

**THE CONSTITUTION AND BY-LAWS OF THE TOKYO
UNIVERSITY OF AGRICULTURE ALUMNI
ASSOCIATION OF INDONESIA**

PREAMBLE

We, the graduates of the Tokyo University of Agriculture, whose main campus is located at 1-1-1 Sakuragaoka, Setagaya-ku, Tokyo 156-8502, JAPAN, guided by the principles of promoting and recognizing the role of agricultural and related sciences in the development of science and technology in Indonesia, believing that organizing ourselves we can foster camaraderie, strengthen linkages among ourselves and to our alma mater, and aspiring to project the ideals of Tokyo University of Agriculture, do ordain and promulgate this constitution.

ARTICLE I - NAME

The name of the Association shall be **Tokyo University of Agriculture Alumni Association of Indonesia (TUA3I)**.

ARTICLE II - OFFICE

Section 1. Principal Office: The principal office of the Association shall be located at School of Business (SB-IPB), Kampus SB IPB Jl Raya Pajajaran Bogor, Indonesia, or such other place at the Board of Directors may, from time to time, decide.

Section 2. Other Offices: The Association may also have branch offices as the operation and business of the Association may require.

ARTICLE III – MEMBERSHIP

Section 1. Bonafide Member: Any person who upon graduation from the Tokyo University of Agriculture shall be accepted as bonafide member of Tokyo Nodai AAI. A member of the association in good standing is one who has paid the yearly dues as well as any assessments that may be provided for by the Board of Directors,

Section 2. Associate Member: Any person who had undergone training, short courses, postdoctoral studies or collaborative research undertakings at Tokyo University of Agriculture shall be accepted as associate member. Any graduate of Tokyo University of Agriculture who is residing in Indonesia for at least one year shall be accepted as associate member.

Section 3. Rights and Privileges: Only bonafide member shall have the right to vote, to be elected to any office in the Association, and to participate in all deliberations, as well as those provided for in these-By-laws and other relevant statutes.

Section 4. Fees: Upon registration as a member of the Association, a yearly fee of one hundred thousand rupiah (IDR 100,000) shall be charged and collected. Member who failed to pay the annual dues for three (3) consecutive years, shall be considered inactive and will forfeit all rights and privileges. Inactive member however, may be reinstated upon payment of all overdue and current fees.

ARTICLE IV – OFFICERS

Section 1. Composition: The officers of the Association shall consist of the President, a Vice President for Jabodetabek, a Vice President for Java out of Jabodetabek, a Vice President for out of Java, a Secretary, a Treasurer, an Auditor, a Public Relations Officer for the Indonesia, a Public Relations Officer for Japan, who maybe a bonafide or associate member and Advisers.

Section 2. Tenure: A member nominated to any office shall be required to accept the nomination before casting of vote. All officers shall be elected to their offices by a majority vote of the members of good standing and will hold office for five (5) years without prejudice to re-election.

Section 3. Duties of The President: The President of the Association shall have the following duties and responsibilities:

1. Provide the methodology for the attainment of a highest degree of support for the goals of Tokyo University of Agriculture;
2. Schedule and preside all the meetings of the Association and represents the Association in meetings with other organizations;
3. Initiate, conceptualize and submit policies for the consideration by the Board of Directors;
4. Exercise direct supervision over the affairs of the Association;
5. Submit a yearly report of the Association at the Annual Meeting of the Association;
6. Provide the necessary liaison, coordination and collaboration with Tokyo University of Agriculture; and
7. Forge the necessary linkages with all other associations, and ensure that such linkages are maintained at the highest level possible.

Section 4. Duties of the Vice President for Jabodetabek: The Vice President for Jabodetabek shall have the following duties and responsibilities:

1. Perform the functions and exercise the powers of the President in case of the absence of temporary incapacity of the President;

2. Submit of the Board of Directors policies, programs, and projects relating to the interest of the members from Jabodetabek;
3. Plan and organize projects such as lectures, seminars, workshops, discussion groups, and all fora;
4. Perform such other functions as may be necessary and proper to effectively carry out the abovementioned responsibilities.

Section 5. *Duties of the Vice President for Java out of Jabodetabek:* The Vice President for Java out of Jabodetabek shall have the following duties and responsibilities:

1. Perform the function and exercise the powers of the President in case of the absence or temporary incapacity of the President and Vice President for Jabodetabek;
2. Submit to the Board of Directors policies, programs, and projects relating to the interests of the members from Java out of Jabodetabek;
3. Plan and organize projects such as lectures, seminars, workshops, discussion groups, and all fora;
4. Perform such other functions as may be necessary and proper to effectively carry out the abovementioned responsibilities.

Section 6. *Duties of the Vice President for Out of Java:* The Vice President for out of Java shall have the following duties and responsibilities:

1. Perform the function and exercise the powers of the President in case of the absence or temporary incapacity of the President, Vice President for Jabodetabek and Vice President for Java out of Jabodetabek;
2. Submit to the Board of Directors policies, programs, and projects relating to the interests of the members from out of Java;
3. Plan and organize projects such as lectures, seminars, workshops, discussion groups, and all fora;
4. Perform such other functions as may be necessary and proper to effectively carry out the abovementioned responsibilities.

Section 7. *Duties of the Treasurer:* The Treasurer of the Association shall have the following duties and responsibilities:

1. Secure and account for all the funds, receipts and disbursements and other financial of the Association;
2. Together with the President or the Secretary in the absence of the President, sign and disburse checks and cash in behalf of the Association;

3. Prepare annual financial report at the end of each fiscal year, and such other financial reports as the Board of Directors or the President may, from time to time require; and
4. Present a financial update at the regular meeting of the Board of Directors and at the special meeting of the members of the Association.

Section 8. *Duties of the Secretary:* The Secretary of the Association shall have the following duties and responsibilities:

1. Keep a complete records of all meetings and furnish them with copies thereof;
2. Enter all resolutions and proceedings of the Board of Directors and of the members in proper books of records of the Association;
3. Keep and maintain a complete register and record of all the members;
4. Give advance notice of meetings of the Board of Directors and the members of the Associations; and
5. Perform such other functions that may be assigned to him/her by the Board.

Section 9. *Duties of the Auditor:* The Auditor of the Association shall have the following duties and responsibilities:

1. Inspects all disbursement papers/financial reports submitted by the Treasurer and likewise certified the correctness of all entries; and
2. Check whether all the disbursements were approved by the Board of Directors or the President.

Section 10. *Duties of the Public Relations Officer for Indonesia:* The Public Relations Officer for Indonesia shall have the following duties and responsibilities:

1. Development of a public relations program for the Association which shall cover and encompass all the fields of endeavor in which the Association is involved;
2. Responsible for submitting to the Board of Directors such programs relating to public information and, with the approval of the Board, implement the same;
3. Act as liaison with the media in all aspects where this is necessary to effectively carry out the purposes for which the Association was formed, and in so doing, supervise the drafting of the necessary press releases in line therewith;
4. Take charge of the publication of a newsletter for all the members of the Association which shall incorporate and include news reports on the activities,

Section 3. *Annual Meeting:* A general meeting of all the members of the Association shall be held anytime during the last quarter of the fiscal year for the purpose of making all the necessary annual reports and summation of activities and projects by the relevant officers. Due notice of such meetings shall be given to the members at least one week in advance, and shall specifically include the agenda for such meeting.

Section 4. *Special Meetings:* Special meetings of the members may be called at any time as the need arises. Members shall be notified a week prior to the said meeting.

Section 5. *Quorum:* A simple majority of 50% + 1 the Board of Directors or the members during the annual meeting shall constitute the quorum unless such majority number is for some reasons impossible to achieve.

ARTICLE VI - FISCAL YEAR

Section 1. *Fiscal Year:* The fiscal year of the Association shall begin on the first day of January and shall end on the last day of December of each year.

Section 2. *Inspection of Books:* The books, accounts, and records of the Association is open for inspection by any member of the Association at all times and should be done at a reasonable hour during the business day.

ARTICLE VII - AMENDMENTS

The Constitution and By-laws of the Association shall be subject to amendments, alteration, or repeal, any time by the affirmative vote of a majority of the members of the Association at an Annual Meeting or any Special Meeting or by mail ballot, provided that the proposed amendments, alterations, or repeals are submitted to the Board of Directors one month before the due date of the meeting and should be included in the notice for such meeting.

**CHARTER OFFICERS OF THE TOKYO UNIVERSITY OF AGRICULTURE
ALUMNI ASSOCIATION OF INDONESIA**

President	-	Siti Jahroh
Vice President for Jabodetabek	-	Yusuf Romadhon
Vice President for Java outside Jabodetabek	-	Budi Setiadi Daryono
Vice President for Outside Java	-	Dermiyati
Secretary	-	Luqman Arif Lubada
Treasurer	-	Chairani Putri Pratiwi
Auditor	-	Suwardi
Public Relations Officer (Japan)	-	Rie Miyaura
Public Relations Officer (Indonesia)	-	Fajar Solihin