

# Hiroshima Canada Association Constitution

## Chapter 1. General

### (Name & Office)

Article 1. This association is designated as Hiroshima Canada Association and its office is placed in the city of Hiroshima.

### (Aims)

Article 2. This association aims to deepen mutual understanding between Canada and Hiroshima through academic, cultural and economic exchanges and to promote friendly relationship.

### (Operations)

Article 3. This association assumes the following tasks in order to achieve the aims described in the previous article.

- 1) Organization of such events as lectures, exhibitions, film shows, etc.
- 2) Collection and supply of data and information to facilitate mutual understanding.
- 3) Other necessary operations in attaining the aims described in the previous article.

## Chapter 2. Members

### (Members)

Article 4. This association is composed of individual and corporate members who have agreed with the aims of Article 2 and have completed the stated formalities.

### (Admission/ Disqualification)

Article 5. Admission requires recommendation by a member and approval by the Board of Directors.

2. A member is subjected to lose his/her/its qualification by the following causes.
  - 1) Presentation of a notice of withdrawal
  - 2) Dissolution of this association
  - 3) Decease of an individual member
  - 4) Disapproval by the Board of Directors

### (Membership Fee)

Article 6. Membership fee for this association is stated as follows.

Annual Individual Membership Fee\* 5,000 yen

\*For Canadians and students, a special rate of 500 yen is applied.

Annual Corporate Membership Fee 15,000 yen/share

(More than one share required.)

## Chapter 3. Officers

### (Board of Officers)

Article 7. This association establishes the following officers.

(Title)	(Number of Officers)
President	one
Vice-President	a few
Senior Managing Director	one
Director	a few
Auditor	two

### (Election of Officers)

Article 8. President, Vice-Presidents and Senior Managing Director are elected through mutual election within the Board of Directors.

2. Directors and Auditors are elected at the General Assembly.
3. In the event of a mid-term resignation by the Auditor, a substitute will be selected by the Board of Officers to serve until the next General Assembly.

### (Duties of Officers)

Article 9. President represents this association and supervises its duties.

2. Vice-President assists President and substitutes him in his/her absence.
3. Senior Managing Director assists President and conducts all duties of assemblies and meetings.
4. Directors assist President and take care of major duties of the meetings.
5. Auditors audit accounts.

(Term of Office)

Article 10. Term of office is fixed to two years. However, this does not disturb reappointment.

2. Officers inaugurated as substitutes are to take office for the remaining term of their predecessors.

(Honorary President, Advisor & Honorary Member)

Article 11. Placements of Honorary President, Advisors and/or Honorary Members are allowable.

2. Honorary President, Advisor and/or Honorary Member is established upon approval of the Board of Directors and the request by President.

## **Chapter 4. Assembly**

(General Assembly)

Article 12. General Assembly is composed of the members and called by President once a year. Special General Assembly can be summoned, provided that the Board of Directors considers it to be necessary.

2. General Assembly becomes effective with the attendance of more than half the number of members (including letters of attorney and attendance by substitutes).
3. Items to be discussed at the General Assembly are as follows.
  - 1) Plan and report of operations
  - 2) Budget and settlement of accounts
  - 3) Election and dismissal of officers
  - 4) Revision of association rules
  - 5) Other items recognized necessary by the Board of Directors
4. A resolution is passed by the approval by more than half of the attendance at the General Assembly.

(Board of Directors)

Article 13. Board of Directors is composed of Directors and is called by President at need.

2. Board of Directors becomes effective with the attendance by more than half the number of Directors (including letters of attorney and attendance by substitutes).
3. Items to be submitted to the Board of Directors are as follows.
  - 1) Items to be discussed at the General Assembly
  - 2) Items stated to be discussed by the Association Rules
4. A resolution is passed by the approval by more than half of the attendance at the Board of Directors.

(Committee)

Article 14. Committees can be established in order to conduct smooth operation of activities.

2. A committee is established by a resolution of the General Assembly.

## **Chapter 5. Accounting**

(Fiscal Year)

Article 15. Fiscal year for this association is stated to be from April 1st to March 31st of the following year.

(Expenses)

Article 16. Expenses of this association are supplied by membership fees and other earnings.

## **Chapter 6. Secretariat**

(Secretariat)

Article 17. Secretariat is established to handle office work of this association.

2. Secretary General is appointed upon request of President.
3. Secretary General manages the secretariat and takes care of office work.

## **Chapter 7. Supplementary Articles**

(Mandate to Board of Directors)

Article 18. Necessary matters regarding the enforcement of these rules of this association are to be decided by the Board of Directors.

(Date of Enforcement)

Article 19. The rules of this association will take effect on July 11th, 2016.