

Regulations for Members
Japan NGO Center for International Cooperation
(a Specified Non-profit Corporation)

(Purpose)

Article 1 These Regulations articulate matters related to the Japan NGO Center for International Cooperation (hereinafter referred to as “the Center”) pursuant to the Center’s Articles of Incorporation.

(Classification of Members)

Article 2 Members of the Center are categorized as follows:

- (1) Full Member: A civil organization engaged in international development which assents to the purpose of the Center and possess a voting right at the general assembly;
- (2) Supporting Member: An individual or a group (NPOs or private enterprises) who assents to the purpose of the Center and enters the Center with the intent to supporting the Center in its business development;
- (3) Honorary Member: An organization or an individual who is acknowledged for their exceptional contribution to the development of the Center.

(Screening Criteria for Full Member eligibility)

Article 3 Criteria for Full Members are set as follows:

- (1) An organization which has been consistently engaged in international development (including activities inside Japan), global citizen learning, and development education in the areas of development, human rights, environment, peace, and policy advocacy, or a network NGO which is established for the purpose of promoting partnerships among those organizations mentioned previously;
- (2) A civil organization which is established by a citizen (an individual or a group), is democratically operated, and has its head office in Japan. In this regard, however, overseas organizations are exempted provided that they have a stronghold in Japan and operate autonomously in Japanese

society.

- (3) In principle, account yearly settlement amounts to three million yen or more. However, in the areas of human rights, environment, peace, policy advocacy, or development education, the amount is set at one million yen or more yearly; and the network-type NGOs, the amount is set at 500 thousand yen or more yearly. Members' self-generated funds (membership fees, donations, and income-generating activities) must account for one third or more of financial resources. However, exemption is made provided that it is acknowledged that an organization is making an effort to accomplish that goal.
- (4) An organization has democratic decision-making mechanisms (the Board of Directors meeting, general assembly, operation committee, and so forth) and is operated according to the Bylaws and other regulations.
- (5) A list of the board memberships, activity reports, and financial statements of the organization are announced;
- (6) A past record of activity performance for more than two calendar and fiscal years is announced;
- (7) The office has an appropriate communication route.

(Position of Full Member)

Article 4 Diversification among the Center's Full Members is respected and proactive participation in the activities conducted among Full Members is encouraged.

(Set-up and Roles of Full Member Committee and Screening and Tenure of the Committee Members)

Article 5 The Board of Directors sets up a Full Member Committee under the subsequent conditions and assigns tasks.

- (1) Key functions of the Committee include screening of a new Full Member, making recommendations to monitoring results on current requirement status as a Full Member, promotion of intercommunication among Full Members, proposals to revise requirements for Full Members, and so forth.
- (2) The committee members are elected by the board members and the Board Chairman delegates partial authority to committee members.
- (3) The committee consists of more than three, but not more than five members.

- (4) The committee members mutually elect a committee chairperson.
- (5) Tenure of a committee member overlaps with that of a board member. In this regard, however, reappointment cannot be prevented.
- (6) The committee members should continue to perform their duties even after expiration of tenure until the successor assumes the post.

(Filing of Application for Full Membership)

Article 6 Organizations who desire to acquire membership as Full Members must submit an application to the Chairperson with the prescribed form and the following documents:

- (1) Articles of Incorporation, and other documents;
- (2) Activity reports, revenue and expenditure account settlement, balance sheet, list of assets, and audit report from the previous two years;
- (3) A list of Directors;
- (4) PR brochures, newsletters, and other promotional materials issued by the organization;
- (5) Full Member application form;
- (6) Any other documents designated by the Center.

(Admittance to Full Membership)

Article 7 Based on the results of screening by the Full Member Committee, the Chairperson deliberates on the respective application at the Board of Directors meeting, which then decides on admittance to Full Membership.

(Duties of Full Members)

Article 8 Duties of Full Members include payment of membership fees and the following obligations:

- (1) Submission of a concurrence statement to the “NGO Code of Conduct” stipulated by the Center;
- (2) Submission of a financial settlement and an activity report for every fiscal year. information of “NGO Directory” provided by each organization on the Center’s website, however, can be substituted for these.
- (3) Cooperation in planning, operation and provision of information regarding the activities at the Center’s request.

(Admission of Other Members)

Article 9 To become a Supporting Member, an applicant must submit the prescribed application form and pay membership fees.

2 Honorary Members are recommended by the Board members, and then approved at the Board of Directors meeting.

(Membership Fees)

Article 10 The amounts of Fees are stipulated as follows and the payment methods set forth separately.

(1) Full Member

An organization's total income in the year before the last fiscal year

Exceeds 100 million Yen	One or more units of 100 thousand Yen
50 to 100 million Yen	One or more units of 70 thousand Yen
30 to 50 million Yen	One or more units of 50 thousand Yen
Less than 30 million Yen	One or more 30 thousand Yen

(2) Supporting Member (per year)

Individuals	One or more units of 10 thousand Yen
Students	One or more units of 7 thousand Yen
NPOs	One or more units of 30 thousand Yen
Private enterprises	One or more units of 50 thousand Yen
Honorary Member	Not stipulated

(Withdrawal from Membership)

The subsequent article is set forth pursuant to Article 11 of the Articles of Incorporation.

Article 11 A Full Member can withdraw from membership by submitting a withdrawal notice in writing, giving reasons, to the Chairperson.

2 When any of the following apply to a Full Member, the membership can be deemed terminated after a resolution passed by the Board of Directors.

- (1) The organization is dissolved, or adjudicated bankrupt;
- (2) Membership fees fall into arrears for more than one year.

3 A Supporting Member can withdraw from membership by submitting a withdrawal notice to the secretariat office, or is deemed terminated when membership fees fall into arrears for more than one year.

4 An Honorary Member may withdraw at their own or another's request, the Board of Directors then determining whether this is to be granted.

(Members' Rights)

Article 12 Full Members are entitled to the following rights in addition to the rights articulated in Section 1 to Section 3, Article 7 of the Articles of Incorporation of the Center:

- (1) Participation in planning activities and events organized by the Center;
- (2) Free receipt of newsletters issued by the Center;
- (3) Preferential acquisition of information collected by the Center;
- (4) Preferential participation in lectures, workshops, seminars, and other events organized by the Center;
- (5) Preferential purchase of books and other materials published by the Center;
- (6) Participation in “NGO Support Donation” organized by the Center; and
- (7) Postings to the Center’s website.

2 Supporting Members are entitled to the following rights:

- (1) Free receipt of newsletters issued by the Center;
- (2) Preferential participation in lectures, workshops, seminars, and other events organized by the Center (in this regard, however, those that target Full Members are excluded);
- (3) Preferential purchase of books and other materials published by the Center;

3 The conditions for Honorary Members conform to those for Supporting Members.

(Warning to Full Members regarding Negligence of Fees)

Article 13 When a Full Member’s membership fees fall into arrears, or the duties articulated in Section 2 of Article 8 are neglected, the Chairperson shall submit a warning to perform duties accordingly, with the recommendation of the Full Member Committee. In such case, the Full Member concerned must immediately perform the duty.

(Full Member no longer meets Member Criteria)

Article 14 When a Full Member no longer meets the membership criteria articulated in Article 3, the Chairperson shall advise the respective Full Member to pursue efforts to fulfill the membership criteria within a certain prescribed period with the recommendation of the Full Member Committee. In such cases, the Full Member concerned must immediately take concrete steps to fulfill the criteria.

(Expulsion of Full Member)

The following articles are set forth pursuant to Article 12 of the Articles of Incorporation.

Article 15 When any of the following sections applies to a Full Member , the Chairperson shall pass a resolution to expel the Full Member concerned with the approval of two thirds of the board members attending the Board of Directors meeting:

- (1) Serious dishonor to the Center;
 - (2) Conduct that seriously loses confidence in society;
 - (3) Acknowledgment of failure to meet membership criteria separately stipulated.
- 2 Full Members will be notified with regard to the previous paragraph and given an opportunity to account for themselves prior to expulsion.
3. Expulsion of Supporting Members and Honorary Members stipulates separately.

(Expulsion of Supporting and Honorary Members)

Article 16 If any of the following sections applies to a Supporting Member , the Chairperson shall expel the Member concerned with the approval of the Board of Directors:

- (1) Serious dishonor to the Center;
- (2) Conduct that seriously loses confidence in society.

Expulsion of Honorary Members will be deliberated upon and decided by the Board of Directors.

Article 17 Revision and abolition of the Regulations are decided by the Board of Directors.

Supplementary Provision

1. The Regulations are valid from the date of Center's establishment.

Revised on May 24, 2007

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