

Bylaws of Sophia University Parents' Association

(Name and Office)

Article 1 This association shall be called Sophia University Parents' Association and its office shall be located at the campus of Sophia School Corporation (7-1 Kioi-cho, Chiyoda-ku, Tokyo, Japan). It may set up a branch in areas outside Tokyo as the need arises.

(Members)

Article 2 This association shall be composed of the following members:

1. Parents and guarantors, including brothers and sisters, of a student enrolled at Sophia University
2. Parties concerned who agree with the purpose of this association

(Purpose)

Article 3 This association shall respect the educational philosophy of Sophia University and maintain close communication with the university, thereby supporting its educational programs as well as promoting mutual friendships among members.

Article 4 This association shall carry out duties pertaining to the following:

1. Matters concerning financial assistance to university-implemented projects aimed at improving students' educational and research environment
2. Matters concerning subsidies for students' research and financial assistance
3. Matters concerning students' welfare and health
4. Matters concerning building friendships among members
5. Other matters that are needed to fulfill the purpose of the association

(Operating Fund)

Article 5 The operating expenses of the association shall be funded by membership fees paid by members, which are separately set, and donations.

(Board Members)

Article 6 This association shall appoint the following board members:

1. Chairperson
2. Up to two deputy chairperson(s)
3. A few permanent executives
4. A few executives
5. Two auditors

(Election of Board Members and Commissioning of Treasurer/Secretary)

Article 7 Chairperson, deputy chairperson(s), and auditors shall be elected at the general assembly, and the permanent executives and the executives shall be commissioned by the chairperson. Treasurer and one secretary shall be commissioned by the chairperson after consultations with Sophia School Corporation.

(Advisor)

Article 8 The association may appoint an advisor.

(Board Members' Term of Office)

Article 9 The term of office of the board members shall be one (1) year. They may be reappointed, however.

(Duties of Board Members)

Article 10 The chairperson shall preside over the work of the association. The deputy chairperson(s) shall assist the chairperson and assume the chairperson's duties in the event that he/she becomes incapacitated. The permanent executives shall supervise the work of the association and the executives shall deliberate matters concerning budgets, account settlements, agenda to be submitted to the general assembly, and any other important matters. The auditors shall audit the work of the association and the accounting affairs and report to the general assembly. The auditors shall be able to attend a permanent executive and executive board meeting. The treasurer shall manage the accounting affairs of the association and the secretary shall keep a record of the work of the association.

(Convocation of General Assembly and Board Members' Meeting)

Article 11 The general assembly and the permanent executive and executive board meeting shall be convened by the chairperson and he/she shall take the chair.

(Authority of General Assembly and Board Members' Meeting)

Article 12 The general assembly shall be convened once a year, where budgets, account settlements and business plans, and any other necessary matters shall be deliberated. As needed, an extraordinary general meeting may be convened. A permanent executive and executive board meeting may be held as needed, where bills to be submitted to the general assembly and other important matters shall be discussed. To pass a bill at the general assembly and a permanent executive and executive board meeting, a majority of votes from those present (including proxies) shall be required.

(Management of Assets)

Article 13 The permanent executive board meeting shall be responsible for managing the assets of the association.

(Fiscal Year)

Article 14 The fiscal year of the association shall start on April 1 and end on March 31 of the following year.

(Amendment of Bylaws)

Article 15 A decision made at the general assembly shall be required to amend the bylaws.

Additional Rules Concerning Sophia University Parents' Association Membership Fees and Others

Article 1 In accordance with Article 5, Bylaws of Sophia University Parents' Association, these additional rules shall be set.

Article 2 The membership fee of Sophia University Parents' Association (hereinafter referred to as the "fee") shall be 160 thousand (160,000) yen.

Article 3 The payment method and the schedule of payment shall be as described below:

(1) The fee shall be paid either in lump sum or in installments.

(2) The schedule of payment shall be left to one's discretion.

Article 4 Paid fee shall not be refunded.

Article 5 A decision made at an executive board meeting shall be required to amend the additional rules.