

## STANDING RULES

of the

**European Japan Experts Association [EJEA]**

(November 1995)

### § 1 Name and Registered Office

The Association has the name "European Japan Experts Association" [EJEA]. Its registered office is in Berlin.

### § 2 Purpose of the Association

The Association pursues exclusively and directly charitable purposes within the meaning of the section "Purposes Entitled to Tax Relief" in the Tax Code. The purpose of the Association is to further science and research. The purpose according to these Standing Rules shall be achieved primarily through

(1) the promotion of cooperation between European academics with experience in Japan or persons with an academic interest in Japan, for example

- preparation of a survey of and documentation on focal points of research and academic teaching at institutions in Europe having relations with Japan, or on Japanese institutions with research projects at the Japanese-European level, as well as a continuous exchange of information on fields of work, research projects, other projects, conferences, publications etc. through the regular publication and circulation of an information journal to be made accessible also to the general public (and interested parties)

- organization of and participation in scientific conferences, for example in the fields of natural sciences or political economy

- assistance in including knowledge gained in Japan into research and academic teaching at European universities, for example by an exchange of lecturers and guest professors, help in arranging guest lectures, assistance in initiating joint research projects with an emphasis on Japan, for example in the field of social science and political economy, and through recommendations to institutions in different countries promoting science and research

- cooperation with other associations of academics with experience in Japan (for example the Japanese-German Center Berlin [JDZB]) and creation of joint networks

(2) promotion of the transfer between science and practice insofar as practical experience is to be made accessible to scientists (for example through the participation of representatives of economic undertakings in conferences with relevant topics)

### § 3 Charitable Nature

(1) The activities of the Association are charitable; the Association pursues no financial interests of its own.

(2) The Association's funds may be used only for the purposes set out in these Standing Rules. The members shall not receive any profit shares or other benefits from the assets of the Association.

(3) No person may benefit from expenses foreign to the purposes of the Association or through unreasonably high remuneration.

### § 4 Financial Year

The financial year is the calendar year.

### § 5 Membership

(1) Natural persons and legal entities from Germany and abroad supporting the Association's purposes can become members of the Association.

(2) Members are admitted on the basis of a written application and thereby accept the Standing Rules. The Full Executive Committee decides whether to accept an application for membership. The applicant shall be informed in writing of the decision; in the event of acceptance, the member shall receive a membership certificate. Membership starts as soon as the first member's contribution is paid.

(3) Membership shall end

a) by written termination, addressed to a member of the Full Executive Committee; termination is possible only with three months' notice and with effect from the end of a calendar year.

b) by deletion from the list of members; this shall be done if a member fails to pay when due the annual contributions for two years and does not pay the full overdue amount within three months of a written reminder sent by a member of the Full Executive Committee to the member's last known address. In the reminder, the member must be warned of the imminent

deletion.

c) by expulsion; this shall be done if the member's conduct is incompatible with the purpose and tasks of the Association or if the member grossly violates the Association's interests. The Full Executive Committee shall decide on the expulsion by simple majority of the votes after hearing the member concerned; the hearing may take place in writing. The member must be given the expulsion decision in writing with the reasons for the expulsion. The member may object in writing to the Full Executive Committee against the expulsion within three weeks of receipt of the decision. The next Members' Meeting decides on the objection. Until that decision is taken, the member's rights shall be suspended.

d) by death of the member.

### § 6 Members' Contributions, Donations

(1) Members' contributions are annual contributions and payable by December 31 in advance for the following year. For the current year, in which the Association is founded, the members' contribution shall be payable within four weeks of receipt of the letter accepting the member.

(2) The amount of the contribution shall be fixed by the founding meeting. Future changes in the amount of members' contributions shall be decided by the Members' Meeting.

(3) To perform its tasks, the Association can also accept donations of money and donations without any obligation to pay valuable consideration.

### § 7 Organs of the Association

(1) The organs of the Association are

- a) the Full Executive Committee
- b) the Members' Meeting
- c) the Advisory Board.

(2) For special matters, committees or further organs can be set up by simple majority of the Full Executive Committee or of the Members' Meeting.

### § 8 The Full Executive Committee

(1) The Full Executive Committee consists of the following members:

- a) the Chairman and the Deputy Chairman of the Full Executive Committee, who shall constitute the Executive Committee within the meaning of § 26 of the German Civil Code. The Chairman and the Deputy Chairman represent the Association in court and out of court, each acting individually. As an internal rule, the Deputy may represent the Association only if the Chairman is prevented from doing so. The Deputy's power to represent the Association alone shall remain unaffected hereby.

b) the managing Executive Committee member and his deputy, who manage the current business. Each of them is special representative of the Association within the meaning of § 30 of the German Civil Code. Each of them has sole power of representation. The managing Executive Committee member shall at the same time be the treasurer, and his the deputy the secretary.

c) two further members of the Executive Committee who shall assist the Executive Committee and perform functions which the Executive Committee may assign to them.

(2) The Full Executive Committee shall manage the business of the Association. It must take decisions on all matters of the Association not reserved to the Members' Meeting or to additional organs which are set up.

(3) The Executive Committee shall report to the Members' Meeting on its activities.

(4) The Full Executive Committee may decide for the purpose of achieving its objectives to join other associations with purposes similar to those of the European Japan Experts Association.

#### § 9 The Members' Meeting

(1) The Members' Meeting shall be called no earlier than one year after the preceding Members' Meeting, but no later than three years after that meeting, by a managing Executive Committee member.

(2) The provisional agenda drawn up by the Full Executive Committee shall be sent together with the invitation to attend the Members' Meeting, which must be sent in writing to all members of the Association. The day of the meeting must be at least eight weeks after the day of sending the personal invitation to attend the meeting to the member's last known address (date as evidenced by the postal stamp).

(3) The Members' Meeting has, especially, the following functions:

a) Election of the Full Executive Committee (cf. § 11 (3) and (4))

b) Resolutions on amendments of the Standing Rules and on the dissolution of the Association (cf. § 12 (1)).

(4) The Chairman of the Full Executive Committee shall chair the meeting. If he is prevented from doing so, another Executive Committee member shall chair the meeting.

(5) Every member shall have one vote. The Members' Meeting adopts resolutions without regard to the number of members present. Members not present can deliver their vote in

writing to the Full Executive Committee no later than one week before the Members' Meeting, or authorize another member in writing to vote for them. Such written authority must be delivered to the Chairman of the meeting before voting. The Chairman of the meeting decides whether to accept the representative's vote. If his decision is objected to, the Members' Meeting shall decide.

(6) The Members' Meeting shall adopt decisions by simple majority of the votes cast. Amendments of the Standing Rules require a majority of two thirds of the votes cast.

(7) The resolutions adopted by the Members' Meeting shall be set out in a protocol to be signed by the Chairman of the meeting.

(8) The Full Executive Committee can in urgent cases call an extraordinary Members' Meeting. Invitations for this purpose must be sent out at least one month before the meeting together with the agenda.

#### § 10 The Advisory Board

The function of the Advisory Board is to support the Full Executive Committee in its work. The members of the Advisory Board shall be appointed by the Executive Committee and require confirmation by the next Members' Meeting following their appointment. The number of members shall be fixed by the Full Executive Committee. Permanent members of the Advisory Board are the Secretary General and the Deputy Secretary General of the Japanese-German Center Berlin (JDZB).

#### § 11 Elections and Term of Office

(1) Office can be held only by persons who are of full age and in possession of their civic rights.

(2) All offices are honorary positions.

(3) Office holders are elected at regular Members' Meetings by absolute majority of the votes. Nominations can be submitted in writing. If no candidate receives the absolute majority of the votes cast, the candidate having received the majority of votes in a second ballot is elected.

(4) The Members' Meeting shall elect the members of the Full Executive Committee individually according to § 8 (1) a) to c). The term of office shall in each case be three years. The members of the Full Executive Committee shall remain in office until new elections are held. Reelection is allowed. If a member of the Full Executive Committee ceases to hold office during the term of office, the Full Executive Committee shall elect a new member to replace the withdrawing member of the Full Executive Committee for the remaining term of office.

### § 12 Dissolution of the Association

(1) The Members' Meeting decides on the dissolution of the Association by two thirds' majority of the votes cast at the Members' Meeting.

(2) In the event of the dissolution of the Association or if the charitable purpose as set out in the Standing Rules becomes obsolete, the assets of the Association shall go to the Japanese-German Center Berlin, which must use these assets directly and exclusively for charitable purposes.

### § 13 Venue

The place of performance and exclusive place of jurisdiction is at the registered office of the Association.

### § 14 Register Entry for the Association and Charitable Nature

(1) The European Japan Experts Association [EJEA] wants to be entered in the register of associations of the Local Court of Berlin-Charlottenburg with the legal form of an association. It will then add "e.V." (registered Association) to its name.

(2) The Association will apply for recognition of its charitable nature.

(3) The Executive Committee is authorized to amend the Standing Rules if and as requested by the appropriate authorities in the course of the approval proceedings provided that the purposes of the Association are not affected thereby.

These Standing Rules were adopted at the founding meeting in Berlin on November 4, 1995.