



Foundation Rules

for

Tohoku University Muslim Cultural Association (TUMCA)

Section 1: Name and location

The organization is known as “TOHOKU UNIVERSITY MUSLIM CULTURAL ASSOCIATION” herein mentioned as (TUMCA), for the sake of brevity.

Section 2: Aims and objectives

Aims and objectives of **TUMCA** are:

To promote better understanding of Islam, to increase Islamic cultural knowledge of the Tohoku University students, staff, researchers and trainees.

To work for the promotion and establishment of better and constructive relations with non-Muslims, to remove any misunderstanding about Islam and to encourage peaceful, friendly and constructive interaction in order to increase the knowledge level of all people about Islam and Islamic culture.

Section 3: Membership

1- Muslim students of Tohoku University are eligible to become members of TUMCA and TUMCA Central Executive Committee (see section 5).

2- Anyone who is interested in participating in activities of TUMCA can obtain Gold Point Discount Card by paying a nominal fee on yearly or monthly basis (decided by the TUMCA CEC) in order to get discount on TUMCA activities.

3- The executive body of **TUMCA** may give “**honorary membership**” to any persons that rendered or are rendering services that contribute to the achievement of the aims and objectives of **TUMCA**.

Section 4: Activities

1- Welcome party at the beginning of the new academic year

2- Event gatherings (Hanami party, Islamic festivals and events, Imoni party etc)

3- Classes (Arabic classes, Cooking classes, English Forum etc)

4- Sightseeing trips

5- Sports Day

Section 5: Organization

Article i -

The organizational structure of **TUMCA** will be made of a President and 5 Secretaries. The Central Executive Committee (CEC) will comprise President, 5 Secretaries in addition to some members for their assistance. It is encouraged that the CEC may include students from all major communities and not heavily dominated by students from a single country.

Article ii -

The CEC is chosen (on a yearly basis) from the members with the responsibility of implementing the aims of **TUMCA** and day-to-day running of **TUMCA**. The President is elected, not selected, by the members.

1. **President** (Elected from the Members)
2. **Secretary for Financial Affairs / Treasurer**.....(Selected from the CEC by the President)
3. **Secretary for Cultural Exchange**.....(Selected from the CEC by the President)
4. **Secretary for Social Affairs**.....(Selected from the CEC by the President)
5. **Secretary for Public Relations and Publications**.....(Selected from the CEC by the President)
6. **Secretary for Information Technology / Webmaster**. (Selected from the CEC by the President)

Section 6: Duties and responsibilities of the CEC

Article i - **The President**

1. The president is the chief executive and is responsible for the steering of the CEC towards the realization of the declared objectives and policies of **TUMCA**.
2. The president is empowered to represent and speak on behalf of **TUMCA** when required.

Article ii - **The Secretary for Financial Affairs (Treasurer)**

1. The treasurer is responsible for keeping the money of **TUMCA** and shall be the custodian of the liquid assets at hand.
2. The treasurer should erect a sound financial policy and advice the CEC for possible sources of revenue and the expenditure, which should be economized.
3. The treasurer should present at least two reports about the financial assets of **TUMCA** to the CEC. The reports should be submitted at the end of August and the beginning of February.

Article iii – **The Secretary for Cultural Exchange (SCE)**

1. The SCE is responsible for organizing and supervising all cultural exchange activities of **TUMCA**.
2. The SCE is entrusted with organizing and arranging **TUMCA** presentation at Cultural exchange events held by other societies.

Article iv - **The Secretary for Social Affairs (SSA)**

1. The SSA is responsible for developing and keeping sound relations between the members of **TUMCA** .
2. SSA is also responsible for organizing the social gatherings, trips, parties, welfare activities, etc.
3. The SSA should maintain sound relations with members and try to facilitate their life in the university.

Article v - **The Secretary for Public Relations and Publications (SPRP)**

1. The SPRP should assume the responsibility of developing good relations between **TUMCA** and other student / cultural exchange organizations in and outside Tohoku University, and seek mutual cooperation with them.
2. The SPRP is responsible for keeping an eye on the mass media to detect and report any misinterpretations of Islam culture. He is also responsible for seeking any possible opportunity to have access to mass media and present Islamic culture to the public.
3. The SPRP is responsible for preparing literature (newsletter, special guides etc) for Islamic cultural exchange and arranging its distribution.

Article vi - **The Secretary for Information Technology (SIT)**

1. The SIT is responsible for managing the website of **TUMCA** and publicizing **TUMCA**'s activities through it.
2. The SIT should also strive to provide content such as Halal food information etc on the website to facilitate the life of **TUMCA** members.
3. The SIT should keep a record of the members of **TUMCA** and keep **TUMCA**'s mailing list updated and well maintained.

Section 7: Elections

Article i -

Elections for President will be held annually at the end of January.

Article ii -

During the month of February the new and old CECs should work together in order to ensure smooth transition of responsibilities.

Article iii -

No member is entitled to be a candidate for the CEC without having stayed in Japan for at least 3 months prior to the date of elections.

Article iv -

The President and Treasurer of **TUMCA** will not be entitled to reelection for more than two successive terms. In general, President and Treasurer are changing every year in order to

achieve the objectives of TUMCA by introducing new active students to continue the work. At same time, the new President can select the old President and the old Treasurer in other positions in the new committee to make the maximum use of their experiences.

Article v:

The term of all members of CEC, including the President, the Treasurer and so on is one year. The term begins on 1st March and terminates at the end of February.

Article vi : -

For achieving more benefits for **TUMCA**, it is encouraged that CEC may include students from all major communities and not be dominated by students from a single country.

Section 8: Meetings

Article i -

Meetings of the members (General meeting) will be held at least once a year.

Article ii -

The CEC should meet at least once in 2 months if this is possible.

Article iii -

The CEC may call for extraordinary meetings of the CEC whenever necessary.

Section 9: Decision making

Decisions in the CEC meetings will be made on the basis of majority votes.

Section 10: Vacancy of post

Article i -

An office bearer will cease immediately to hold his post if the CEC passed a *vote of no confidence* against him. Such a vote shall be brought under consideration only if at least 33% of the CEC demand in writing.

Article ii -

If any office-bearer resigns or is incapacitated during his term, the CEC will fill the vacancy.

Section 12 : Disqualification

Any member will cease to have any rights if the general meeting decides by a two-third vote that he has purposely violated the constitution and has lost interest in or has no regard for the aims and objectives of **TUMCA**.

Section 13 : Reports

At the end of its term, the CEC should produce an activity report written in English. Both the activity report as well as the financial one is addressed to the members meeting.