

THE CONSTITUTION OF THE HIROSHIMA PHILIPPINES FRIENDSHIP SOCIETY

CHAPTER 1: INTRODUCTION

Article 1: NAME OF THE SOCIETY

This organization shall be officially known as the HIROSHIMA PHILIPPINES FRIENDSHIP SOCIETY (HPFS).

Article 2: CONTACT

Hiroshima Philippines Friendship Society

c/o JobTessio Co., Ltd.

1-11-3, Mukainadashinmachi, Minami-ku,

Hiroshima, Japan 734-0055

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CHAPTER 2: MISSION AND OBJECTIVES

Article 3: MISSION

To foster mutual understanding, friendship, and to develop bilateral collaboration between Hiroshima and the Philippines towards the promotion of world peace.

Article 4: OBJECTIVES

The objectives of the Society shall be pursued through the following activities:

- 4.1) Cultural exchanges for mutual understanding
- 4.2) Educational and learning exchanges
- 4.3) Technical exchanges
- 4.4) Social awareness through implementation of outreach programs

CHAPTER 3: MEMBERSHIP

Article 5: TYPES OF MEMBERSHIP

- 5.1) Individual membership
 - 5.1.1) General

5.1.2) Student (university students and below)

5.2) Corporate membership

Article 6: MEMBERSHIP APPLICATION

6.1) The applicant should get the Application Form from the HPFS office or download it from the website.

6.2) The applicant should fill-up the Application Form and submit by e-mail, by fax, by post, or in person.

6.3) The Screening Committee shall evaluate the application and inform the applicant of the result.

Article 7: CANCELLATION OF MEMBERSHIP

Membership of the Society maybe cancelled on the following grounds:

7.1) Voluntary withdrawal of membership

7.2) Death

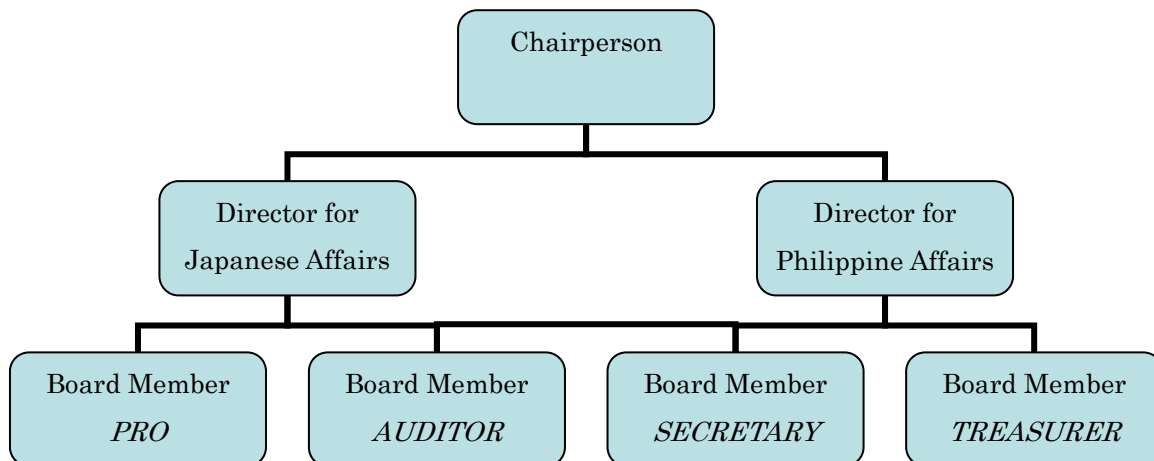
7.3) Cancellation of membership as decided by the Board on the grounds as defined by the Board.

CHAPTER 4: OFFICERS

Article 8: GOVERNING BOARD

The governing board is composed of the Chairperson, Director for Japanese Affairs, Director for Philippine Affairs, and 4 Board Members.

Hiroshima Philippines Friendship Society (HPFS) Organizational Chart



Article 9: ELECTION OF MEMBERS OF THE GOVERNING BOARD

The members of the Governing Board shall be elected at the Annual General Membership Meeting.

Article 10: ELECTION OF OFFICERS

The Chairperson and the Directors for Japanese and Filipino Affairs shall be elected from among the Board Members.

Article 11: TERM OF OFFICE

11.1) A single term of office is for 2 years. Re-election is possible for another consecutive term of another 2 years.

11.2) In case of vacancy of the Chairperson and Directors position, the remaining Board Members shall elect a replacement among themselves to serve for the unexpired portion of the term.

11.3) In case of vacancy in the Board Members position, the vacated position shall be kept open until the next election.

Article 12: DUTIES OF THE GOVERNING BOARD

12.1) The Governing Board is the chief planning and implementing body of the Society.

12.2) The Chairperson is the representative of the Society and supervises all of its affairs. He/she shall represent the society in all matters.

12.3) The Directors shall implement and delegate the tasks and programs of the Society.

12.4) The Board Members shall assist and perform duties designated by the Chairperson and the Directors.

CHAPTER 5: MEMBERSHIP MEETINGS

Article 13: ANNUAL GENERAL MEMBERSHIP MEETING

The General Membership Meeting shall be held once a year which shall be convened by the Chairperson. However, special meetings will be convened as decided by the Governing Board.

13.1) A majority constitutes a quorum and it shall consist of actual members in attendance and proxies (representative or signed authorization documents).

13.2) The agenda of the annual general membership meeting shall be:

13.2.1) Strategic Plan and Report

13.2.2) Financial Report

13.2.3) Election of Board Members (if it falls on election year)

- 13.2.4) Revision/amendment of the Constitution
- 13.2.5) Other matters
- 13.3) All decisions shall be enforced according to majority vote.

Article 14: GOVERNING BOARD MEETING

A Governing Board meeting shall be called by the Chairperson.

- 14.1) A majority constitutes a quorum (no proxies allowed).
- 14.2) The agenda of the Board Meeting shall be:
 - 14.2.1) Setting the agenda of the Annual General Membership Meeting (if it happens immediately prior to the Annual General Membership Meeting)
 - 14.2.2) Objectives and Programs
 - 14.2.3) Other matters
- 14.3) All decisions shall be enforced according to majority vote.

CHAPTER 6: ACCOUNTS

Article 15: FINANCES

The operational budget of the Society shall be taken from membership fees, donations, sponsorship, and other sources.

- 15.1) ANNUAL MEMBERSHIP FEE
 - 15.1.1) Individual
 - 15.1.1.1) General: ¥2,000
 - 15.1.1.2) Student: ¥1,000
 - 15.1.2) Corporate membership: ¥10,000

Article 16: FISCAL YEAR

The fiscal year of the Society shall start on April 1st of the present year and will end on March 31st of the following year.

CHAPTER 7: ADDENDUM

Article 17: EFFECTIVITY OF THE CONSTITUTION

This constitution shall take effect on February 1, 2012.
