

# **Ship for World Youth Alumni Association International Charter**

## **Introductory Note**

The purpose of the Ship for World Youth program, Global Leaders Development Program, and the Global Youth Leaders Development Program – the Ship for World Youth Leaders – (hereinafter, SWY program and its succeeding programs) sponsored by the Cabinet Office, Government of Japan, is to broaden the global view of the Japanese youth, to promote mutual understanding and friendship between Japanese and foreign youth as well as to cultivate the spirit of international cooperation and the competence to practice it. Furthermore, it fosters youth with the capability of showing leadership in various area of international society. In addition, this program aims at establishing networks and promoting joint activities among youth around the world through providing concrete and practical opportunities, the cohabitation and the joint activities during the SWY program, which is the epitome of international society with wide variety of cultures and ideas, to make a visible international contribution from the perspective of human resource development.

The predecessor of the Ship for World Youth Alumni Association (SWYAA) Charter was compiled as a SWYAA Agreement (East) signed by 13 countries of the eastern route of the Ship for World Youth program in January 1996. SWYAA Agreement (West) was signed by 14 countries of the western route of the Ship for World Youth program in January 1997.

In 2005, seeking to have a common mission for all the SWYAA member countries, a Ship for World Youth Alumni Association Charter was formed, revising and merging the two existing SWYAA Agreements from the East and the West.

The SWYAA Charter was then amended into the SWYAA International Charter on April 15, 2013 signed by 28 countries attending the Tokyo Conference for the Ex-Participating Youth of the Ship for World Youth Program.

The SWYAA International Charter shall come into effect on January 1, 2014.

## **Preamble**

Each country has an association for alumni participating youth, founded for the purpose of continuing the spirit that was fostered through the SWY program and its succeeding programs. SWYAA International promotes and supports the spirit of leadership towards achieving cultural understanding, international cooperation and world peace developed during the SWY program and its succeeding programs.

## **Amendments**

- Signed on April 15, 2013, effective on January 1, 2014
- Voting Session for International Representatives in May 2014, effective on June 1, 2014
- Voting Session for International Representatives in November 2014, effective on December 1, 2014
- The Tokyo Conference for the Ex-Participating Youth in March 2016, effective on April 1, 2016

## **Chapter I: Missions, Goals, and Tasks**

### **Article 1**

Our common missions and goals are to:

1. Maintain the network of the former participants of the SWY program and its succeeding programs;
2. Sustain international friendship and strengthen cooperation among the member countries;
3. Engage in activities that contribute to the home country and the international society;
4. Support and develop leaders in the home country and member countries who will contribute to society;
5. Strengthen ties with the local government in charge of youth affairs;
6. Strengthen ties with the embassies of the member countries and especially the Japanese Embassy; and
7. Strengthen ties with the Japanese community.

### **Article 2**

Our common tasks are to:

1. Organize activities, locally and internationally, which would lead to social contribution, volunteer initiatives, and development initiatives;
2. Strengthen the network of members in the home country;
3. Enhance information exchange among members in the home country and the SWYAA International member countries;
4. Communicate with, and make periodic reports to, the Japanese Embassy;
5. Provide a means of communication for the former participating youth (ex-PYs) and present participating youth of the SWY program and its succeeding programs;
6. Support future participants of the SWY program and its succeeding programs; and
7. Keep and maintain up-to-date information of alumni members.

## **Chapter II: General Rules**

### **Article 3**

1. The name of the organization shall be the Ship for World Youth Alumni Association International and its abbreviated name shall be the SWYAA International.
2. The SWYAA International is a body that is formed by the recognized Ship for World Youth Alumni Associations (SWYAA).

### **Article 4**

Fundamental principles of the SWYAA International shall be designated as follows:

1. SWYAA International shall not be:
  - a. Governmental;
  - b. For profit;
  - c. Political; and
  - d. Religious.
2. SWYAA International is based on the principle of general equality and rights.
3. Every member country of the SWYAA International shall abide by the obligations stipulated in this Charter.

## **Chapter III: Membership**

### **Article 5**

General guidelines for membership:

1. Member countries of the SWYAA International must be those who have participated in the SWY program and/or its succeeding programs and have established a SWYAA in their home country.
2. Each country is eligible to have only one formally recognized SWYAA (full or associate member) to the SWYAA International.
3. The procedure for becoming a member is defined in “Implementing Rules and Regulations (IRR)” provided separately (Annex A).
4. The process of formal recognition, demotion, and removal shall be attained by a vote of the member countries. This process is detailed in the IRR.
5. Member countries shall inform the Secretariat when there is a change of board members in the respective SWYAA.

## Article 6

Full membership:

1. SWYAA that are permitted to join the SWYAA International as a full member shall only be those who have formally established their SWYAA in accordance with the “SWYAA Guideline” provided separately (Annex B).
2. Full members should be actively seeking to accomplish the missions and goals of the SWYAA International.
3. Full members have the responsibility to register two representatives to the SWYAA International Representatives Network.
4. Full members have the voting responsibility of one vote per country at the Voting Session for the SWYAA International Representatives (VSIR).
5. Full members have the right to receive all official information related to the SWY program, its succeeding programs and the SWYAA International, which will be provided by the Secretariat.
6. Full members have the right to host the SWYAA Global Assembly.
7. Full members have the responsibility to submit an annual country report as requested by the Secretariat.
8. Full members are liable for an annual membership fee of 10,000 Yen or USD\$100 to be paid between December 15 and 31 for the membership fee of the following year, but the payment can be made in advance (remittance fee to be borne by the SWYAA).

## Article 7

Associate membership:

1. Alumni groups for the SWY program and/or its succeeding programs are permitted to register for the SWYAA International as an associate member.
2. Associate members have the right to join the SWYAA International Representatives Network, but will not have voting rights at the VSIR.
3. Associate members can receive limited official information related to the SWY program and its succeeding programs and the SWYAA International, which will be provided by the Secretariat.
4. It is preferable for associate members to submit an annual country report and/or future activity plan.

## Article 8

Former participants of non-member countries:

1. Countries that have participated in the SWY program and/or its succeeding programs that do not have any form of alumni group will be considered as non-member countries.
2. Individual former participants of the SWY program and/or its succeeding programs who belong to non-member countries are eligible to receive information related to the SWY program, its succeeding programs and the SWYAA International through SWY News (annual newsletter) and mailing lists.

## Article 9

The following 26 countries are full members of the SWYAA International:

- |                                  |  |
|----------------------------------|--|
| 1. Australia                     | SWY Australia  |
| 2. Kingdom of Bahrain            | Ship for World Youth Alumni Association Bahrain                      |
| 3. Federative Republic of Brazil | SWYAA Brasil   |
| 4. Canada                        | SWY Canada   |
| 5. Republic of Chile             | Chile-SWYAA  |
| 6. Republic of Ecuador           | Ship for the World Youth Alumni Association Ecuador                  |
| 7. Arab Republic of Egypt        | The Egyptian Alumni Association for the Ship for World Youth - EASWY |
| 8. Republic of Fiji              | Ship for World Youth Alumni Association of Fiji                      |
| 9. Hellenic Republic             | SWY GREECE Alumni Association  |
| 10. India                        | SWYAA-INDIA  |
| 11. Japan                        | International Youth Exchange Organization of Japan (IYEO)            |
| 12. Republic of Kenya            | Ship for World Youth Alumni Association of Kenya                     |
| 13. United Mexican States        | SWYAA Mexico   |
| 14. New Zealand                  | The Ship for World Youth New Zealand Incorporated                    |
| 15. Sultanate of Oman            | SWYAA Oman   |
| 16. Republic of Peru             | SWYAA PERU   |
| 17. Russian Federation           | SWYAA Russia   |
| 18. Spain                        | Asociación de ex participantes del Barco de la Juventud Mundial      |

- |  |  |
|--|--|
| 19. Democratic Socialist Republic of Sri Lanka | Ship For World Youth Alumni Association Of Sri Lanka |
| 20. Kingdom of Sweden                          | SWYAA-Sweden   |
| 21. Kingdom of Tonga                           | Tonga Ship for World Youth Alumni Association        |
| 22. Republic of Turkey                         | SWYAA TURKEY (Dünya Gençlik Gemisi Mezunlar Derneği) |
| 23. United Arab Emirates                       | SWYAA UAE  |
| 24. United Kingdom                             | SWY UK Alumni Association                            |
| 25. Bolivarian Republic of Venezuela           | SWYAA Venezuela                                      |
| 26. Republic of Yemen                          | Yemeni Ship for World Youth Alumni Association       |

The following 7 countries are associate members of the SWYAA International:

- |                             |   |
|-----------------------------|---|
| 1. Republic of Costa Rica   | Ship for World Youth Alumni Association Costa Rica      |
| 2. Kingdom of Norway        | SWYAA Norway  |
| 3. Republic of Paraguay     | SWYAA Paraguay  |
| 4. Solomon Islands          | Ship for World Youth Alumni Association Solomon Islands |
| 5. Republic of South Africa | SWYAA SOUTH AFRICA                                      |
| 6. Republic of Tanzania     | SWYAA TANZANIA  |
| 7. United States of America | US-SWY Alumni Association                               |

#### **Article 10**

Annual country report:

1. An annual country report is to be submitted by each SWYAA to the Secretariat by the end of January of each year.
2. The format of this report must follow the template designated by the SWYAA International.
3. The template for the annual country report shall be provided by the Secretariat in December.

#### **Article 11**

1. SWY News is published by the Cabinet Office, Government of Japan, and edited by IYEO.
2. Each SWYAA should make an effort to contribute at least one article to the SWY News upon request.

### **Chapter IV: SWYAA Global Assembly**

#### **Article 12**

General guidelines:

1. The SWYAA Global Assembly is hosted by the IYEO and the SWYAA International, and is co-hosted and coordinated by the SWYAA of the hosting country.
2. The SWYAA Global Assembly takes place in conjunction with the Conference for Post-Program Activities.
3. Any ex-PYs of the SWY program, its succeeding programs and IYEO members are eligible to participate in the SWYAA Global Assembly.

#### **Article 13**

Main purposes of the SWYAA Global Assembly are to:

1. Provide an opportunity for ex-PYs of the SWY program and its succeeding programs, from various countries and different participating years to meet and; by sharing thoughts, strengthen their international alumni network;
2. Provide opportunities for ex-PYs to learn about the culture and people of the hosting country;
3. Provide opportunities to ex-PYs to be engaged in volunteer activities so that they can contribute to the society;
4. Share information about post-program activities that are taking place around the world; and
5. Revitalize the SWYAA by hosting or participating in the Global Assembly.

### **Chapter V: Decision Making Body**

#### **Article 14**

1. Voting Session for the SWYAA International Representatives (VSIR) is the highest decision making forum.
2. VSIR shall basically take place at the SWYAA International Representatives Network.
3. VSIR shall review and make recommendations or decisions about any matter addressed in the Charter.

4. A decision at the VSIR shall be determined by a two-thirds of the votes of the member countries.
5. Decisions made by the VSIR shall not violate the right of self-determination and independence of the SWYAA members.
6. Each SWYAA shall designate the order of those who have voting rights, from the President to Vice President(s) and/or Secretary-General, and inform the Secretariat upon registering to the SWYAA International, as well as updating the information in the annual country report.

## **Chapter VI: The Secretariat**

### **Article 15**

General rules:

1. The Secretariat shall execute the general affairs of the SWYAA International.
2. The Secretariat shall be established in the IYEO.
3. The Secretariat shall comprise a Secretary-General, a Deputy Secretary-General, and such staff as the Secretariat deems necessary.

### **Article 16**

The duties of the Secretariat shall be as follows:

1. To gather and disseminate information related to the SWY program, its succeeding programs and the SWYAA International;
2. To collect the annual country reports of the member countries and take charge of documentation; and
3. To manage financial affairs and make a financial report to the SWYAA International member countries once a year.

### **Article 17**

Term of service:

1. The Secretary-General and the Deputy Secretary-General must be former participants of the SWY program or its succeeding programs.
2. The Secretary-General and the Deputy Secretary-General shall be approved by the SWYAA International at the VSIR.
3. The Secretary-General and the Deputy Secretary-General shall hold their office for three years and they may be reappointed.

## **Chapter VII: Financial Affairs**

### **Article 18**

General rules:

1. The source of revenue of the SWYAA International shall be membership fees paid by the member countries and donations.
2. Receiving donations, special revenue, and sponsorship from other sources will be considered by the Secretary-General in order to confirm that there are no attached conditions or commitments that jeopardize the objectives of the SWYAA International.
3. Revenue of the SWYAA International shall contribute to the expenses needed for the Secretariat.
4. Revenue of the SWYAA International may contribute to the expenses for common activities of the SWYAA International upon approval by the VSIR.

### **Article 19**

The fiscal year of the SWYAA International shall begin on January 1 and end on December 31 of each year.

## **Chapter VIII: Rules and Regulations**

### **Article 20**

The document on “Implementing Rules and Regulations (IRR)” is an integral part of the SWYAA International Charter, and is annexed to this document. All changes to the IRR will necessitate a two-thirds vote of all full members.

## **Miscellaneous Provisions**

Membership to the SWYAA International is not associated with a country’s invitation to the SWY program and

its succeeding programs.

## **Annex A: Implementing Rules and Regulations (IRR)**

### **Article A-1: Basic rules for the VSIR**

1. A two-thirds vote of all the current full members are needed to:
  - a. Be recognized as a new full member of the SWYAA International.
  - b. Demote a country's membership from the SWYAA International.
  - c. Remove a country's membership from the SWYAA International.
  - d. Make amendments to the SWYAA International Charter.
  - e. Approve other issues raised by the member countries.
2. There will be two sessions annually for voting (May and November). If the timing of the sessions were to change, the Secretariat will make an announcement in January of that year.
3. Each voting session will last for seven days.
4. A special voting session can be requested, which will be determined by the Secretariat.
5. A request for voting should be submitted to the Secretariat for consideration at least 30 days before the VSIR.

### **Article A-2: Criteria for full membership**

1. To qualify for full membership to SWYAA International, a SWYAA must have:
  - a. A constitution or a charter;
  - b. An elected board comprising of one President, at least one Vice President, and one Secretary-General and/or Treasurer, who are in the position for a fixed term;
  - c. A democratic, inclusive, and transparent election process;
  - d. A President or a Vice President that is residing in the home country; and
  - e. A clear process and criteria for becoming a SWYAA member.
2. In applying to be a full member of the SWYAA International, it is preferable that the SWYAA:
  - a. Is engaged in contribution activities to society;
  - b. Has arbitration and disciplinary procedures;
  - c. Has submitted annual country reports and provided up-to-date information on its alumni members;
  - d. Supports, and is involved in, pre-departure training of new participating youth of the SWY program and its succeeding programs;
  - e. Has relationships with the local Japanese Embassy, relevant youth organizations, and government agencies (where applicable); and
  - f. Considers addressing membership of ex-PYs not belonging to the home country.
3. Procedure for membership acceptance (full or associate):
  - a. Fill out an application form to be provided by the Secretariat.
  - b. Obtain at least two references from full members.
  - c. Submit the application form and references to the Secretariat at least 30 days before the VSIR.
  - d. Membership will be decided at the next VSIR.

### **Article A-3: Sanctions and penalties for non-compliance of duties and responsibilities as a member country** **Process:**

- Item 1: The process for penalties for non-compliance of submission of the annual country report or payment of the annual membership fee shall be as follows:
1. The Secretariat will issue a warning and the SWYAA has three months to comply.
  2. Should that three month period lapse without compliance, the SWYAA will lose its voting rights at the following voting session, and it may be subject to a vote for demotion (full member to associate member)
  3. If the SWYAA is demoted, the SWYAA must reapply to retain its full membership status.
  4. If the SWYAA was not demoted, the voting right will be reinstated at the subsequent VSIR.

#### **Penalties:**

- Item 2: Penalties for non-compliance of voting at the VSIR shall be as follows:

1. If a SWYAA fails to vote, the Secretariat will issue a warning.
2. If the SWYAA fails to vote in the following VSIR, it will be subject to a vote for demotion in the following VSIR.

**Article A-4: Voting procedures for amendments of the Charter**

1. Prepare proposition and submit to the Secretariat at least 30 days before the VSIR for inclusion in the agenda.
2. The proposition must have a one-third vote endorsement from full members in order to proceed to the final vote.
3. A final vote will be held at the following VSIR.
4. A proposition needs to include the current Charter text and the explanation of the proposed amendment. If it is a new text, it must specify what Chapter/Section it should be under.
5. Only full members can submit amendments to the Charter.
6. The Secretary-General will be able to suggest an amendment to the Charter without one-third vote endorsement.

**Article A-5: Definition and terms**

<b>Terms</b>	<b>Definition</b>
Alumni group	A group of former participating youth of the Ship for World Youth program and/or its succeeding programs who have not officially established a SWYAA in the home country.
Alumni member	Former participating youth of the Ship for World Youth program and/or its succeeding programs who is a recognized member of his/her SWYAA according to its internal rules for membership.
Annual country report	The official document issued by each SWYAA where the activities, programs and actions performed in a one-year period are described and submitted.
Charter	The document that establishes the basic rules for the existence and performance of the Ship for World Youth Alumni Association International.
Conference for Post-Program Activities	The conference that is held during the annual SWYAA Global Assembly to discuss about the post-program activities.
Former participants/ ex-participating youth (ex-PYs)	Individuals that have completed the SWY program or its succeeding programs, and were granted the certificate of completion issued by the Cabinet Office, Government of Japan.
Future activity plan	The official document issued by each SWYAA where proposed activities, programs and actions are outlined.
Home country	The country to which the Alumni Association belongs.
International Youth Exchange Organization of Japan (IYEO)	An Alumni Association for the Japanese ex-participating youth of the international youth exchange programs sponsored by the Cabinet Office, Government of Japan.
Post-program activities	Social contribution activities that ex-PYs are expected to engage in after completing the SWY program and/or its succeeding programs.
Secretariat	The administrative entity in charge of general affairs and finance of SWYAA International.
Secretary-General	A principal officer of administration to manage national SWYAA or the SWYAA International. The Secretary-General may or may not be a paid staff.
Ship for World Youth (SWY) program	The international youth exchange program sponsored by the Cabinet Office, Government of Japan that aims to promote friendship, cooperation and understanding within the youth of the world.
Ship for World Youth Alumni Association (SWYAA)	The organization that unites the ex-participating youth of the SWY program and/or its succeeding programs in the home country to actively participate in social contribution activities.
Ship for World Youth Alumni Association International (SWYAA International)	An international body that is formed by the recognized SWYAA.
SWYAA International Representatives Network	The mailing list comprised of the full and associate members of the SWYAA International.
SWYAA Global Assembly (SWYAA GA)	The official annual gathering of former participants of the SWY program and its succeeding programs.
Voting Session of SWYAA International Representatives (VSIR)	The official forum where representatives designated by each full member of the SWYAA International to discuss and vote on proposed issue(s).



## **Annex B: SWYAA Guideline**

### **Article B-1: General Tasks**

1. Contribute to various social contribution activities based on the SWYAA International Charter.
2. Maintain an accurate national database of the members and inform the SWYAA International Secretariat of any changes to the national database.
3. Submit an annual country report and contribute to the annual SWY News.
4. Regularly publish and distribute a national newsletter. A copy of this newsletter should be provided to the SWYAA International Secretariat.
5. Develop a network among SWYAA International member countries through various communication tools.
6. Create one official website for the national SWYAA.
7. Involve in the selection process and/or preparation and training of the new Participating Youths (PYs).

### **Article B-2: Organizational Structure**

1. Each national SWYAA is autonomous and independent.
2. Each national SWYAA must have one President who was elected through a democratic, inclusive, and transparent election process.
3. It is advisable for each national Alumni Association to have one or two Vice President(s), a Secretary-General and/or Treasurer.
4. One of the President or the Vice President should reside in his/her home country.
5. Each national SWYAA must have two representatives who shall be registered to the SWYAA International Representatives Network: one should be the President and the other should preferably be the Vice President or the Secretary-General.
6. Every attempt should be made to seek active membership from past participants of the SWY program and its succeeding programs who are citizens of and/or residing in the home country. There are three types of members:
  - a. Ex-PYs of the SWY program and its succeeding programs
  - b. Ex-PYs of any other program sponsored by the Cabinet Office, Government of Japan
  - c. Volunteer members of the SWYAA activities

### **Article B-3: Management and Duties**

#### **1. Duties of President**

- a. Represent the national SWYAA and to be responsible for overall management of the national SWYAA.
- b. Represent the country at the Voting Session of SWYAA International Representatives.
- c. Activate social contribution activities by the members of the country.
- d. Maintain contact with the Japanese Embassy, SWYAA International Secretariat and other SWYAAAs.
- e. Delegate duties to the Vice President(s) and/ or to the Secretary-General as necessary.
- f. Maintain and pass on all archived information to successive President.
- g. Inform the Secretariat of the new board members when the new board members were elected.

#### **2. Duties of Vice President**

- a. Provide support to the President.
- b. Stand in for the President in the event that the President is unable to fulfill his or her duties.

#### **3. Duties of the Secretary-General**

- a. Ensure an accurate and up to date list of members and their contact information is maintained.
- b. Receive and transmit information to the national SWYAA.
- c. Keep documentation of the national SWYAA activities.

#### **4. Duties of Treasurer**

The main responsibility of the Treasurer is to manage the financial affairs of the national SWYAA. This means:

- a. To collect membership fees;
- b. To maintain financial records and provide an annual financial report; and

- c. To pay the annual membership fee to the SWYAA International.

**Article B-4: Membership and Disqualification**

1. Every ex-PY shall automatically be qualified to become a member of his/her respective SWYAA upon completing the SWY program or its succeeding programs.
2. Local SWYAA will determine the membership and voting eligibility status of its members.
3. As per the general principles of the SWY program and its succeeding programs, national issues of the SWYAA will not be discussed through other channels. However, the following shall thoroughly be taken into consideration in terms of disqualification of an ex-PY from his/her respective SWYAA:
  - a. An ex-PY can only be disqualified as SWYAA member by his/her respective SWYAA based on certain grounds such as:
    - 1) Conviction from serious criminal offence;
    - 2) Committing acts that severely damage the relations of the countries;
    - 3) Harm the image of SWY program and its succeeding programs, SWYAA or SWYAA International;
    - 4) Racist activities; or
    - 5) Any kind of serious harassment (including sexual harassment)
  - b. The decision to disqualify an ex-PY as member of the SWYAA shall not be made by any individual, but by a two-thirds majority vote of the board of the respective SWYAA.
  - c. The concerned SWYAA must immediately formally inform the SWYAA International Secretariat of such disqualification with a detailed explanation of the incident and the procedures that were undertaken.
4. An ex-PY who was disqualified by his/her respective SWYAA, may be re-admitted through a two-thirds majority vote of the board of the respective SWYAA.
5. Even if the person is disqualified from the national SWYAA, the status of the person being an ex-PY of the SWY program or its succeeding programs still remains.
6. A member that was disqualified from the national SWYAA will not be able to participate in the SWYAA Global Assembly.