

## **Document 1**

### **Nara Institute of Science and Technology Alumni Association 2018 General Assembly Minutes**

Date: May 19<sup>th</sup>, 2018 (02:10-02:50 pm)

Location: Conference Room, Administration Bureau

Attendees: Kiyoshi KIYOKAWA, New Chairperson (IS 1994 enrollment)  
Akihisa INOUE, New Vice-chairperson (MS 1998 enrollment)  
Mime KOBAYASHI, New Vice-chairperson (BS 1994 enrollment)  
Masayuki KANBARA, Director (IS 1997 enrollment)  
Morito AKISADA, New Director (BS 1999 enrollment)  
Yasuaki ISHIKAWA, Auditor (MS 2000 enrollment)  
Kiyomi KAKIUCHI, Advisor (NAIST Executive Director/Vice President)  
Shoji KOMAI, New Advisor (BS 1998 enrollment)

Observers: Student Support Section (MATSUYAMA, MIYAMOTO, AKITSU)

#### **Opening:**

Greeting by Mr. KOMAI, Chairperson

#### **Deliberation:**

1. Confirmation of previous General Assembly (November 12<sup>th</sup>, 2017) minutes  
Board member self-introductions
  
2. Approval of board member reappointments
  
3. Approval of activity proposals
  - 1) Current report
  - 2) Revitalization
  - 3) Home Coming Day
  - 4) Others

## Document 2

November 8<sup>th</sup> 2018

### Audit report

Auditor: Yasuaki Ishikawa, Associate Professor, MS  
Nara Institute of Science and Technology Alumni Association

Date: November 8<sup>th</sup>, 2018 (10:00am-10:10am)

Location: MS Complex

Period of Audit report: April 1<sup>st</sup>, 2017- March 31<sup>st</sup> 2018

Income & Expense:

1) Expense: Homecoming Day Party (12/11/2017)	23 220 yen
2) Expense: Ekiden Prize (01/11/2017)	13 756 yen
3) Expense: Japan Post Bank balance inquiries	514 yen
4) Income: Interest from NANTO Bank	36 yen

I have examined the NAA balance sheet for November 8<sup>th</sup>, 2018 and the related statement of income and changes in fund balances for the period from April 1<sup>st</sup>, 2017 through March 31<sup>st</sup>, 2018. In my opinion, the accompanying financial statements present fairly the financial position of the NAA as of November 8<sup>th</sup>, 2018 and its revenues collected and expenses paid for the period then ended.

March 31<sup>st</sup> 2018

### **2019 NAA balance sheet:**

April 1<sup>st</sup>, 2017 - March 31<sup>st</sup>, 2018

#### **1. Income**

<b>◆ Nanto Bank</b>		<b>36</b>	<b>Yen</b>
Interest from 21/08	18 Yen		
Interest from 19/02	18 Yen		
<b>◆ Balance carried forward</b>		<b>6,994,026</b>	<b>Yen</b>
Nanto Bank	4,324,497 Yen		
Japan Post Bank	2,669,529 Yen		

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#### **Total amount**

**6,994,062 Yen**

#### **2. Expenses**

<b>◆ Nanto Bank</b>		
Home Coming Day Party fee (12/11/2017)	23,220 Yen	
Ekiden Prize (01/11/2017)	13,000 Yen	
Gift envelope (01/11/2017)	756 Yen	
Japan Post Bank balance inquiries	514 Yen	

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#### **Total Amount**

**37,490 Yen**

#### **3. Balance**

Income	6,994,062 Yen	— Expenditures	37,490 Yen		<u><b>6,956,572</b></u> Yen
	Nanto Bank balance			4,287,557 Yen	
	Japan Post Bank balance			2,669,015 Yen	

**Nara Institute of Science and Technology Alumni Association  
2018 General Assembly**

**Deliberation: Activity proposals**

Responsibility: Kiyoshi KIYOKAWA, Chairperson (IS 1994 enrollment)

1) Details

The purpose of NAA is to promote mutual friendship among its members, and to contribute towards the purpose and mission of Nara Institute of Science and Technology. Unfortunately, we could not realize these. This year marks the 27<sup>th</sup> anniversary of the establishment of NAIST. It is an opportunity to promote the revision and revitalization of NAA activities.

Since the General Assembly in 2017, we discussed a revitalization proposal with board members and the Student Support Section of NAIST. We would like to you accept this revision plan. If you have any comments, requests, or ideas for further improvement, please let us know.

2) Revitalization proposal

1. Installation of administrative bureau
2. Website update
3. Installation of Palsyne for alumni member management
4. Promotion of NAA
5. Various activities support
6. Membership fees collection

3) Palsyne

We will use PalSyne (<https://palsyne.com/>) for alumni member management.

Initial cost: 2,000,000 – 2,500,000 yen

Usage fee: 489 720 yen / year

New registration page

<https://apply.palsyne.net/unaist/register.a>

[spx](#) PalSyne login page

<https://pu.palsyne.net/u-naist/>

4) Revision of the constitution

We propose the 2 revisions points;

- 1, Those who are NAIST graduates or have been enrolled in NAIST and are recommended by a regular member
- 2, The membership fee must be paid for a person to be enrolled in NAIST.

5) Support for reunion

**Financial support conditions:**

- Gatherings with 10 or more members
- Gatherings that do not violate public order and morals
- Participants are to be informed that there is support from NAA
- Submission of documentation with the following three points within one week after the gathering is held:
  - 1) List of participants (graduates)
  - 2) Gathering report
  - 3) A group photo (a digital file such as JPG)

The list should include the participant names, admission years, relevant status (students/graduates, faculty members, or other distinctions), and e-mail address (personal e-mail addresses besides lifetime NAIST addresses are acceptable). If you have not registered with PalSyne, the NAA secretariat will

register the e-mail addresses. You must clearly state if you do not want the email to be registered to PalSyne.

**Financial support amount:**

- 2,000 yen per participating member, up to 100,000 yen in total
- In some cases, NAA may not be able to meet requests due to a large number of other applications.
- Individuals may only receive support once a year. Individuals who received prior support in that year should not be included as participants.

6) Budget

① Aim for 60% or higher new student enrollment rate

Income				
	Amount	Number of Students	Rate	Total
Membership fees (Master's)	20000	350	0,7	4900000
Membership fee (Doctoral)	20000	30	0,7	420000
Donations	10000	10		100000
Total				5420000
Expenses				
	Cost	Unit	Total	
PalSyne costs	40810	12	489720	
Web management fees	2200	12	26400	
Administrative staff cost	100000	12	1200000	
Web management fees	20000	24	480000	
Home Coming Day food & beverages costs	150000	1	150000	
Home Coming Day lecturer fee	100000	1	100000	
Welcome party support costs	100000	30	3000000	
Emergency funds	190280	1	190280	
Total			5286400	

7) NAIST Net

We will discuss about how to use of NAIST Net with NAIST NET team.

### Document 3

## Incoming board members

<b>Chairperson</b>	Kiyoshi KIYOKAWA	IS 1994 enrollment
<b>Vice-chairpersons</b>	Akihisa INOUE	MS 1998 enrollment
	Mime KOBAYASHI	BS 1994 enrollment
<b>Directors</b>	Morito AKISADA	BS 1999 enrollment
	Masayuki KANBARA	IS 1997 enrollment
	Yoshihiro UEOKA	MS 2009 enrollment
<b>Auditors</b>	Yasuaki ISHIKAWA	MS 1998 enrollment
	Raula Gaikovina Kula	IS 2008 enrollment
<b>Advisors</b>	Kiyomi KAKIUCHI	NAIST Executive Director/ Vice President
	Shoji KOMAI	BS 1995 enrollment

### Document 4

## Current board members

<b>Chairperson</b>	Kiyoshi KIYOKAWA	IS 1994 enrollment
<b>Vice-chairpersons</b>	Akihisa INOUE	MS 1998 enrollment
	Mime KOBAYASHI	BS 1994 enrollment
<b>Directors</b>	Morito AKISADA	BS 1999 enrollment
	Masayuki KANBARA	IS 1997 enrollment
	Yoshihiro UEOKA	MS 2009 enrollment
<b>Auditors</b>	Yasuaki ISHIKAWA	MS 1998 enrollment
	Raula Gaikovina Kula	IS 2008 enrollment
<b>Advisors</b>	Kiyomi KAKIUCHI	NAIST Executive Director/ Vice President
	Shoji KOMAI	BS 1995 enrollment

## Document 6

# NAIST Alumni Association History

### **February 1995**

With the first students about to graduate, establishing an alumni association proposed by NAIST to promote cooperation between graduates and NAIST as well as between graduates themselves.

### **March 2000**

NAIST Alumni Association (NAA) established. (Student Affairs Division provided administrative support). Kazuki Joe (currently professor at Nara Women's University) appointed as chairperson and 24 members and councilors of the board were elected.

### **September 2001**

NAA management responsibilities transferred to Alumni Board of Directors.

### **April 2004**

All national universities incorporated.

Development of NAA support system specified in the NAIST mid-term plan.

### **April 2007**

NAA Chairperson and three alumni on campus began discussions to restructure NAA. (Student Affairs Division provided administrative support).

### **March 2008**

Accounting statement for entire the NAA operation period prepared and audited.

### **October 2009**

Working group established with six alumni on campus, and, with approval of the active chairperson and councilors, NAA reorganization considered. (Student Affairs Division provided administrative support)

### **April 2010**

Strengthening alumni network specified in second mid-term plan.

### **July 2010**

Three alumni on campus joined the working group.

### **November 2010**

General Assembly and alumni gathering held.

### **October 2011**

General Assembly and alumni gathering held.

### **November 2012**

General Assembly and alumni gathering held.

Dr. Kazutoshi Takahashi, an alumnus, awarded the NAIST Alumni Association Honor Award.

**October 2013**

General Assembly and Tokyo Reunion (alumni gathering) held.

**December 2014**

General Assembly held.

**November 2015**

General Assembly held.

**November 2016**

General Assembly and Homecoming Day held.

**November 2017**

General Assembly and Homecoming Day held.

**February 2018**

Board meeting held.

**May 2018**

General Assembly and board meeting held.

**August 2018**

Board meeting held

**NAIST Alumni Association Constitution Revised November**

**2010 Chapter 1 General rules**

- Article 1 This association is called Nara Institute of Science and Technology Alumni Association (hereinafter referred to as NAA), with its headquarter located at Nara Institute of Science and Technology.

**Chapter 2 Purpose and activities**

- Article 2 The purpose of NAA is to promote mutual friendship among its members, and to contribute towards the purpose and mission of Nara Institute of Science and Technology (hereinafter referred to as NAIST).
- Article 3 NAA conducts the following operations in order to achieve the purpose of the preceding article.
  - (1) Promotion of mutual friendship among members
  - (2) Supporting NAIST's education and research activities
  - (3) Management of NAA member lists and the NAA website
  - (4) Conducting other projects deemed necessary to achieve the purpose of NAA

**Chapter 3 Members**

- Article 4 Members of NAA shall be regular members, special members, supporting members and associate members.
  - (1) Regular members: Those who are NAIST graduates or have been enrolled in NAIST and are recommended by a regular member
  - (2) Special members: Faculty members (including retirees) that have the NAA Board of Directors approval, based on a regular member's recommendation
  - (3) Supporting members: Corporations or individuals who support NAA's purpose, has provided support for NAA, and have the NAA Board of Directors approval, based on a regular member's recommendation.
  - (4) Associate members: Those who are NAIST graduates or have been enrolled in NAIST

**Chapter 4 Executives and staff**

- Article 5 The following executives shall be appointed within NAA.
  - (1) One Chairperson
  - (2) Two Vice Chairpersons
  - (3) Directors
  - (4) Two Auditors
  - (5) Advisors
- Article 6 Executives shall be elected as follows.



- (1) The Chairperson shall be a regular member who is recommended by the Board of Directors and approved by the General Assembly.
- (2) Vice Chairpersons shall be regular members who are recommended by the Board of Directors and approved by the General Assembly.
- (3) Directors shall be those who are recommended by the Chairperson and the Vice Chairpersons and approved by the General Assembly.
- (4) Auditors shall be those who are recommended by the Audit Chairperson and approved by the Board of Directors.
- (5) Advisors shall be those who are recommended by an Advisor (NAIST Executive Director) and approved by the Chairperson.
- 2 The Chairperson and Vice Chairpersons shall also serve as Directors.
- Article 7 The term of office of the Chairperson, Vice Chairpersons, Directors, Auditors and Advisors shall be two years and they may be reappointed.
  - 2 If an executive position becomes vacant, a replacement shall be elected by the Board of Directors and shall serve the remaining term of his/her predecessor.
- Article 8 The Chairperson shall represent NAA and manage operations.
  - 2 Vice Chairpersons shall assist the Chairperson, and, in the case that the Chairperson cannot perform his/her duties, one of the Vice Chairpersons shall represent NAA.
  - 3 Directors shall handle operations.
  - 4 Auditors shall perform audits.
  - 5 Advisors may consult with and advise the Chairperson, Vice Chairpersons, and Directors regarding the NAA operation.

## **Chapter 5 Meetings**

- Article 9 NAA meetings shall be the General Assembly and Board of Directors Meetings.
- Article 10 General Assemblies shall consist of all regular members and be convened by the Chairperson when deemed necessary.
  - 2 At least two weeks before the General Assembly, the agenda, date, time and place shall be announced and shall be convened by the Chairperson.
  - 3 General Assemblies may be held online when necessary.
  - 4 The General Assembly shall decide the following matters.
    - (1) Decisions concerning budgets and approval of the settlement of accounts
    - (2) Establishment, revision and abolition of NAA management policies and constitution
    - (3) Election of Chairperson, Vice Chairpersons, and Directors
    - (4) Other matters
  - 5 The General Assembly agenda is to be decided by the majority vote of members present. If there is a tie, the Chairperson's vote will be the tie-breaker.
- Article 11 The Board of Directors shall consist of the Chairperson, Vice Chairpersons, and Directors, and deliberate the NAA budget, settlement of accounts, and other important matters regarding NAA operation. The Board of Directors shall also plan and execute NAA operation.
  - 2 Auditors and Advisors may participate when the Chairperson seeks their counsel.

- Article 12 Board of Directors meetings may be held at any time when the Chairperson deems it necessary, at the request of any member.
  - (2) Board of Directors meetings shall require a majority of attendance. When attendance is not possible, the Board of Directors may delegate the decision by proxy.

#### **Chapter 6 Expenses**

- Article 13 NAA expenses shall be covered by membership fees, donations, and other income.

#### **Chapter 7 Accounting details**

- Article 14 The membership fee shall be 20,000 yen as a lifetime membership fee.
- Article 15 The membership fee must be paid in order for a person to be recognized as a regular member.
- Article 16 In principle, membership fees may not be refunded.
- Article 17 Donations may be received upon approval of the Board of Directors.
- Article 18 The NAA fiscal year shall be from April 1st to March 31st of the following year.
- Article 19 The settlement of NAA accounts must be approved by the General Assembly after being audited every year.

#### **Chapter 8 Abolition**

- Article 20 Amendment or abolition of the constitution shall require the approval of at least two-thirds of the regular members present at the General Assembly.

#### **Supplementary article**

This constitution shall come into effect from November 13, 2010.