

Constitution of the Ritsumeikan University Parents Association of Student Education Assistance

■ Name and Location

Article 1. The Association shall be known as the Ritsumeikan University Parents Association of Student Education Assistance and shall have its head office at Ritsumeikan University.

■ Purpose

Article 2. The purposes of the Association shall be to work in line with the educational policies of Ritsumeikan University (hereinafter referred to as "the University") to facilitate close communication with the parents of current students of the University and its Colleges and individuals equivalent thereto (hereinafter referred to as "parents of students"), support educational initiatives, and foster friendly relations among members.

■ Eligibility for membership

Article 3. The Association shall be composed of the following members.

- (1) Full members: Parents of students of the undergraduate Colleges
- (2) Special members: Faculty and administrative staff members of the University
- (3) Supporting members: Individuals who concur with the aims of the Association and provide support for it

■ Activities

Article 4. The Association shall conduct the following activities in order to achieve its purposes.

- (1) Operation of parents' education discussion forums
- (2) Operation of careers information discussion forums
- (3) Publication of an association newsletter
- (4) Assistance for activities necessary for the education and welfare of students
- (5) Assistance for the educational and research activities of the University
- (6) Other activities necessary for the achievement of the Association's purposes

■ General meeting

- Article 5. The Association shall have a General Assembly, which shall hold regular and extraordinary meetings.
2. Regular meetings of the General Assembly shall be held once each year, and extraordinary meetings of the General Assembly shall be held as necessary following discussion by the Standing Committee.
 3. The General Assembly shall be constituted by the President, Vice-Presidents, Auditors, Standing Committee Members, Committee Members and Secretary-General, and shall be chaired by the President.
 4. Business tabled at General Assembly meetings shall be determined by a simple majority of those in attendance.
 5. The following business shall be determined by the General Assembly.
 - (1) Election of the President, Vice-Presidents, Auditors, Standing Committee Members, and Committee Members
 - (2) Amendments to the Constitution
 - (3) Activity plans, budgets, and settlement of accounts
 - (4) Other important matters

■ Executives

Article 6. The Association shall have the following executive members.

- (1) President: 1
- (2) Vice-Presidents: A small number
- (3) Auditors: 2
- (4) Standing Committee Members: A small number
- (5) Committee Members: 1 or more from each prefecture in which members reside
- (6) Secretary-General: 1
- (7) Secretaries: A small number
- (8) Advisors: A small number
- (9) Counselors: A small number

■ Honorary President

- Article 7. The Association shall have an Honorary President.
2. The President of the University shall be the Honorary President.
 3. The Honorary President may attend and express opinions at meetings of the Standing Committee.

■ Election of executives

Article 8. Executives shall be elected in accordance with the following procedures.

- (1) The President, Vice-Presidents, Auditors and Committee Members shall be elected at a General Assembly meeting from among full members of the Association.
- (2) Notwithstanding the preceding provision, two of the posts of Vice-President shall be filled by a Vice President of the University and the Executive Trustee.
- (3) Standing Committee Members shall be elected at a General Assembly meeting from among Committee Members.
- (4) The President, in election of executives, may recommend candidates in consultations with the Secretary-General and such.
- (5) The Secretary-General and Secretaries shall be appointed by the President from among special members.
- (6) Advisors shall be appointed by the President, following discussion by the

Standing Committee, from among individuals who have given particularly distinguished service to the Association.

(7) Counselors shall be appointed by the President, following discussion by the Standing Committee, from among persons associated with the University.

■ Duties and powers of executives

- Article 9. The President shall represent the Association and oversee its affairs.
2. The Vice-Presidents shall assist the President and assume the President's duties when the President is incapacitated.
 3. The Auditors shall audit the affairs and finances of the Association.
 4. The Committee Members may report to the General Assembly on opinions gathered from members of the Association during prefectural discussion forums and other activities.
 5. The Secretary-General shall conduct the affairs of the Association, and the Secretaries shall assist the Secretary-General.
 6. The Advisors may in response to requests by the President attend and state their opinions at meetings of the Standing Committee.
 7. The Counselors may in response to requests by the Standing Committee attend and state their opinions at meetings of the Standing Committee.

■ Term of office of executives

Article 10. Executives shall have a term of office of one year. This does not preclude re-appointment.

■ Standing Committee

- Article 12. The Association shall have a Standing Committee.
2. The Standing Committee shall consist of the President, Vice-Presidents, Auditors, Standing Committee Members, and Secretary-General, and shall be chaired by the President.
 3. Meetings of the Standing Committee shall be held twice a year in principle, and business shall be determined by a simple majority of those in attendance.
 4. The Standing Committee shall deliberate on the following matters and be responsible for management of the Association.
 - (1) Production of activity plans, budgets and settlement statements
 - (2) Implementation of activity plans
 - (3) Enactment and amendment of operational rules, regulations, etc.
 - (4) Endorsement of Advisors and Counselors
 - (5) Other matters concerning execution of the affairs of the Association

■ Secretariat

- Article 13. The Association shall have a central secretariat which shall be overseen by the Director or Associate Director of the university.
2. The Manager of the Parents and Alumni Association Office shall operate the secretariat.

Article 14. The Association may establish local chapters. Matters concerning local chapters shall be prescribed separately.

■ Accounting year

Article 15. The accounting year of the Association shall run from April 1 to March 31 of the subsequent year.

■ Operating funds

- Article 16. The Association shall be operated using joining fees, membership fees, donations and other income.
2. Amounts and payment methods for joining fees and membership fees shall be as follows.
 - (1) The joining fee for full members shall be 5,000 yen
 - (2) The membership fee for full members shall be 10,000 yen per annum.
 - (3) Supporting member subscriptions shall be in units of 30,000 yen or more per annum, payable to the Association.
 - (4) Joining fees and membership fees for full members must be paid at the start of each academic year.
 - (5) Membership fees, etc. shall be collected by the University on behalf of the Association.

■ Graduate Parents Association

- Article 17. The Ritsumeikan University Parents Association of Student Education Assistance for Graduate Parents (hereinafter referred to as "Graduate Parents Association") and shall be placed under the Association.
2. Constitution of Graduate Parents Association shall be specified separately.

■ Amendment of this constitution

Article 18. This constitution may be amended by decision of the General Assembly following deliberation by the Standing Committee.

■ Enactment of operational rules, etc.

Article 19. Rules concerning the operation of this constitution, and other regulations, shall be prescribed by the Standing Committee.

Supplementary provision

These regulations are effective from May 24, 1992.

Supplementary provision (May 24, 2003 amendment pursuant to alteration of the General Assembly regulations)

These regulations are effective from May 24, 2003.

Supplementary provision (May 20, 2006 amendment pursuant to alteration of the Secretariat regulations)

These regulations are effective from May 20, 2006.

Supplementary provision (May 16, 2009 amendment pursuant to alteration of Division and Office names following organizational restructuring)

These regulations are effective from May 16, 2009

Supplementary provision (May 18, 2013 amendment pursuant to supplement of

parents of graduated students to membership eligibility)
These regulations are effective from May 18, 2013
Supplementary provision (May 17, 2014 amendment pursuant to supplement of
the Election of executives)
These regulations are effective from May 17, 2014
Supplementary provision (May 16, 2015 amendment pursuant to establishment
of the Graduate Parents Association)
These regulations are effective from May 16, 2015
Supplementary provision (May 19, 2018 amendment pursuant to university
restructuring)
These regulations are effective from May 19, 2018