

Charity Akita Charter

1 Name

The official name of the organization is Charity Akita.

2 Description and Purpose

Charity Akita is an unincorporated non-profit voluntary association that works to strengthen the expat and Japanese community by providing opportunities for people to connect, and to pass on the legacy of volunteerism in Akita prefecture.

To that end Charity Akita organizes volunteer opportunities, fundraisers, social gatherings and other events. We strive to support local causes and charities, primarily those located within Akita prefecture and the Tohoku region.

3 Powers

In order to achieve its aims the board of directors may:

- Raise and donate money
- Open bank accounts
- Take out insurance
- Rent venues and event spaces
- Organise courses and events
- Work with other groups and exchange information
- Do anything that is lawful which will help it to fulfil its aims

4 Volunteers

All volunteers are expected to conduct themselves in a manner befitting the ideals and goals of Charity Akita. If a person commits a criminal offense or otherwise takes action which could jeopardize the fulfillment of the organization's goals or damage the organization's standing in the community, that person may be barred from future volunteer opportunities.

Those who have volunteered for at least 3 Charity Akita events within the previous year (defined as 365 days from the current date) are considered "regular

volunteers.” Regular volunteers are granted certain privileges including voting in yearly elections for executive director, voting on key issues brought up by the board of directors, and the possibility of being appointed to the position of deputy director or director of finance.

5 Management

(a) Volunteer activities and events shall be managed by the Charity Akita board of directors.

(b) The board of directors must consist of at minimum an executive director, deputy director and director of finance.

(c) The term for each board shall be from August 1 to July 31 of the following year.

(d) Members of the board must participate in all digital communication platforms utilized by the board.

(e) Voting at board meetings shall be by show of hands or direct statement for or against. In the event of a tie, the executive director shall have a second vote.

Even more so than volunteers, the board of directors are expected to conduct themselves in a way befitting the goals and ideals of Charity Akita. Those who are found to have committed any number of various offenses are subject to being reprimanded. The board of directors may by a two-thirds majority vote remove any board member, provided that member has the right to be heard before a final decision is made.

Being convicted of a criminal offense results in automatic removal from board. For all other offenses, the board may decide upon appropriate action to take concerning the offending board member. Vacancies left by expulsion of a board member shall be filled in accordance with section 8.

6 Duties of the Board

While board members are assigned specific duties based on their roles, board members are expected to take on the duties of other members as is needed to work towards the organization's goals.

(a) The duties of the executive director are to:

1. Oversee the board of directors.
2. Cultivate a respectful relationship with the larger community.
3. Lead or organize leaders for events and volunteer opportunities.
4. Maintain the vision of the organization.
5. Appoint members to the board of directors.

(b) The duties of the deputy director are to:

1. Assume the role of executive director in the event of a vacancy or as necessary.
2. Lead or organize leaders for events and volunteer opportunities.
3. Aid the executive director in his or her duties, particularly in relation to leading events.

(c) The duties of the director of finance are to:

1. Assume responsibility of all financial affairs of the organization
 - a. These responsibilities include collecting money at events, sending donations to the specified charities and managing the Charity Akita bank account
2. Maintain documentation of all expenditures and revenues which will be shared with the other committee members
3. Create the financial reports which will be used to inform the community of current charity expenditures and profits.

(d) Additional roles can be appointed based on need and available talent.

Examples of additional roles include but are not limited to:

1. Secretary - Note taking, copywriting and managing the organization's email account.
2. Director of public relations - Heading event promotion and managing social media.
3. Community liaison - Contacting venues, negotiating deals and providing translations (this position is usually fulfilled by a native speaker of Japanese).

7 Finances

(a) Any money obtained by Charity Akita shall be used only to the ends of fulfilling the organization's aims as defined by this charter and the current board.

(b) Governing documents outlining best practices for managing finances must be made available and must be adhered to by the board. Any deviations from these best practices must be promptly and publicly announced and given a full explanation.

(d) While finances are principally managed by the director of finance, responsibility for any funds collected is held by the entire board.

8 Elections and Appointments

(a) The position of executive director is chosen by the previous Charity Akita board and regular volunteers via an election.

(b) Elections are to be held in April.

1. The executive director elect must have chosen a deputy director and director of finance before the Annual Review in July, preferably with ample time for the new members to work with and learn from the current board.

(c) Candidates for board executive director must meet the following qualifications.

1. Candidates must not have previously served as executive director for a full term.
2. Candidates should be chosen from among the current Charity Akita Board.
 - a. In the event that no board members desire candidacy, candidates should be chosen from the regular volunteers. Failing that, applications for candidacy will be taken from the wider community.

(d) The positions of deputy director and director of finance shall be appointed by the executive director and chosen from among applications submitted by regular volunteers and the previous board. Additional roles may be appointed as fit the needs of the organization at the time.

(e) A Charity Akita Board Member may be removed from office for any of the following reasons:

- Failing to uphold the duties of their position in a timely manner.
- Acting in a way unbecoming of a member of the board.
- Committing a criminal offense while holding a position on the board.
- Residency changes, for any reason, to outside Akita Prefecture.

(f) The Charity Akita board of directors may appoint a community member to fill any board vacancy as needed.

9 Annual Review

(a) The board of directors shall hold an Annual Review in July.

(b) The date of the Annual Review must be publically announced at least fourteen days before it takes place.

(c) The Annual Review must be open to the public.

(d) The business of the annual review shall include:

- Receiving a report from the board on Charity Akita's activities over the year.
- Receiving a report from the director of finance on the finances of Charity Akita.
- Officially handing over leadership of Charity Akita to next year's board.

10 Alterations to the Charter

Any changes to this charter must be agreed to by at least a three-fourths majority vote of the board of directors and regular volunteers (as defined in section 4)

11 Dissolution

In the event of dissolution, any assets remaining after all debts have been paid shall be given to another group with similar aims.

This charter was adopted on

_____ [date]

Signed by:

Executive Director:

Deputy Director:

Director of Finance:

Other members of the Board: