

Ship for World Youth Alumni Association (SWYAA) Charter

March 2005¹

1) MISSION

The SWYAA promotes and supports the spirit of leadership towards achieving cultural understanding, international cooperation and world peace developed during the SWY Program sponsored by the Cabinet Office, Government of Japan.

2) OBJECTIVES

- a) To provide a means of communication for the former and present participants of the SWY Programs.
- b) To provide a means of communication between Alumni Association members and the Japanese Government.
- c) To provide information and develop domestic and international networks.
- d) To organize activities locally and internationally which would establish new social, volunteer and development initiatives.
- e) To strengthen relationships among Alumni Associations in order to achieve common goals.

3) STRATEGIES

The above objectives can be achieved through the following strategies. This list is not exclusive.

- a) To maintain an accurate national database.
- b) Inform IYEO of any changes to the national database.
- c) Contribute to the annual SWY News and provide an annual activity report.
- d) Regularly publish and distribute a national newsletter. A copy of this newsletter should be provided to the IYEO.
- e) To develop a network among Alumni Associations through various communication tools.
- f) To create one official website for each national Alumni Association.
- g) To be involved in the selection process

and/or preparation and training of the new Participating Youths (PY).

- h) Communications with the Japanese Government shall go through the Japanese Embassy and/or the International Youth Exchange Organization of Japan (IYEO).

4) ORGANIZATIONAL STRUCTURE

- a) Each national Alumni Association is autonomous, independent and developed by the national Alumni Association members.
- b) Each national Alumni Association must have one President and at least one Vice President.
- c) Each national Alumni Association must have two E-mail receivers, preferably the President and Vice President.
- d) Each national Alumni Association should have a Treasurer.
- e) Every attempt should be made to seek active membership from past participants of the SWY Program who are citizens of and/or residing in your country. There are two types of membership:
 - i) Ex-PYs of the SWY program.
 - ii) Ex-PYs of any other program sponsored by the Cabinet Office of Japan.
- f) The individual national Alumni Association should grow and adapt in accordance with the diversity and size of each country's membership.

5) MANAGEMENT AND DUTIES

a) Duties of President

- i) To represent their country, manage communication nationally and act as a liaison at the international level.
- ii) To coordinate the activities of the national Alumni Association.
- iii) To ensure an accurate and up to date list of members and their contact information is maintained.
- iv) To maintain contact with the Japanese Embassy, the IYEO and other SWYAA.
- v) Delegate duties to the Vice President(s) and other members as necessary.

¹ This Charter is a revision of the SWYAA Agreements (East 2004 and West 1996).

- vi) To maintain and pass on all archived alumni information to successive President.

b) Duties of Vice President

- i) Provide support to the President
- ii) Stand in for the President in the event that the President is unable to fulfill his or her duties.

c) Duties of the E-mail Receiver

- i) Must register to the SWYAA-Council mailing list.
- ii) Receive and transmit information to national Alumni Associations.
- iii) Distribute information to other Alumni Associations through the SWYAA-Council.
- iv) In the event that the E-mail Receiver is not the President, any activity by the E-mail Receiver must be done with the approval of the President.

d) Duties of Treasurer

The main responsibility of the Treasurer is to manage the economic situation of the Alumni Association. This means:

- i) To collect membership fees.
- ii) To manage the budget.
- iii) To maintain financial records and documents and provide an annual financial report.

6) NEWSLETTER

- a) "SWY News" annual newsletter is edited for and distributed by post to the Ex-PYs by the IYEO and sponsored by the Cabinet Office of Japan.
- b) Each Alumni Association should submit at least one article to the IYEO.

7) ANNUAL REPORT

- a) A report of the previous year is to be submitted to IYEO by the end of February.
- b) This report should follow SWYAA guidelines.