provisions of Article 9, the initial officers shall be appointed at the general meeting for the establishment of the Tsukuba Universal Alumni Network.

3 The membership fees provided for in Article 17, paragraph 2 shall not be collected until the provisions stipulated in paragraph 2 of the same Article are enacted.

4 Notwithstanding the provisions of Article 18, the fiscal year at the time of establishment shall be an interim accounting period, beginning on October 1, 2023 and ending on March 31, 2024.

5 This Constitution shall cease to have effect when TUAN becomes independent.

Appended form (related to Article 9, paragraph 4)

Written Oath of TUAN Officer

I pledge to do the following:

1. As an officer of the Tsukuba Universal Alumni Network (TUAN), I will use my duties solely for the benefit of its members.
2. I will not use my position for honor, financial or non-financial gain.
3. I will abide by the constitution and provisions of TUAN in accordance with its spirit.
4. I will never damage the reputation of TUAN or the University of Tsukuba through fraud or corruption.
5. I will not divulge confidential information that I have learned in the course of my duties to any other party during my term of office or even after I retire.

Date:

Signature: