

Chado Urasenke Tankokai Zurich Association By-laws

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Chapter 1 – General Rules

(Name)

Article 1: This Association is an affiliate of the Chado Urasenke Tankokai Incorporated Nonprofit Organization, Japan (hereafter, Tankokai), and shall be called the Chado Urasenke Tankokai Zurich Association (hereafter, the Association)

(By-laws)

Article 2: The by-laws of the Association shall be based upon the Tankokai By-laws and Tankokai Operation Rules.

(Composition)

Article 3: The Association shall be composed of the following types of individuals:

- 1) Residents of German speaking Part of Switzerland and surrounding communities who practice or have an active interest in Urasenke Chado.
- 2) Persons interested in Chado culture.
- 3) Persons otherwise interested in patronizing Chado activities.

(Office Location)

Article 4:

1. The main office of the Association shall be located at the German speaking Part of Switzerland.
2. Tankokai Headquarters shall be notified immediately if the office of the Association is relocated.

Chapter 2 – Goals and Activities

(Goals)

Article 5: The Association shall promote an active understanding and propagation of Urasenke Chado, and deepen the communication, bonds, and friendship between the Urasenke Head Family (hereinafter, the Head Family) and association members with the ultimate aims of accomplishing the goals defined by Tankokai By-laws Articles 4 & 5 and promoting amity and cultural exchange between Japan and the German speaking Part of Switzerland.

(Activities)

Article 6: In order to attain the goals mentioned in Article 5 above, the Association shall engage in the following activities:

- 1) Those directed by the Head Family and Tankokai Headquarters.

- 2) The promoting of communication, cooperation, and training among chanoyu practitioners and those interested in Chado.
- 3) Regular chanoyu practice sessions and research concerning Chado.
- 4) Those that introduce and spread Chado and thereby contribute to cultural exchange and international amity.
- 5) Those that nurture human resources in order to preserve and develop the tradition of Chado.
- 6) Others that are necessary to achieve the goals of the Association.

Chapter 3 – Membership

(Membership categories)

Article 7: There shall be the following two membership categories:

- 1) Regular membership - individuals, regardless of nationality, who wish to master Urasenke Chado, carry out research into it, and/or to contribute to cultural exchange through Chado.
- 2) Honorary membership - Ambassadors, sponsors, etc.

(Registration)

Article 8: Applicants for regular membership must submit an official application form to the Association President and receive approval by the Executive Board of the Association.

(Membership dues)

Article 9: Members of the Association must pay the annual membership dues as stipulated in the dues regulations of the Association.

(Conditions leading to loss of membership)

Article 10: A member will lose his/her qualification for membership in any of the following cases:

- 1) Resignation from the Association
- 2) Death or declaration of disappearance
- 3) Legal declaration of financial incompetence
- 4) Expulsion from the Association

(Resignation)

Article 11: A member who wishes to resign from the Association is required to submit a resignation notice to the Association President explaining the reason(s) for resigning.

(Conditions leading to expulsion from Association)

Article 12: In any of the cases described hereunder, based upon a two-thirds majority vote in favor of this action by the Executive Board of the Association, the Association President can expel a member. Before the vote is taken, the

member shall be given the opportunity to defend his/her position.

- 1) Non-payment of membership fees.
- 2) Discrediting Tankokai or the Association, or violation of the goals of the Association.
- 3) Violation of the policies of the Head Family and/or the directions given by Tankokai Headquarters.

(Forfeiture of money and gifts)

Article 13: The Association will under no circumstances return membership dues or donations that it has received.

Chapter 4 – Executive Board

(Types of officers and number of positions)

Article 14: The Executive Board of the Association shall comprise the following officers:

1. President – 1 *Chairman*
2. Vice President(s) – 1 at least
3. Chief of Administration – 1
4. Managers – several
(including 1 National-language Recording Secretary; 1 Japanese-language Recording Secretary, and 1 Treasurer)
5. Supervisors – 2
6. Honorary Advisor(s)

If necessary, the Association may establish other official posts besides those above.

(Selection and appointment of officers)

Article 15:

1. For the President and Vice President(s), the Association shall recommend appropriate candidates to the Chairman of the Tankokai Board of approval.
2. The Chief of Administration, Managers, and Supervisors shall be elected from and by the body of Regular Members, and be approved by the Chairman of the Tankokai Board.
3. Supervisors cannot fill other offices on the Executive Board of the Association during their term/s) as supervisor.
4. In the case that a change in the Executive Board occurs, the Association must report immediately to the Chairman of the Tankokai Board for approval.

(Duties)

Article 16:

1. The President shall represent the Association and supervise the affairs and activities for the Association.

2. The Vice President(s) shall assist the President, and assume his/her duties in the event of this/her absence.
3. The Chief of Administration shall assist the President and Vice President(s) in their duties, and shall perform duties concerning the general management of the Association.
4. Managers shall assist the Chief of Administration, and perform management duties according to their position as members of the Executive Board.
5. Supervisors shall audit financial matters and the condition of the activities of the Association.

(Terms of office)

Article 17:

1. All officers shall be elected for two-year terms and may be re-elected for additional terms indefinitely.
2. The term of a new officer who is elected to fill a vacancy or to increase the number of officers shall be the remainder of the term of the replaced officer or of the other officers.

(Duty of secrecy)

Article 18:

Both during as well as after the end of their terms, officers are forbidden to disclose confidential information obtained while in service, unless there is absolute legitimate reason.

(Release from office)

Article 19:

An officer may be released from office for any of the reasons described hereunder. Before the release decision is made, the officer in question shall be given the opportunity to defend his/her position.

- 1) When it has been determined that the officer in question is not fit to perform the duties of the office because of mental or physical health reasons.
- 2) When it has been determined that the officer in question is violating the obligations of his/her duties or acting improperly as an officer of the Association.

Chapter 5 – Meetings

(Types and Constituents)

Article 20:

1. The Association shall hold the following two types of meeting:
 - 1) General Meeting
 - 2) Executive Board Meeting
2. The constituents of the General Meeting shall be the President, Vice President/(s) and Regular Members.

3. The constituents of the Executive Board Meeting shall be the President, Vice President(s), Supervisors, Chief of Administration, and Managers.

(Calling of General and Executive Board Meetings)

- Article 21:**
1. The President shall call a regular periodic General Meeting at least once a year.
 2. The President may call an extraordinary General Meeting when and if the Executive Board deems it necessary.
 4. The President shall call an Executive Board Meeting when it is deemed necessary.

(Functions of the General Meeting)

- Article 22:**
- The following matters shall be brought up for approval/ acknowledgement at the regular periodic General Meeting:
- 1) Plan and budget of activities
 - 2) Activity and financial report
 - 3) Assets inventory
 - 4) Other important matters concerning the operations of the Association.

(Quorum)

- Article 23:**
- At least two thirds of the current membership in each membership category of the Association must be in attendance in order for the General Meeting proceedings to open. Members who submit a written proxy shall be considered in attendance.

(Resolutions)

- Article 24:**
- A resolution shall be adopted if more than fifty percent of the quorum votes in its favor. In case of a tied vote, the Chairperson shall make the final decision.

(Meeting records)

- Article 25:**
- A record of the meeting proceedings must be drawn up by the meeting Chairperson and signed by him/her and the person (at least two) who, at the meeting in question, were elected to serve as signatories. One copy shall be submitted to the Tankokai Headquarters, and one copy shall be kept by the Association.

Chapter 6 – Financial Matters

(Assets)

- Article 26:**
- The assets of the Association shall comprise the following:
- 1) The items described in the property inventory of the Association.
 - 2) The income from membership dues.

- 3) The income arising from the assets of the Association.
- 4) Monetary and other forms of donations to the Association.
- 5) Other income.

(Administration of assets)

Article 27: The assets of the Association shall be administered by the Association President. The administration method shall, after its approval at a General Meeting, be prescribed by the Association President.

(Expenses)

Article 28: The expenses of the Association shall be paid from its membership dues income, income arising from its assets, monetary donations received, and other types of income.

(Activities plan and budget)

Article 29: After behind drafted by the President and approved at a General Meeting, documents reporting the activity plans and respective budget allocations of the Association shall be submitted to the Tankokai Headquarters.

(Activity and financial reports)

Article 30: Within one month after the end of every fiscal year, an Activity Report and Financial Report, together with attendant remarks by the Association Supervisors, shall be approved at a General Meeting and submitted to the Tankokai Headquarters.

(Fiscal Year)

Article 31: The fiscal year for the Association begins on January 1 and ends on December 31 every year.

Chapter 7 – Amending the By-laws

(Fiscal year)

Article 32: The fiscal year for the Association begins on January 1 and ends on December 31 every year.

Chapter 8 – Dissolution of the Association

(Dissolution of the Association and distribution of its assets)

- Article 33:**
1. Any proposal to dissolve the Association must be put to vote at a General Meeting and receive approval by not less than two-thirds of the number of the Executive Board Members and Regular Members, and then be approved by the Chairman of the Tankokai Board.
 2. In case of unavoidable circumstances, the Chairman of the Tankokai Board has the right to dissolve the Association, regardless of the

provisions of the previous section.

3. In the event of the dissolution of the Association, liquidators appointed at the General Meeting shall distribute the remaining assets, conclude unfinished business, and handle any other necessary matters in good faith and with sincerity.

Chapter 9 – Supplementary Rules

Article 34: Supplementary rules that may be deemed necessary for the operation of the Association shall, after their approval at a General Meeting, be prescribed by the Association President.

Addition Clause

The present by-laws take effect from January 1, 2005.