

Secretariat Operating Regulations for
Public Interest Incorporated Foundation
Foundation for Global Children

Chapter 1 General Provisions

(Purpose)

Article 1 The purpose of this regulation is to set out the duties of the Secretariat, and the necessary matters concerning the composition and operation and to carry out the appropriate administrative processing of the Public Interest Incorporated Foundation, Foundation for Global Children (hereinafter referred to as “this corporation”).

Chapter 2 Organization

(Duties)

Article 2 The Secretariat will handle administrative tasks related to the operation of this corporation and the execution of various businesses.

(Constitution)

Article 3 The Secretariat shall consist of the Secretary-General, Deputy Secretary-General, and Secretariat members.

(Executive Director)

Article 4 The Secretary-General is elected by the President

- 2 The Secretary-General will oversee the Secretariat’s affairs.
- 3 In the event that the Secretary-General has an accident or is unavailable, the Deputy Secretary-General will take over his/her duties.

(Secretary-General)

Article 5 The President, in consultation with the Secretary-General, selects the Deputy Secretary-General.

2 The Deputy Secretary-General assists the Secretary-General.

(Division of Affairs)

Article 6 The Secretariat will work closely with the various committees to handle the following affairs:

- (1) Matters regarding the general affairs of the council, board of directors or other meetings.
- (2) Creating and management of various documents and regulations
- (3) Matters regarding business plans, budget, business reports and financial statements.
- (4) Matters related to the management of admission and withdrawal of supporting members.
- (5) Matters related to the operation of funds, cash payments, orders for income and expenditure.
- (6) Matters regarding contracts, and the ordering and purchase of articles.
- (7) Other matters that only he/she is authorized to perform.

Chapter 3 Administrative Processing

(Document Processing)

Article 7 The processing of the administrative processing will be done in writing in principle.

(Administrative Decision)

Article 8 Administrative affairs will be enforced upon the approval of the President. However, important affairs must be approved by the Board.

Chapter 4 Supplementary Rules

(Supplementary Rules)

Article 9 In addition to what is provided for in this regulation, necessary matters concerning the administrative processing of this corporation shall be determined by the President.

(Revision or Abolition)

Article 10 Amendment or abolition of this regulation shall be made after a resolution of the Board of Directors.

[Supplementary Provisions]

This rule shall come into force on May 12th, 2015.