

## **Chapter Leader's Manual**

---

**27 March 2018**

# Purpose

---

**This manual is created for:**

**Enhance the understanding of below 2 points**

- ① Chapter's function in Alumni Association**
- ② Chapter leaders' role and tasks**

# Contents

---

1. Chapter Leaders' role
2. Chapter leaders' tasks

---

# 1. Chapter Leaders' Role

# 1. Chapter's role

---

It is necessary to understand APU Alumni Association's mission first which is **Global Family** & **Self-Accomplishment**



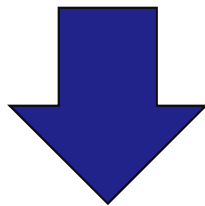
**Global Family**

To make alumni feel like home no matter wherever they are



**Self-Accomplishment**

To support alumni to accomplish what they want to do besides career



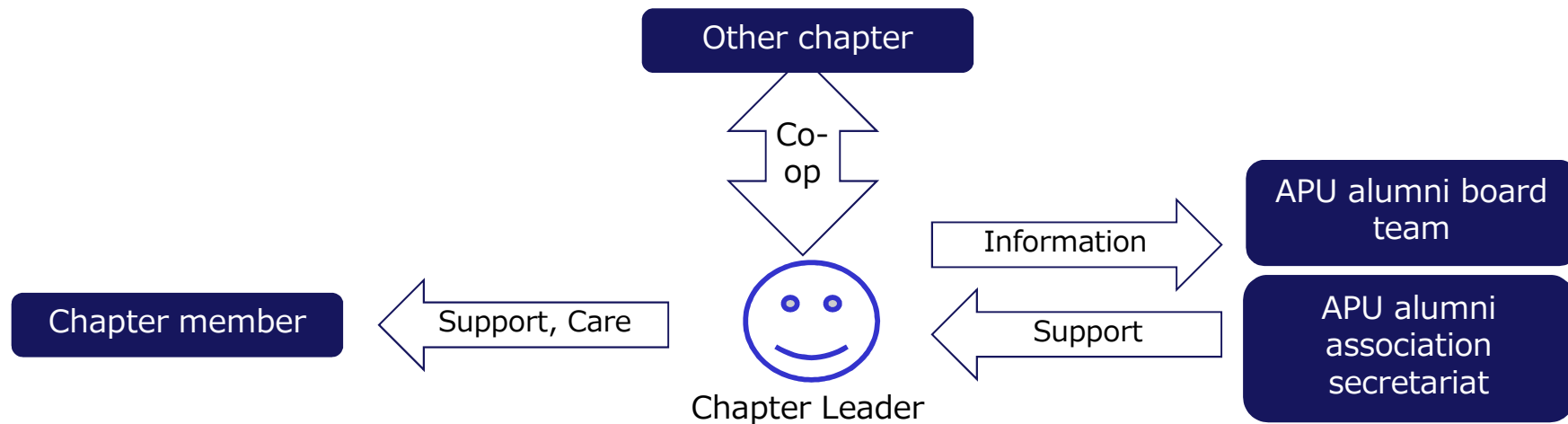
Chapter is **the best access point for alumni to bond with each other**  
Thus, Chapter plays the role to **commit to one of our mission "Global family"**  
**Chapter leader plays an important role to lead, manage a chapter**

# 1. Chapter's role (4 stakeholders)

---

Chapter leader response to below 4 stakeholders

- ① Chapter members
- ② Other chapters
- ③ APU alumni board team
- ④ APU Alumni Association Secretariat



### Chapter members stay the most closed to chapter leaders

#### Chapter members

- Chapter members include those who actively attend chapter activities, those who are less active and those have not registered to chapter
- Chapter members are in different status (single, with family etc.)

#### Expectation

- Alumni association increase by 1,000 people annually and reside everywhere in the world
- Alumni's needs vary based on their residence area, age and status

Chapter leader can refer to **other chapters'** activities, exchange information, cooperate with **other chapters** hand in hand to expand alumni's social network

### Other Chapters

- Currently, 33 chapters (9 domestic chapters, 24 overseas chapters)
- Information of other chapters' activities can be provided
- New ideas are inspired by communications between chapters

### Expectation

- Chapter amount will increase to 40 by the year of 2020



### Alumni Board Team exits to support chapter activities

#### Alumni Board Team's Role

- Planning, Conduct, Support for all alumni activities

#### Alumni Board Team's activities

- Conduct General Assembly
- Budget Planning
- Principle Set-Up
- Look over all alumni activities

**Alumni Association Secretariat is the window person from APU, responsible for applications and other admin affairs to support chapter activities**

### Alumni Association Secretariat's Role

- Giving support to ensure chapter activities proceed smoothly

### Alumni Association Secretariat's Activities

- Process applications from alumni/chapters
- Managing media accounts
- Managing personal information

---

## 2. Chapter Leaders' Tasks

## 2. Chapter Leaders' Tasks

---

Chapter leaders' tasks are mainly divided by 3 parts

- ① Tasks through the year
- ② Hold General Assembly
- ③ Organize chapter activities

## 2. Chapter Leaders' Tasks① : Tasks through the year 1/2

---

Below are the stakeholders involved

### ① Chapter members

- Update Alumni Association Secretariat with alumni's name and contact (post-event)
- Organize attractive, constructive (helpful) activities
- Collect alumni's feedback, enquiry and share in RLM(Regional Leaders' Meeting)

### ② Other chapters

- Information exchange
- Attend RLM(Regional Leaders Meeting)

### ③ Alumni board team

- Support various activities & planning (questionnaire, request on needs)
- Collect chapter members' voice and share in meetings

## 2. Chapter Leaders' Tasks① : Task through the year 2/2

### ④ Alumni Association Secretariat

- Support various activities & planning
- Submit activity application
- Create chapter introduction graph and submit to Alumni Association Secretariat to be updated on alumni HP every April. If any changes occurred after submission, contact Alumni Association Secretariat accordingly
- Complete annual summary, yearly budget plan, yearly activity plan and submit to Alumni Association Secretariat every March
- Complete chapter member list and submit along with chapter yearly budget plan
  - \* add-in new joint member, delete who has move out from chapter's related area
- Submit Activity Plan(pre-event), Event report and attendee's list (post-report)
- Inform Alumni Association Secretariat when create chapter page in any social media

### ⑤ Others

- Support on APU's development (admission, job hunting, donation, education)

**\*If trouble occurred in chapter management, Alumni Association Secretariat or board team will take charge on behalf**

## 2. Chapter Leaders' Tasks ② : Organize General Assembly 1/2

---

**General assembly need to be organized once a year** to involve chapter members directly in Chapter's decision making

### < Nature of General Assembly >

General assembly is for building consensus with chapter members on chapter management

### < Contents of General Assembly >

- Annual report (event, budget)
- Chapter leader, core members' election and receive approval from chapter member
- Plan for next year

## 2. Chapter Leaders' Tasks ② : Organize General Assembly 2/2

---

### < Budget application >

- Submissions : Application Form1(planning form)
- Contact : Alumni Association Secretariat (apualumn@apu.ac.jp )
- Deadline : 1 month before general assembly (early submission is most welcome)

### < Budget approval criteria · applicable items >

General assembly hold by chapter is approved unconditionally

However, budget application for general assembly need to be checked separately

### < General assembly cost settling >

Follow 「P17.event operation page, approved event cost settling」



## 2. Chapter Leaders' Tasks ② : Organize Event 1/2

---

Seminar, reunion create great opportunity to expand alumni's social network  
Chapter leaders shall organize "attractive", "constructive(helpful)" event

### < During Event >

- Time and place of the event shall be convenient to attract more attendees
- Event shall be economic-friendly to most of chapter members
- Refer to budget manual for alumni association event subsidy

### < Examples >

#### Culture event

Based on Declaration of the opening of APU event shall connect alumni and local communities with the purpose of enhancing international mutual understanding and human resource development in the Asia-Pacific. Such as:

- Study group, Book discussion
- Career event
- Contribution project to region
- Seminars inviting professions

#### Social event

Provide an occasion for social-networking, such as:  
New member welcome party • Gathering with entrepreneur graduates or graduates from different industries • Study gathering

#### APU event

Unique events related to APU, such as:

- Lecture by alumni with unique background/life story
- Panel discussion from alumni within region
- Lecture, workshop from APU professors
- Promotions for APU towards society / high school

## 2. Chapter Leaders' Tasks ② : Organize Event 2/2

---

### < Budget Application >

- Submission : Application Form1(Planning form)
- Contact : Alumni Association Secretariat (apualumn@apu.ac.jp )
- Deadline : 1 month before event (early submission is most welcome)

### < Budget approval criteria · applicable items >

- New member welcome party
- Others (Subsidy approval based on approval criteria )

### <Cost settling after approval>

#### ■ Pre-payment

1. Submissions : Quotation, Invoice
2. Contact : Alumni Association Secretariat (apualumn@apu.ac.jp )
3. Deadline : according to payment schedule (next page)

#### ■ Post-payment

1. Submissions : Form2(event report)、 3(participant list)、 4(expense report)、 receipt(with sign or stamp)
2. Contact : Alumni Association Secretariat (apualumn@apu.ac.jp )
3. Deadline : within 1 month after event

Application form is available on <http://www.alumni.apu.ac.jp/ja/resources/setting/document/>  
(Revised ver) application form

---

# APPENDIX

## 1. Services and Rules to Chapter Leaders

## Service for Chapters (Summary)

---

Approved chapters enjoy below services:

- Receive subsidy after approved by board team
- Chapter member recruitment, chapter event notice posted on alumni HP, mail magazine, SNS
- Related alumni's information
  - \*Submit "Pledge of alumni information lending application" to obtain alumni's information
- Ritsumeikan campus facility usage (contact Alumni Association Secretariat in advance)
- Receive subsidy for general assembly and APU goods

# Service for Chapters (Event Notice)

---

Announce alumni about chapter event with below tools:

## **Alumni HP <Event> Page**

URL:<http://japan.kantei.go.jp/letters/index.html>

- Alumni HP <Event> page is for the purpose of chapter event announcement
- Submit announcement graph in both Japanese and English to Alumni Association Secretariat

## **Mail Magazine**

- Mail magazine is sent to alumni when necessary
- Content of mail magazine mainly regarding chapter and APU event
- Please contact Alumni Association Secretariat if you wish to post any information

## **Facebook**

- Alumni Facebook page will share same information as alumni HP

## Loop.A.S.

---

Loop.A.S is an origination to **loop** alumni with APU students, with the purpose of:

- ① Encourage APU students to have fulfilling student life impacted by alumni
- ② Help alumni gain more vitality from students
- ③ Develop APU family
- ④ Members' growth
- ⑤ Develop alumni organization



Loop.A.S facebook page <https://www.facebook.com/APULoop.A.S/>

# Alumni Office Rule (Payment)

---

## ■ Payment schedule (domestic)

Procedure Date	10th	20th	30th
Bank Transfer Date	20th	30th	next month 10th

## ■ Payment schedule (overseas)

- Overseas transfer takes about 2 weeks to go through APU, RU finance. Payment report will be sent after transfer completed
- Only JPY and USD are used for money transfer to China and Mongolia. Please inform which current you want to receive. Any loss by exchange rate please contact Alumni Association Secretariat with proof. Please confirm the acceptable currency by your bank account, once transfer get rejected, it will take another 2 weeks for 2<sup>nd</sup> transfer

## Attentions:

- (1) Pre-payment like venue fee will be paid by Alumni Association Secretariat
- (2) Urgent payment is not applied by campus accounting system from 2013
- (3) Please contact alumni office as early as possibly regarding payment matter
- (4) Address on receipts should be <Ritsumeikan Asia Pacific University Alumni Association> or <APU Alumni Association>

Please refer to other causations written on attachment2 to avoid unnecessary mistakes and overlook

※please refer budget manual for details

---

# APPENDIX

## 2.Regulations for Chapter



## Regulation for Chapter

---

Regulations of Chapter is set up to clarify roles of each chapter members and ensure chapter activities is conducted smoothly.

Please apply \_\_\_\_\_ to your own chapter name and follow this regulations accordingly.

## Regulation for Chapter 1/5

---

Regulations for Ritsumeikan Asia Pacific University(APU) Alumni Association\_\_\_\_\_Chapter

ARTICLE 1 The Chapter shall be known as “Ritsumeikan Asia Pacific University Alumni Association \_\_\_\_\_ Chapter”.

ARTICLE 2 This Chapter aims to promote the development of the Chapter, APU Alumni Association and Ritsumeikan Asia Pacific University (hereinafter, "APU"), as well as to foster friendly relations amongst its members.

ARTICLE 3 The functions of this Chapter shall be as follows:

- (1) To facilitate projects and initiatives in the capacity of an alumni organization.
- (2) To foster and promote friendly relations amongst members, for the development of the Chapter.
- (3) To gather and manage members' information for the purpose of linking members together
- (4) To facilitate activities that will contribute to the development of APU.
- (5) To facilitate projects that will encourage and support APU.
- (6) To collaborate with the Ritsumeikan Academy, the Academy's member schools and the alumni associations thereof.
- (7) To carry out other activities necessary to achieve the goals of the Chapter.

## Regulation for Chapter 2/5

---

ARTICLE 4 The members of this Chapter shall be as follows:

- (1) Students and graduates whose nationality is \_\_\_\_\_
- (2) Graduates of all nationalities residing in \_\_\_\_\_
- (3) Beyond location of residency, graduates who has business and other relationships in \_\_\_\_\_

ARTICLE 5 The operations of the Chapter shall be coordinated by the following executive members who will be appointed via ballot from among themselves.

- |                     |          |
|---------------------|----------|
| (1) Chairperson     | 1 person |
| (2) Vice Chair      | 2 people |
| (3) Treasurer       | 1 person |
| (4) Public Relation | 1 person |

ARTICLE 6 The executives' powers and duties shall be as follows:

- (1) The Chairperson shall be responsible for the overall coordination of the Chapter's activities as well as representing the Chapter.
- (2) The Vice Chair shall support the Chairperson. In the absence of the Chairperson, the Vice Chair shall assume his / her responsibilities.
- (3) The Treasurer shall keep accounts of the Chapter's finances.
- (4) The Public Relation officer shall promote the Chapter.

## Regulation for Chapter 3/5

---

ARTICLE 7 The executives' tenure shall be as follows:

(1) The term of office of an officer shall be 4 years. Each executive may hold office for a maximum of two terms.

However, an executive of the chapter is able to resign within his term for personal reasons or for the good of the chapter.

This rule applies for all executives (chairperson, vice, accountant, PR)

If you are in your 8th year, you can have 1 year of transition period to decide next executive until next general assembly.

At the end of his term, a new executive shall be appointed to take place of the office of an executive thus appointed shall be the remainder of the term they are to replace.

A Board shall be established under the Chapter.

The Board shall consist of the Chairperson, Vice Chair, Treasurer and Public Relations Officer.

The Board shall meet at the Board Meeting.

The Board shall have authority over the following administrative tasks:

- (1) Account Settlement and Budget
- (2) Alumni General Assembly
- (3) Changes in the Regulations of the Chapter
- (4) Other important matters

4. The Board Meeting shall convene once or more each year. Items to be decided must be passed by a majority of those in attendance.

ARTICLE 9 The Chapter shall hold a General Assembly once a year.

2. The Assembly shall be held to achieve the following:

- (1) To present reports Chapter affairs and accounts to the members
- (2) Approval of the Chairperson, Vice Chair, Accountant and Public Relations Officer.
- (3) To promote member interaction and friendship

ARTICLE 10 Prohibited Items

Alumni are prohibited to:

- ① Solicitation of religion and politics
- ② Solicitation of network business
- ③ Damaging other alumni's reputation and credit, causing disputes among each other
- ④ Disturbing chapter and/or other chapter members' business
- ⑤ Disturbing chapter's operation and management
- ⑥ Other acts similar to above mentioned

ARTICLE 11 Membership fees may be collected according to activities conducted by the Chapter or received as free-will offerings.

ARTICLE 12 Any revisions to or deletions from the Chapter's Regulations will be carried out by the Executive Board and reported to the members in an appropriate fashion.

### SUPPLEMENTARY PROVISIONS

\*The Regulations of the APU Alumni Association \_\_\_\_\_ Chapter are effective as of \_\_\_\_\_ (yyyy) \_\_\_\_\_ (mm) \_\_\_\_\_ (dd)

---

## APPENDIX

### 3. Privacy Policy

The Ritsumeikan Asia Pacific University Student & Alumni Association (hereon after “the Association”), in compliance with Japanese laws on the protection of personal information, shall handle personal information that the Association collects from its members and information provided by Ritsumeikan Asia Pacific University as stated below.

### 1. Purposes of Use

Personal information collected from alumni shall be used for the following purposes:

- To dispatch Alumni Association information
- To ensure safe and proper use of university facilities and equipment by alumni
- To issue certificates to alumni
- To provide job placement and advancement support to current students
- To enable consultation with current students’ parents and guardians
- To provide necessary information to third parties recognized by the Alumni Association Board Team, including organizations comprised of alumni, organizations comprised of current students’ parents, Ritsumeikan Asia Pacific University, schools of the Ritsumeikan Trust (Ritsumeikan University and its affiliated junior and senior high school) and the Alumni Association of Ritsumeikan University
- To send notices and other information from Ritsumeikan Asia Pacific University
- To conduct university evaluation (self-evaluation, third-party evaluation, accreditation, etc.) and various kinds of statistical surveys



- To request assistance with promotions pertaining to admission and recruitment activities
  - To provide information on advancement and job placement to alumni's home high schools;
- To perform the duties in Article 3 of the Alumni Association Regulations
- To implement tasks necessary for the management and operation of the Association.

### 2. Disclosure of Personal Information

(1) The Association confirms that members reserve the right to disclose, correct, discontinue the use of or delete their personal information and will comply when requested to do so.

(2) The Association will not disclose or provide a member's registered personal information to third parties without his or her consent unless required to do so by law.

### 3. Management of Personal Information

(1) The Association, in order to implement this Policy, will ensure the thorough understanding thereof by the Student & Alumni Association Board Team and Secretariat.

(2) The Association will take necessary information security measures, including measures to counter unauthorized access and computer viruses, in order to prevent the loss, destruction, alternation and leakage of personal information.

(3) The Association will obtain personal information using only fair and legal methods. The Association shall not obtain personal information by inappropriate means, and will either obtain consent on the purposes of use etc. from the individuals to whom the information belongs or announce the necessary information on the Association's homepage.

(4)When obtaining personal information indirectly, the Association shall confirm that the information submitted by the provider has been appropriately obtained from the individual and will notify the individual that information has been obtained or announce the purposes of use for personal information and other necessary information on the Association's homepage.

### 4.Management and Sharing of Personal Information within the Student & Alumni Association

(1)The Secretariat of the Student & Alumni Association will take appropriate measures to manage the personal information collected by the Association.

(2)When Board Members of the Student & Alumni Association, Group Leaders, and Chapter Leaders require personal information for the implementation of Alumni Association activities, the Secretariat shall provide information only to the extent necessary for those activities.

(3)If members of the Association other than those stated above require personal information for the implementation of Student & Alumni Association activities, the Secretariat shall provide said information upon the approval of the Board Members.

### 5.Provision of Personal Information to Third Parties

(1)The Association will not provide personal information to a third party without first obtaining consent of the individual, except in the following cases:

1)When required by the law

2)Cases in which the provision of personal information is necessary for the protection of the life, person, or property of an individual and in which it is difficult to obtain the consent of said individual

3)Cases in which the provision of personal information is necessary for cooperating with a state institution, a local public body, or an individual or entity entrusted by one in executing the operations prescribed by laws and in which obtaining the consent of the customer might impede the execution of the operations concerned.

(2)When commissioning certain specific duties, personal information may be provided to third parties. These parties will be obliged by contract, law, etc. to appropriately manage the private information entrusted to them.

(3)Private information may be shared with the parties below:

1)Ritsumeikan Asia Pacific University

Purpose of use :

To perform the duties in Article 3, Paragraphs 4 and 5 of the Student & Alumni Association Regulations

Personal information :

Name, current address, telephone number, e-mail address, work address (name of headquarters or branch, department or office, title, industry, occupation, date of appointment, address, telephone number), name of graduate school and major, nationality 2)APU Parents' Associations (Korea Parents' Association, Indonesia Parents' Association, APU Club Domestic Students' Parents' Association, Thailand Parents' Association, Shanghai Parents' Association, Taiwan Parents' Association, The Philippines Parents' Association, Malaysia Parents' Association, Vietnam Parents' Association etc.)

Purpose of use :

To select guest speakers for Parents' Association projects (lectures etc.)

Personal information :

Name, current address, telephone number, e-mail address, work address (name of headquarters or branch, department or office, title, industry, occupation, date of appointment, address, telephone number), name of graduate school and major, nationality

3) Schools of the Ritsumeikan Trust (Ritsumeikan University, Ritsumeikan Junior-Senior High School, Ritsumeikan Uji Junior-Senior High School, Ritsumeikan Keisho Junior-Senior High School, Ritsumeikan Moriyama Junior-Senior High School, Ritsumeikan Primary School) and the Alumni Association of Ritsumeikan University

Purpose of use :

To perform the duties in Article 3, Paragraph 6 of the Student & Alumni Association Regulations

Personal information :

Name, current address, telephone number, e-mail address, work address (name of headquarters or branch, department or office, title, industry, occupation, date of appointment, address, telephone number), name of graduate school and major, nationality

(4) Individuals may request the Association to stop providing information to third parties. Individuals who wish to stop the provision of information shall contact the Secretariat of the Student & Alumni Association.

### 6. Basic Rules for Handling Personal Information

- Personal information will only be used to the extent necessary for conducting duties within the purposes of use.
- Personal information will not be used for any purposes other than those stated, will not be removed from the regular place of use and will not be leaked externally by electronic transmission or other means.
- Association staff are prohibited from informing any third parties about the details of personal information acquired during the course of their duties without permission and from using information for unjustifiable purposes. The same shall apply even after staff have left positions pertaining to said duties.
- The collection, use and/or provision of personal information listed below is prohibited:

Matters pertaining to thought, belief and religion

Matters which lead to social discrimination

Purpose of use :

To select guest speakers for Parents' Association projects (lectures etc.)

Personal information :

Name, current address, telephone number, e-mail address, work address (name of headquarters or branch, department or office, title, industry, occupation, date of appointment, address, telephone number), name of graduate school and major, nationality

3) Schools of the Ritsumeikan Trust (Ritsumeikan University, Ritsumeikan Junior-Senior High School, Ritsumeikan Uji Junior-Senior High School, Ritsumeikan Keisho Junior-Senior High School, Ritsumeikan Moriyama Junior-Senior High School, Ritsumeikan Primary School) and the Alumni Association of Ritsumeikan University

Purpose of use :

To perform the duties in Article 3, Paragraph 6 of the Student & Alumni Association Regulations

Personal information :

Name, current address, telephone number, e-mail address, work address (name of headquarters or branch, department or office, title, industry, occupation, date of appointment, address, telephone number), name of graduate school and major, nationality

(4) Individuals may request the Association to stop providing information to third parties. Individuals who wish to stop the provision of information shall contact the Secretariat of the Student & Alumni Association.

**Chapter activity related alumni's personal information will be share by Alumni Association Secretariat after chapter leader(s) submitting Pledge of Alumni Information Lending Application**

## Contact Information

---

Alumni Association Secretariat

Office of the President

Ritsumeikan Asia Pacific University 1-1 Jumonjibaru, Beppu-shi, Oita-ken 874-8577

Tel:0977-78-1103

Fax:0977-78-1113

[apualumn@apu.ac.jp](mailto:apualumn@apu.ac.jp)