

As of July 1, 2022

# Constitution of the UTokyo Alumni Association

## Chapter 1 General Provisions

(Name)

Article 1. The Association is called “UTokyo Alumni Association” (abbreviated as “UTAA”).

(Purposes)

Article 2. UTAA is the overarching alumni organization of the University of Tokyo (the “University”) including all of the University’s students. UTAA’s purposes are, through close communication between the University and the Association’s members (the “Members”) and among the Members, to enable the Members to perform activities such as friendship promotion and collaboration and to globally support the development of the University.

(Location)

Article 3. UTAA is located at 7-3-1 Hongo, Bunkyo-ku, Tokyo, Japan.

(Business)

Article 4. UTAA conducts the following business to achieve its purposes prescribed in Article 2:

- (1) to promote communication between the University and the Members and among the Members.
- (2) to promote cooperation, mutual support and friendship development between the University and the Members and among the Members.
- (3) to collaborate with and support the University and the University’s students.
- (4) to interact with organizations such as other universities’ overarching alumni associations.

## Chapter 2 Members

(Members)

Article 5. UTAA’s Members are as follows:

(1) Individual Members

- a. alumni of the University’s Faculties and Graduate Schools, Executive Management Program, etc. (including those enrolled as students).
- b. students of the University.
- c. faculty and staff members (including former members).
- d. individuals who have been approved by the Executive Committee as special members in recognition of their contribution to the University and/or the Association (“Special Individual Members”).

(2) Group Members

- a. alumni associations, social gathering groups and so on which have been organized for the University’s graduate schools, departments, seminars, classes, circles, sports clubs, etc.
- b. the University’s alumni associations, social gathering groups and so on which have been organized by geographical region domestically and abroad.
- c. federations of the alumni associations listed in a. and b. above.

(3) Family Members

Individuals who are spouses of Individual Members or guardians (parents, etc.) of the University’s students and have applied for membership and paid the membership fees prescribed in Article 16, paragraph 3.

## Chapter 3 Executives

(Executives)

Article 6. The Association shall have the following Executives:

- ( i ) President: one person.
- ( ii ) Honorary President: President of the University of Tokyo and other person(s).

(iii) Deputy President: one or more person(s).

(iv) Advisor: one or more person(s).

(v) Auditor: one or more person(s).

(2) The President shall be elected by the majority of the Executive Committee attendants in response to the previous President's proposal and other executives shall be commissioned by the President in accordance with the candidate list determined in advance by the Conference of Delegates and the President's own nomination quota.

(Duties of Executives)

Article 7. Duties of the Executives are as follows:

(1) the President shall represent UTAA and preside over its affairs.

(2) the Honorary President shall give advice to the President.

(3) Deputy Presidents shall assist the President and perform duties on his/her behalf as necessary. The Deputy President(s), who shall concurrently serve as the Chief Councilor prescribed in Article 8, paragraph 1, shall administrate accounting affairs of the Association.

(4) the Advisor shall give advice upon the President's request.

(5) the Auditor shall audit the Association's accounting processing and property condition and business execution. The Auditor shall report to the Executive Committee.

(Terms of Executives)

Article 8. The term of the President shall end at the Executive Committee meeting held two years later. The term of other Executives shall be two years from April 1st and any Executive shall be eligible for immediate reappointment. However, when a vacancy appears for an Executive, the term of the successor shall be the remaining term of the predecessor.

## Chapter 4 Councilor and Delegates

(Councilors)

Article 9. (1) UTAA shall have several Councilors who shall be designated by the President. One of the Councilors that is concurrently serving as a Deputy President shall be the Chief Councilor.

(2) Councilors shall be members of the Council prescribed in Article 13.

(3) The term of the Councilors shall be two years and they may be reappointed.

(Delegates)

Article 10. (1) UTAA shall have Delegates who shall be elected from Individual Members prescribed in Article 5, paragraph 1 (each, an "Individual Delegate") and Delegates who shall be appointed by Group Members prescribed in the same Article, paragraph 2 (each, a "Group Delegate"; Individual Delegates and Group Delegates are collectively referred to hereinafter as "Delegates" and each, a "Delegate"). Any Individual Delegate cannot concurrently serve as a Group Delegate.

(2) Delegates shall be members of the Conference of Delegates prescribed in Article 14 and hold voting rights at the Conference of Delegates.

(3) 40 or more Individual Delegates shall be selected from the Individual Members who have paid the membership fee prescribed in Article 16, paragraph 1(i). In 2022, the Executive Committee shall select Individual Delegates based on the Council's recommendation. In and after 2023, an election for Individual Delegate selection (an "Individual Delegate Election") shall be held every 3 years. The rules necessary to hold Individual Delegate Elections shall be determined separately.

(4) Each Group Member shall appoint one Group Delegate to the UTAA. Group Delegates appointed by Group Members that have not paid the membership fee prescribed in Article 16, paragraph (1)(ii) as of 30 days before the date of the Conference of Delegates shall not hold voting rights at the Conference of Delegates.

(5) The term of each Delegate shall start on October 1st of the year in which they are elected and end on September 30th of the year in which the next Individual Delegate Election is held (pursuant to the cadence described in Article 10, paragraph 3). Delegates may be reelected. When a vacancy appears for a Delegate, the term of the successor shall be the remaining term of the predecessor.

## Chapter 5 Official Meetings

(Classes of Official Meetings)

Article 11. UTAA's Official Meetings shall be those of the Executive Committee, the Council and the Conference of

Delegates.

(Executive Committee)

Article 12. (1) The Executive Committee shall consist of the President, Honorary President(s), Deputy Presidents, Advisors and Auditors.

(2) The Executive Committee meeting shall be called by the President and generally held in July of each year.

(3) The Executive Committee shall deliberate and determine, by a majority of attendants, final drafts of amendments to the Constitution and matters concerning management and business of the Association.

(Council)

Article 13. (1) The Council shall consist of the Chief Councilor, Councilors, the Chief Secretary and the Director for Regional Alumni Associations.

(2) The Council meeting shall be called by the Chief Councilor and generally be held three times a year.

(3) The Council shall cooperate with the Secretariat and conduct planning and promotion of the business prescribed in Article 4, prior examination of the matters to be deliberated by the Executive Committee prescribed in Article 11, paragraph 3 and so on.

(4) The Council may set up working groups to discuss and consider important matters.

(Conference of Delegates)

Article 14. (1) The Conference of Delegates shall be called by the President and generally held in October of each year.

(2) The Conference of Delegates may be attended by the Executives prescribed in Article 6, paragraph 1 and the Councilors prescribed in Article 9, paragraph 1.

(3) The Conference of Delegates shall deliberate the candidates list of Executives and the nomination quota for the President, and amendments to the Constitution and determine them by a majority of the Delegates who have exercised their voting rights. The Conference shall also receive a report of the matters determined by the Executive Committee, including the settlement of accounts and the annual budget of the Association.

## **Chapter 6 Accounting**

(Expenses)

Article 15. UTAA's necessary expenses shall be covered by membership fees and other funds.

(Membership Fees)

Article 16. (1) UTAA's new Members at the time of admission and existing Members at any time shall pay the following membership fees. However, any Individual Member who has donated a cumulative amount of 50,000 yen or more to the Support Fund for the UTokyo Alumni Association shall be deemed to have paid the membership fee.

( i ) Individual Members: 10,000 yen per person.

( ii ) Group Members: 10,000 yen per group.

(iii) Family Members: 20,000 yen per person.

(2) UTAA may provide the Individual Members and Group Members who have paid the membership fees prescribed in the preceding paragraph with preferential treatment, such as holding events and offering services limited to those members.

(Budget and Settlement of Accounts)

Article 17. The Association's annual budget and settlement of accounts, together with its business report, shall be reported to the Executive Committee and approved by a majority of its attendants, and then be reported to the Conference of Delegates.

(Fiscal Year)

Article 18. The Association's fiscal year shall start on April 1st of each year and end on March 31st of the following year.

## **Chapter 7 Secretariat and Office for Regional Alumni Associations**

(Secretariat)

Article 19. (1) The Association shall have a Secretariat within the University in order to conduct its business.  
(2) The Secretariat shall have a Chief Secretary who is appointed by the President, and the Chief Secretary shall preside over the Secretariat's business.

(Office for Regional Alumni Associations)

Article 20. (1) The Association shall have an Office for Regional Alumni Associations, which shall support activities of the alumni associations which have been organized by geographical region domestically.

(2) The Office for Regional Alumni Associations shall have a Director who is appointed by the President, and the Director shall cooperate with the Chief Secretary and promote intercommunication and discussions among all the Group Members.

## **Chapter 8 Miscellaneous Provisions**

(Rules)

Article 21. In addition to the provisions in this Constitution, necessary rules for the Association's administration shall be established by the Council and be reported to both the Executive Committee and the Conference of Delegates.

Supplementary Provision 1 This Constitution shall be effective as of January 1st, 2005.

2 This Constitution shall be reviewed in response to any changes in circumstances.

Supplementary Provision

This Constitution shall be effective as of April 1st, 2008.

Supplementary Provision

This Constitution shall be effective as of April 1st, 2014.

Supplementary Provision

This Constitution shall be effective as of October 1st, 2020.

Supplementary Provision

This Constitution shall be effective as of July 2nd, 2021.

Supplementary Provision

This Constitution shall be effective as of July 1st, 2022.