

**First Draft**

**Constitution and By-Laws**

**Federation Foreign Workers for Peace (FFWP)**

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**PREAMBLE**

We, foreign workers based in Japan, by the blessings of God, our True Parents, do hereby organize and proclaim ourselves as members of the Federation of Foreign Workers for Peace.

We organize ourselves based on the ideals of interdependence, mutual prosperity and universally shared values (The Five Principles of Peace) in order to: create an alliance of interreligious people who generally share the vision of world peace through ideal individuals and families as the basis for healthy communities, stable societies and a peaceful world.

We believe that co-existence, co-prosperity and ideal relationships can be accomplished through interreligious dialogue and community service, music and the arts, sports and other activities that enhance the total development of our spiritual, physical, academic, technological and social abilities.

We exist to assist parents, schools, organizations, agencies and governments for the principled-education and development of good people in order to strengthen the family, re-build the country and establish a peaceful world of peace-loving, global citizens.

**ARTICLE I: NAME, PURPOSE AND IDENTITY**

Section 1. The name of the organization is the Federation of Foreign Workers for Peace hereinafter referred to as the FFWP or the Federation.

Section 2. FFWP is an international, inter-religious, inter-cultural, educational, service and peace organization. It is dedicated to foster interreligious peace and harmony, true family values, good governance, environmental education, altruistic service to all families in Japan and the world.

Section 3. The organization is committed to: (1) provide positive and productive educational seminars, sports and cultural activities, service and leadership education in collaboration with government, non-government organizations, international families and individuals; (2) create and advocate standards for healthy and moral-based family, cultural and interreligious events; (3) offer educational tools, socially- relevant events, service opportunities and constructive activities for the benefit of the family, community, the country and the world; and (4) promote a strong bond of camaraderie and harmonious relationship among all foreigners living in Japan.

Section 4. The FFWP implements these goals through educational programs, arts and music, and service for peace activities.

Section 5. It will also exist as a forum for issues of vital concern to peace of the community, nation and the world through collaboration, partnership, and outreach with government and non-government organizations that actively supports unity and peace through education and service.

Section 6. FFWP is incorporated as a non-profit, non-sectarian, non-political peace organization established and operated exclusively for peace and healthy family activities, charitable educational and service purposes within the legal bounds of the host country.

Section 7. No part of the net earnings of the FFWP shall inure to the benefit of any member or other individual except as reasonable compensations for specific duties performed at the direction of the organization.

Section 8. FFWP shall not carry on or implement other activities except those activities that are accessory to the pursuit of the above principal purposes for which it is organized.

## **ARTICLE II. LOGO**

Section 1. A FFWP logo may be created to symbolize the organization's name, purpose and identity. Any official logo of FFWP will have to be decided by its Executive Board.

## **ARTICLE III: MEMBERSHIP**

Section 1. Membership to FFWP is open to: any legally recognized foreign organization, family or individual citizen that are interested in its ideals of interdependence, mutual prosperity and universally shared values (The Five Principles of Peace).

Section 2. Any individual, family, group and institution that believe in the ideals of FFWP and its vision of intercultural or interreligious harmony, true family values and service for peace is eligible for membership.

Section 3. There shall be no barriers to full participation in the organization on the basis of religion, gender, race or nationality, age and physical disability.

Section 4. Membership to the organization is decided by the individual or group applicant upon payment of dues specified by the Executive Board.

Section 5. There shall be four classes of membership in the FFWP: individual, student, group and institutional membership.

Section 6. Individual membership: shall be available to anyone who has completed an application form and paid the currently stipulated individual dues. An individual member in good standing shall have all the privileges of membership as established by the Executive Board including the right to vote and to hold office in the association.

Section 7. Student membership: shall be for students who send a copy of a currently valid student identification card with the membership application. Student members shall have all the privileges of individual members. Student fees shall be decided by the Executive Board.

Section 8. Group membership shall be for persons/institutions who give a monetary contribution to the Federation beyond individual but less than the institutional membership dues as determined by the Executive Board.

Section 9. Institutional or Organizational membership shall be given to any organization, firm, association, or institution interested in forwarding the purposes and programs of the FFWP upon completion of an application form and payment of stipulated Institutional dues. Each Institutional member may have the same rights and privileges as an Individual member.

- a) FFWP Executive Committee may designate a certain number of votes for group and institutional members.
- b) The Institutional or organizational leader shall keep the Federation advised of the one representative so designated to represent all its members.
- c) Institutional members that do not designate a representative or representatives shall not be entitled to vote by ballot or at membership meetings.

Section 10. Membership dues shall be set by the Executive Board and shall be paid annually to the FFWP.

#### **ARTICLE IV: RIGHTS AND PRIVILEGES**

Section 1. All individual and student members, designated representatives of groups and institutions or organizations shall have the right to vote, hold office, and shall receive newsletters and information bulletins.

Section 2. Institutional members that do not designate a representative may neither vote nor hold elected office and shall receive the Federation's aforementioned publications.

#### **ARTICLE V: ELECTION OF OFFICERS**

Section 1. Any eligible member of the association may nominate a member or officer as a candidate for an elective position of a given term.

Section 2. The schedule of elections may be decided by the Executive Board or by the Election Board.

Section 3. The Executive Board may also decide to assign an Election Board who may carry out the duties to accept nominations; conduct the election by ballots; count the number of ballots and votes; and finally proclaim the winners of the election.

Section 4. The nominees may deliver speeches about their platforms or programs of action at a time and date decided by the Executive Board or the Election Board, as the case may be.

Section 5. Each nominee may post a statement of acceptance, platform of government or program of action, goals and biographical data, which the Executive Board may publish or announce in an official meeting, publication or information bulletin.

Section 6. Officers may be elected by secret ballot or viva voce. Ballots accompanied with statements of goals and biographies of the candidates may be provided to each FFWP member eligible to vote.

Section 7. Online election may be made based on the recommendations of the Election Committee selected by the Executive Board.

Section 8. The Election Committee or their respective representatives may receive the ballots and shall serve as tellers to verify the ballots simultaneously and report the election results to the President.

Section 9. For each office, the candidate who receives the greatest number of valid votes cast shall be elected. In the event of a tie, the winner of the election will be drawn by lottery. They may be represented through a notary or a person appointed by the Election Board or the Executive Board as the case may be.

Section 10. All candidates shall be informed of the election results in writing and or announcement by the outgoing President. The names of the successful candidates shall be published in an official publication of FFWP and announced at the annual membership meeting.

#### **ARTICLE VI: TERMS OF OFFICE**

Section 1. All FFWP officers may serve a three-year term of office after which they will be qualified for re-election.

Section 2. The terms of office shall begin immediately following the close of the official annual membership meeting called for by the Federation.

Section 3. Any person of: respectable influence, good community standing, an international connection or social influence in Japan may serve as an adviser (s) of FFWP.

Section 4. The elective officers of the FFWP are the President, Vice-President for Internal Affairs (IVP), Vice-President for External Affairs (EVP), the Secretary-General, the Treasurer, Auditor and the Press Relations Officer(s) and the standing committee chairpersons.

Section 5. The Executive Board is composed of the President, Vice-President for Internal Affairs (IVP), Vice-President for External Affairs, the Secretary-General, the Treasurer, Auditor and the Press Relations Officer(s).

Section 6. Committee officers or those appointed to head special offices of FFWP may attend any meeting upon the request or recommendation of any member of the board.

#### **ARTICLE VII: DUTIES AND RESPONSIBILITIES OF OFFICERS**

Section 1. The President shall be the chief executive officer of FFWP. The President shall have control over the affairs of the Federation in coordination with the Executive Board. Upon completion of the two-year term, the President shall step down from the Executive Board, but serve immediately for one year as Past President in an advisory role.

Section 2. The President is the Chairman of the Executive Board. He may be represented by any of the Vice-Presidents.

Section 3. The Vice President for Internal Affairs (IVP) shall negotiate all on-site contracts for the Association's annual conference, coordinate all local or internal arrangements and special educational events; and will work in conjunction with the chairperson of the committee on education to implement educational, professional and leadership training programs for the general membership of the Federation.

Section 4. The Vice President for External Affairs (EVP) shall coordinate the development of the entire service for peace programs, community outreach and fellowship activities with other individuals and organizations. The EVP will work in conjunction with the chairperson of the Committee on Service and Outreach Activities.

Section 5. The Secretary –General (SG) shall be responsible for keeping the official minutes of the Federations membership meetings, and the official minutes of the Executive Board meetings. This officer shall also be responsible for: a) collecting and distributing reports for the Executive

Board meetings, b) for handling registration for the movement's annual conference or events, and c) for handling any request for correspondence. In addition the SG may act as: d) teller for balloting for proposals of affiliation and/or amendments to the Constitution and Bylaws and, b) a representative (alter ego) of EVP or IVP or the President when they want it.

Section 6. The Treasurer shall be responsible for the financial accounts of the federation including sales, income, and expenditures. In an official publication of the Federation, the Treasurer shall present a financial statement for the previous fiscal year. The Treasurer shall cooperate with a partial audit that will be done every year, and with a full independent audit as stipulated by the Executive Board in order to assure fiscal responsibility.

Section 7. It is the responsibility of the auditor to independently examine and make findings of fact on whether all officers:

- a) Have established adequate operating and administrative procedures and practices; systems of accounting, reporting and auditing; and other necessary elements of legislative or management control.
- b) Are providing financial and other reports, which disclose fairly, consistently, fully, and promptly all information needed to show the nature and scope of programs and activities and have established bases for evaluating the results of such programs and operations.
- c) Are promptly collecting, depositing, and properly accounting for all revenues and receipts arising from official activities.
- c) Are conducting programs and activities and expending funds made available in a faithful, efficient, and economical manner in compliance with and in furtherance of the purposes of the Federation.

Section 8. The Public Relations Officer (s) shall be responsible for: overseeing Federation publications; facilitating communication within the organization; and developing and maintaining the Federation's public relations program with media entities or outside organizations. The organization may have as many as three PROs to deal with the media or press, documentation and photography.

Section 9. All officers must submit written reports as frequently as required by the Executive Board.

Section 10. The President may create special committees, offices or task forces to make the Federation fulfill its internal and external needs, projects and activities upon the recommendation of any member of the Executive Board.

#### **ARTICLE VIII: ADVISORY BOARD, COMMITTEES AND REPRESENTATIVES**

Section 1. The Executive Board shall have the option of appointing an Advisory Board not to exceed 3 members. The purpose of the Advisory Board is to advise the Executive Board on policy matters at the request of the Executive Board or on their own initiative.

Section 2. The term of office for each member of the Advisory Board is 3-years. They may be elected or re-appointed by the Executive Board upon the recommendation of the President.

Section 3.. The members of the advisory board may be composed of outstanding persons of the international community who are living in Japan. They may come from non-governmental organizations, academic institutions, volunteer community or professional organizations.

Section 4. Members of the Advisory Board should have the time and the qualities of moral uprightness and general capabilities to be able to handle the advisory position, effectively.

Section 5. The Executive Board has responsibility for the appointment of chairs and members of the special committees from the voting membership of the Association.

Section 6. The Executive Board shall appoint committee chairs and member appointments for specified terms, normally for one year, at the direction of the Executive Board. The President of the FFWP is a non-voting, ex-officio member of all committees of the Association.

Section 7. All committee chair and member appointments shall begin at the close of the annual membership meeting. Each committee shall report annually in writing to the membership on the activities of the committees, or more often to the Executive Board as requested by the Executive Board.

Section 8. No committee member or representative/liaison to another organization shall incur expenses on behalf of the Federation except as authorized by the Executive Board.



Section 9. There will be four standing committees on education, family and social events; local and international concerns; and ways and means.

a) The Committee on Education will be responsible for the planning, implementation, supervision and evaluation of educational programs, in-service trainings, development workshop and other activities of the members and officers of the FFWP. The chairperson of this committee will work together with the Vice-President for Internal Affairs in order to carry out tasks and responsibilities related to the internal education and relationship between and among members of the Federation.

b) The Family and Social Events Committee shall be responsible for planning and mapping healthy, positive and socially relevant family or inter-family activities. These activities shall promote fellowship, bonding, camaraderie, charity, language and cultural respect, interreligious and internationality between and among members of the Federation with other communities or organizations.

c) The Committee on Local and International Concerns will be responsible for any arrangement, event, planning and implementation, inter-governmental collaboration and co-operation with other individuals and organizations. The chairperson of this committee will work together with the Vice-President for External Affairs to undertake service programs and outreach activities like sending relief efforts, food and materials to flood or disaster victims in Japan or other countries.

d) The Ways and Means Committee is in-charge of financial resources and solutions to funding problems and fiscal challenges of the Federation. It looks for opportunities to strengthen and expand the financial base and linkages of FFWP so it can undertake its educational and service objectives for the family, community, country and the world.

Section 9. The Executive Board shall authorize the dissolution of a committee or representative when in the opinion of the Executive Board its usefulness has ceased. This decision and reasons for dissolution shall be reported to the membership.

Section 9. With majority approval of the Executive Board, any officer, committee chair, or member may be removed from office for defalcation of public funds, malfeasance of office, or repeated failure to perform duty.

## **ARTICLE IX: THE OFFICERS AND THE EXECUTIVE BOARD**

Section 1. The elected officers of the FFWPU shall be the President, Vice-President for Internal Affairs, Vice President for External Affairs, the Secretary-General, the Treasurer, the Auditor, and the Public Relations Officers, and the standing committee chairpersons.

Section 2. All elected officers and committee chairmen must be individual members of the organization who accept and promote the ideals of interdependence, mutual prosperity and universally shared values or The Five Principles of Peace.

Section 3. The Executive Board shall consist of the elected officers and the chairpersons of the standing committee on education, service, and ways and means as provided for in Article VII of the Bylaws. Any member, guest or resource person, may be invited to Executive Board meetings.

Section 4. The Executive Board shall oversee the activities of the FFWP, provide for management of the organization's business, and appoint members to committees and appointive positions. The Executive Board may contract for administrative services from individuals or firms. The provider of those services shall report directly to officer appointed by the President of by the Executive Board.

Section 5. Vacancy in any office of FFWP may be filled up temporarily by the President with or without a recommendation from the majority of the Executive Board.

Section 6. Members or officers appointed by the President upon recommendation of the majority of the Executive Board shall serve until the end of the term of the vacated office.

Section 7. A majority of the elected officers shall constitute a quorum of the Executive Board.

## **ARTICLE X: MEETINGS**

Section 1. The Federation shall hold an annual membership meeting at such time and place, as the Executive Board shall determine. Notice of each meeting of FFWP shall be announced to the membership at least thirty (30) days before the date of the meeting. For annual meetings, twenty-one to forty members (21-40) members eligible to vote shall constitute a quorum for the transaction of business.

Section 2. Special Meetings may be held at such times and places as the Executive Board may elect or as the host organization or Federation may direct.

#### **ARTICLE XI: CHAPTERS**

Section 1. The Federation shall recognize as chapters any organization that has made a valid application to the Executive Board, which the Executive Board has determined to be in consonance with the purposes and fulfilling the requirements for eligible membership.

Section 2. Members of the Federation who reside or work in an area defined in their petition may apply to the Executive Board for chapter approval. Upon approval, a newly defined chapter shall submit a statement of rules or by-laws in consonance with the FFWP Constitution and By-laws within a period specified by the Executive Board.

Section 3. The officers of the local chapters may have the same number and composition as the prefectural organization or national federation.

Section 4. A written report of chapter activities and a list of chapter officers shall be filed annually with the Executive Board and published in an official publication of FFWP.

Section 5. Membership in a local FFWP chapter grants automatic membership in the national Federation.

Section 6. A chapter may request funds for special projects from the national Executive Board. All funds received by a chapter shall be used exclusively for purposes incident to the fulfillment of the objectives of the Federation.

Section 7. The Executive Board shall authorize the dissolution of a chapter when in the opinion of the Executive Board its usefulness has ceased. This decision and reasons for the dissolution shall be reported to the membership.

#### **ARTICLE XII: AFFILIATIONS WITH OTHER ORGANIZATIONS**

Section 1. Affiliation or disaffiliation with other organizations shall be authorized by the Executive Board.

Section 2. The Federation may hold institutional membership or link with other organizations.

Section 3. The President may appoint a member or members of the federation to represent it or to serve as liaison to another organization provided the objectives of the other organization are appropriate to the ideals or activities of FFWP.

### **ARTICLE XIII : PUBLICATIONS**

Section 1. The Federation is empowered to bring to effect any report, study, photography, research finding, or other publication that supports the vision-mission of FFWP.

Section 2. The organization may publish an annual, bi-annual or quarterly bulletin that shall be distributed to all members online or offline at suitable intervals as part of the dues they have paid.

### **ARTICLE XIV: PARLIAMENTARY PROCEDURE**

Section 1. The *Newly Revised Roberts Rules of Order*, may be used to govern Federation meetings and in all cases to which it can be applied and when it is consistent with the Constitution and By-laws.

### **ARTICLE XV: CONSTITUTIONAL AMENDMENTS**

Section 1. The Constitution and Bylaws may be amended by 2/3 majority of the FFWP members who are eligible to vote on the proposal for change. Such a proposal may be by petition of a minimum of 20 voting members filed with the Executive Board, or by a proposal originated by the majority of the Executive Board.

Section 2. The Executive Board may make editorial changes to any proposed amendment to the Constitution but they shall not change the substance (ideals, vision and mission) or meaning of the Constitution and By-laws.

Section 3. Constitutional amendments shall take effect upon concurrence of majority vote of the Executive Board and the leaders of federated organizations sitting as a whole.

Section 4. The President may veto any amendment as provided for in Section 3 of Article XV, and schedule a plebiscite or referendum for the entire FFWP membership to approve or disapprove the constitutional amendment/s.

Section 5. Constitutional amendments approved by 2/3 of FFWP membership or by the Executive Board and leaders of federated organizations sitting as a whole without a veto from the President are binding and final.

**ARTICLE XVI: DISSOLUTION OF THE ASSOCIATION**

Section 1. In the event of dissolution of the Federation, all liabilities and obligations of the FFWP shall be settled, satisfied, and discharged or adequate provisions shall be made to make its dissolution just, legal and binding to all members.

**ARTICLE XVII: DATE OF EFFECTIVITY**

Section 1. This Constitution and By-laws of the Federation of Foreign Workers for Peace shall become effective immediately upon approval by 2/3 of the general membership.

Date Ratified by the Membership: \_\_\_\_\_

At (Venue of Signing)\_\_\_\_\_

Accepted by the Executive Board:\_\_\_\_\_

Ratified by the membership and accepted by the Executive Board :\_\_\_\_\_

FFWP Executive Board

President : \_\_\_\_\_

Vice-President for Internal Affairs: \_\_\_\_\_

Vice-President for External Affairs:\_\_\_\_\_

Secretary-General:\_\_\_\_\_

Treasurer: \_\_\_\_\_

Auditor: \_\_\_\_\_

P R O : \_\_\_\_\_

Standing Committee Chairpersons:

Education: \_\_\_\_\_

Family and Social Events: \_\_\_\_\_

Service and Outreach: \_\_\_\_\_

Ways and Means: \_\_\_\_\_