

## **CCEA Bylaws**

Applied from 2014, Updated Annually and as Required

### **Introduction**

Association is named the Cross Cultural Exchange Association of Nagoya, hereinafter to be called CCEA.

CCEA was founded in April 1982

### **Objectives and Mission**

This association serves as a non-profit organization dedicated to promoting cultural exchange, and international understanding and friendships among women of all nationalities in Japan.

CCEA fosters fairness and social equality amongst all members; all members are granted the same rights and privileges regardless of their social and ethnic status. CCEA believes in diversity and equality, and does not tolerate social prejudice or racism.

CCEA believes in contributing to the local community by running an annual fundraising event, such as the Holiday Luncheon Raffle, and donating its proceeds to charity.

CCEA, being a non-profit / unincorporated association, is exempted from paying taxes. In order to meet the requirements for this exemption, CCEA cannot make profit. For that reason, in the event of excess leftover funds, that excess can be donated.

### **Executive Board**

An executive board of members selected from the general membership will consist of the following: President, Vice-President, Financial Coordinators, Membership Coordinators, Program Coordinators, Administrator, Marketing Coordinators, Recruitment Coordinators, Catering Coordinators. They will execute their positions' responsibilities as outlined in the document published at the beginning of the year. They will have overall responsibility for the management and execution of CCEA Bylaws and monthly activities throughout the year.

Board members missing 3 board meetings will result in asking the board member in question to either step down from their position on the board or become a supporting coordinator for their position on the board without any voting rights.

Missing key General meetings related to the board member's position and responsibilities will result in the board member in question to either step down from their

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position on the board or become a supporting coordinator for their position on the board without any voting rights. The Holiday luncheon is not mandatory.

Board members must be present at the Joint Boards lunch in early January where both boards' coordinators (current and past) meet, exchange, discuss the previous year's reports, documents, and all information that needs to be passed on. In the event that an existing board member cannot be present at the Joint Boards lunch, she must set up an alternative meeting date to meet with the incoming board member and complete the tasks mentioned above. In the event that a board member is leaving the board before the end of her term, she must provide a training session to the board member replacing her.

The positions of CCEA President and Vice President must be filled by a CCEA member who has served on the CCEA board for at least one (1) term.

In the event of board members' **shortage** due to massive vacancy, the possibility of an extension of the current year's board members' positions on a month to month basis could be adopted until replacements are appointed and positions are filled.

In the event that the current year's board members cannot extend their positions on a month to month basis as stated above, and a position is vacant and cannot be filled within 3 General Meetings from the beginning of the vacancy by its corresponding/required nationality (i.e. Japanese / Non-Japanese), then, it will be filled by any available CCEA member, regardless of her nationality.

### **Voting Method**

A board vote shall be required for, but not limited to the following scenarios:

- Annual membership dues and guest fees amount.
- Any non-budgeted financial transactions greater than 10,000 yen.
- Holiday Luncheon ticket price.

A full membership vote shall be required for:

- Change in membership numbers.

### **Interest Groups Leaders**

A group of members selected from the general membership will consist of leaders who will execute their positions' responsibilities as outlined in the document published at the beginning of the year. They will have overall responsibility for the management and execution of their CCEA interest group's activities throughout the year, with the approval and support of the President and Vice President.

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## **Dues**

The annual membership dues and the monthly guest fees for the upcoming year shall be voted on by the board members at the end of year Board Meeting based upon the year end financial report. A half year membership option will be offered to members interested (in January-June and July-December).

## **Membership**

CCEA has a maximum membership of one-hundred and thirty members – sixty-five Japanese and Permanent Residents members and sixty-five non-Japanese members. Star members are included in the total membership count. This number may be changed only by a vote of the entire membership. Members of the organization shall receive priority attendance at interest groups activities. Members are not required to attend a minimum or maximum number of activities. Foreigners who have lived in Japan for over 10 years are counted as part of Japanese / Permanent Residents Numbers for membership.

In the event of misconduct and any reason deemed inappropriate at any and all CCEA activities, after careful investigation and consideration, the board reserves the right to revoke any member's membership by 2/3rds vote of the full board.

In the event of the passing away of a CCEA member, CCEA will provide condolences and bereavement to the member's surviving family. It will consist of a bereavement payment of 5,000 Yen and a condolence card signed by the President and Vice President on behalf of the CCEA organization.

## **Honorary Members**

Honorary membership may be granted to those who have been full paying members for 15 years and who have served as a member of the Board on three occasions, including one term as President or Vice-President and one term as Program Coordinator. Honorary Member Dues are the same as those of the general membership. Honorary members will not be expected to serve on the Board. Applying for honorary membership status is optional and must be done by the interested member.

## **Star Members**

Star members are transferred only from honorary members and receive a ¥1,000 discount from the annual membership fee. Applying for Star Membership is optional and must be done by the interested member. Only Honorary members may apply to become eligible for a Star Membership request at the beginning of the membership

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year. Requests will be checked by the Membership Coordinator, and evaluated and granted by the President or Vice-President. If a Star Member leaves CCEA and wishes to return, they are still recognized as a Star Member when they apply again for membership to return to CCEA. There is no restriction to, or maximum number of Star Memberships. Star Members are counted as part of the total membership numbers and are accorded all the rights and privileges of the general members.

### **Waiting List**

A waiting list will be made active when regular membership is full. While on the waiting list, potential members may attend interest group activities with the consent of the interest group leader and the hostess as a guest, and by paying the guest fee, and only if there is a space available. CCEA members get attendance priority at interest group activities. Individuals on the waitlist will be contacted as membership openings become available, on a first come first serve basis.

### **Guests**

Non-member guests are welcome to join CCEA general meetings and interest group events by paying a 500 yen guest fee. Interest group leaders are expected to track guest attendance and turn in any collected guest fees to the financial coordinators. Guest attendance shall be documented and submitted to the CCEA board.

### **Cancellation and Attendance Policies**

All CCEA activities, including interest groups' events and babysitting are governed by Cancellation and Attendance Policies which are outlined and implemented by the leaders, and supported by the President and Vice-President at the beginning of the year.

### **Newsletter**

Newsletters will be emailed and posted on the website on a monthly basis by the Marketing Coordinators. No monthly newsletters will be issued in January nor during the summer recess months of July and August.

### **Communication Method**

The language used at CCEA to conduct all operations and communications is English. In special circumstances, a Japanese translation of an important public notice can be provided.

All communications in the Japanese language such as when communicating with Will Aichi, Aichi International Association (AIA) and other community associations, where

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communicating in English is not accepted or supported, can be followed by an English translation as needed.

All CCEA general communications to members must be done by email via the CCEA email account only.

All other communications that require a board member to send emails from their personal accounts must have the CCEA email account copied on them.

All communications with the Holiday Luncheon venue must be done in English and as part of one email thread using the CCEA email account and between the President, Vice President and the staff at the venue.

### **Bylaws Revisions**

Except otherwise stated, the CCEA Bylaws shall only be revised or amended by a majority vote of the Board Members. The Board shall publish these bylaws to the general membership on an annual basis.

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## **CCEA Bylaw Operational Regulations**

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### **Executive Board**

The CCEA Executive Board consists of the following 17 positions:

President 1 (Non-Japanese)

Vice President 1 (Japanese)

Financial Coordinators 2 (Non-Japanese 1, Japanese 1)

Membership Coordinators 2 (Non-Japanese 1, Japanese 1)

Program Coordinators 4 (Non-Japanese 2, Japanese 2)

Administrator 1 (Non-Japanese)

Marketing Coordinators 2 (Non-Japanese 1, Japanese 1)

Catering Coordinators 2 (Non-Japanese 1, Japanese 1)

Recruitment Coordinator 2 (Non-Japanese 1, Japanese 1)

The Financial Coordinators shall manage the association's financial affairs, and shall keep full and accurate records thereof. They shall make a monthly written report to the Board, and report monthly financial results. All financial transactions shall be pre-approved by the President and Vice-President. In the event that the financial transaction took place without the pre-approval of both President and Vice-President, such transaction will not be reimbursed. The Financial Coordinators shall submit a written financial report and a projected expenses report at the first general meeting of the following year and outline the financial and projected expenses reports orally.

An annual record of monthly activities shall be made by the Program Coordinators and filed for future reference on the shared drive. This record shall include: 1) Date & Place, 2) Cost, 3) Title/Content of the Program, 4) Speaker/Presenter's name and 5) Number of the participants. There are no general meetings held in January, July or August.

### **Distribution of Funds**

The terminology "Leftover funds" is defined as the amount of money on hand after all expenses have been accounted for and after a carry over amount has been set.

A preliminary Distribution of Funds and Projected Expenses reports should be discussed at the January Board Meeting in order to support and set the year's plan.

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A Projected Expenses report must be presented by the President, Vice President and Financial Coordinators and voted upon by the board members prior to the February General Meeting.

The distribution of funds shall only be applied by a majority vote of the Board members. A Distribution of Funds report must be presented by the President, Vice President and Financial Coordinators and voted upon by the board members at the February Board Meeting. It must be based on the funds on hand and taking into consideration that only after evaluating and paying all expenses listed below and only after the carry over amount has been set, should the leftover funds be spent on programs, donations, if needed, and subsidies as per the allocations below:

- CCEA expenses but not limited to the items below - to be re-evaluated at the January Board meeting in preparation for distribution of funds.
  - Room / Location and equipment rental
  - Babysitting service
  - Refreshment service
  - Website hosting service
  - Insurance and association registration fees
  - Mailing and photocopying fees
  - Administrative fees
- Allocated carry over amount.
  - The equivalence of up to one (1) month's worth of operating expenses can be carried over to the following year.
  - All amounts above and beyond the equivalence of up to one (1) month's worth of operating expenses will be recorded under "Special project fund" on a separate line in the financial report or donated to a charity.
- Allocated budget to programs.
  - 70% of leftover funds
  - Program guest speakers:
    - In order to meet taxation regulations, CCEA needs to withhold the taxes from any guest speaker's presentation fee. Therefore, the allocation for guest speakers' presentation fee is the agreed upon amount minus the taxes. The guest speaker presentation fee will be deducted from the allocated programs budget, with pre-approval by the President and Vice-President.
    - CCEA covers the cost of all guest speakers' lunches, gifts and parking only. All guest speakers' lunches, gifts and parking fees are not taxed and will be deducted from the allocated programs budget, with a receipt and pre-approval by the President and Vice-President.

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- General meeting program pre- meeting.
  - CCEA covers the cost of program pre-meetings between board members and guest speakers, if necessary, with a receipt and pre-approval by the President and Vice-President.
  - A majority vote of the program coordinators is needed when deciding if a certain amount from the allocated programs budget will be spent on pre-meetings between board members and guest speakers.
- Program material.
  - All material needed to conduct the program at the general meeting will be reimbursed from the allocated programs budget, with a receipt and pre-approval by the President and Vice-President.
- Allocated amount to special events.
  - 30 % of the leftover funds
    - For the year 2020 the allocation will be applied to the Holiday Luncheon ticket price.
- Allocated amount to subsidies
  - CCEA can reimburse parking expenses for board members on CCEA Duties with a receipt and pre-approval by the President and Vice-President.

### **Charity Selection and Donation Amount**

In January of every year, the board reserves the right to evaluate the decision of having a raffle event at the holiday luncheon, based on the outcomes of the raffle at the previous year's luncheon. The board then needs to announce at the February general meeting the decision with regards to whether or not the raffle event, to benefit charity, will be taking place.

- For the year 2020, CCEA will hold a raffle event at the holiday luncheon with proceeds from the raffle being donated to charity.
  - Type of Raffle event at the Holiday Luncheon
    - A raffle event that is funded by donations from members, AND interest groups AND local businesses.
  - Charity selection
    - The board reserves the right to select the charity to donate to, and should inform members of their selection by the October General Meeting and as part of the October General Meeting email.

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**Dues (2020)**

Dues shall be announced and explained to all eligible members prior to the first meeting of the year, especially when they are revised.

Regular member: 5000 yen, pro-rated to 2500 yen in January-June and July-December

Honorary member: 5000 yen, pro-rated to 2500 yen in January-June and July-December

Star member: 4000 yen, pro-rated to 2000 yen in January-June and July-December

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