

Charter for International Labor Union of Bhutan ("ILUB" or "Union")

Chapter I General Provisions

Article 1. Designation

The Union shall be called **International Labor Union of Bhutan ("ILUB")**.

Article 2. Location

ILUB shall have its principal office in **1486 Ageishi Uwa-cho Seiyo-city Ehime-ken 797-0007 Japan.**

Article 3. Purpose

The purpose of ILUB is to maintain and improve Member's working conditions by virtue of solidarity and mutual assistance to enhance Member's economic and social status.

Article 4. ILUB's activities

In order to accomplish the purpose as established in the foregoing, ILUB shall be engaged in:

1. maintaining and improving Member's working conditions;
- 2.
3. promoting Member's welfare and cultural status;
4. executing and amending the bargaining agreement;
5. cooperating with and affiliating to organizations which has the same purpose as that of ILUB;
6. **Developing reliable human resources and carrying out of labor supply; and**
7. doing other things to meet ILUB's purposes.

Article 5. Superintending body

ILUB shall affiliate to and be a member of JAM.

Chapter II Members

Article 6 Members

Members shall be composed of employees of **Hyakusho Hyappin** or other entities and persons accredited by Members, regardless of nationality, residence, profession, religion, ethnicity, class, or academic background, who agree to ILUB's purpose and philosophy and are admitted by ILUB after submitting applications for membership, but shall not;

1. fall under the provision of Article 2 of the Labor Union Act; nor
2. be a person who should be excluded from membership, as determined by ILUB.

Article 7. Rights

Under no circumstance shall persons be disqualified as a Member on grounds of race, ethnicity, nationality, residence, profession, class, culture, academic background, religion, sex, LGBT, disability, family origin, or status.

Each of Members shall equally have the right to:

- (1) participate in addressing and be treated equally in relation to all issues under this

- Charter;
- (2) elect or be elected a Director or other representative;
 - (3) freely express its opinions and exercise its voting rights under this Charter;
 - (4) request ILUB to report on the activities of Directors and organs, or criticize, or require them to be removed; and
 - (5) defend itself in disciplinary measures.

Article 8. Obligations

Each Member shall be equally under obligations to:

- (1) be subject to organ's control, in accordance with this Charter and resolutions of Member's Meeting;
- (2) pay Member's dues and other charges as imposed by organs;
- (3) attend any meeting as required under this Charter; and
- (4) retain as confidential ILUB's confidential information.

Article 9. Admission procedures

Entrants shall complete and submit to the Executive Committee the required application form for its approval.

Article 10. Disqualification

A Member shall be disqualified if he or she:

- (1) is expelled;
- (2) is permitted to **withdraw** from ILUB; and
- (3) fall under the **proviso?** of Article 6 (for clarity any job applicant is entitled to become a Member.)

Article 11. Procedures for **withdrawal**

Members wishing to **withdraw** from ILUB shall complete and submit to the Executive Committee the required form for **withdrawal** for its approval.

Upon withdrawal, all rights and privileges pertaining to the withdrawn Members shall be forfeited, and any payment that has been made shall not be refunded for any reasons.

If there are any amount due by a Member to ILUB, the Member shall not be allowed to **withdraw** from ILUB until such amount is fully paid out.

Chapter III Organs

Article 12. Type of organs

ILUB shall have organs as established below.

- (1) Decision-making organs
 - (a) Regular Meeting;
 - (b) Extraordinary Meeting; and
 - (c) Workplace Committee
- (2) Executive organs
 - (a) Executive Committee (**Board member**)
- (3) Supervisory board
 - (a) Accounting Auditors

Section I Decision-making organs

Article 13. Member's Meeting

The Member's Meeting shall be the supreme decision-making organs of ILUB, composed of all the Members thereof.

Article 14. General Meeting

General Meetings shall be held once every year, as convened by the Chairman of the Executive Committee.

Article 15. Extraordinary Meeting

Extraordinary Meetings shall be held **within 45 days** from the happening of the following events after convened by the Chairman of the Executive Committee.

- (1) As the Executive Committee or the Workplace Committee may deem necessary; or
- (2) Upon request by at least one-thirds of Members, giving reasons in writing countersigned by them.

Article 16. Notice

Notice shall be given as to time and date, venue, agenda, and other relevant matters in respect of a Meeting at least **30 days prior** to holding of such Meeting, except in connection with emergency.

Article 17. Matters subject to resolutions

The following matters shall be resolved at Member's Meetings.

- (1) Determination of the Union's policy;
- (2) Amendment to and repeal of this Charter;
- (3) Adoption of budgets and approval of financial statements;
- (4) Execution, amendment, and extension of the term of this Charter;
- (5) Commencement and conclusion of a labor dispute;
- (6) Laying by money for strikes and application thereof;
- (7) Joining and withdrawing from a superintending body;
- (8) Accolades for and sanctions against Members;
- (9) Election and removal of Directors;
- (10) Integration and dissolution of the Union;
- (11) Other significant matters similar to the foregoing.

Article 18. Quorum

A quorum shall be constituted by the presence of two-thirds of Members, and resolutions at a Member's Meeting shall be adopted by a simple majority of Members who attend the meeting.

Provided that for the subparagraphs (2) and (5) of the preceding Article 17, resolutions shall, through a direct anonymous voting, require a majority of all the Members for the subparagraph (2) and a majority of the total votes of the number of valid votes for the subparagraph (5).

Article 19. **Chairperson**

The Chairman of Member's Meeting shall be elected from among Members who stands as a candidate or is recommended by a Member.

Article 20. Workplace Committee

- (1) The Workplace Committee is the secondary voting organs to Member's Meeting, and composed of Directors and Members of the Committee who are elected from each workplace.
- (2) The Chairman of the Workplace Committee shall be appointed from among its Members.
- (3) The Workplace Committee shall be from time to time convened by the Chairman of the Executive Committee to discuss the matters as set out below:
 - (i) Determination of policies on a day-to-day activities to be done for a period from

- the present Meeting to the next Meeting;
 - (ii) Intermediary accounting reports;
 - (iii) Interpretation and construction of doubts on any stipulation of this Charter;
 - (iv) Adoption, amendment, and repeal of regulations under this Chapter;
 - (v) Other matters as the Executive Committee deems necessary
- (4) With respect to quorums and resolutions of a meeting of the Workplace Committee, the stipulations relating to the Member's Meeting shall apply.

Section II Executive organs

Article 21. Executive Committee

The Executive Committee shall execute any affairs of the Union that are resolved at Meetings and those which are stipulated in this Charter.

Article 22. Composition and convocation

The Executive Committee shall be composed of the Chairman who convenes a meeting of the Executive Committee, and Vice Chairman, Secretary General, Accountant, and Members of the committee.

Article 23. Quorum

A quorum shall be constituted by the presence of two-thirds of Members of the committee, and resolutions at a meeting shall be adopted by a simple majority of the Members who attend the meeting.

Article 24. Subdivision

The Executive Committee shall have its subdivisions including:

- (1) Organizational division;
- (2) Educational/promotional division;
- (3) Investigative division;
- (4) Cultural/welfare division; and
- (5) Labor supply business division

Chapter IV Directors

Article 25. Directors

ILUB shall have Directors as set out below.

- (1) One Chairman;
- (2) Three Vice Chairmen;
- (3) One Secretary General;
- (4) One Accountant;
- (5) Executive Members; and
- (6) One Auditors

Article 26. Duties

The duties of Directors shall be as follows.

- (1) One Chairman: representing ILUB and integrating the ILUB's affairs.
- (2) Three Vice Chairmen: assisting the Chairman, and acting as chairman if he or she is prevented from so doing.
- (3) One Secretary General: executing a day-to-day affairs, and organizing and maintaining documents and records.

- (4) **One** Accountant: controlling the Union's financial matters.
- (5) Executive Members: responsible for each subdivision to execute the ILUB's affairs.
- (6) **One** Accounting Auditors: performing audits on ILUB independently of the executive organs, and reporting the results to a General Member's Meeting.

Article 27. Term of Director

The term of office of each Director shall expire at the close of the Member's Meeting held for the second financial year after the election, with each Director being eligible for reappointment. Should the office of the President be vacant during the term, election to fill such vacancy shall be essentially conducted, in which case, the term of his successor shall expire at the time when that of his predecessor would have expire.

Article 28. Removal

Any Director who fails to carry out its duties or commits acts that are in contravention of resolutions or determinations by organs may be removed by a majority of two-thirds of Members who are present at any Meeting.

Chapter V Election

Article 29. Election and duties of Election Committee

In order to ensure fair election, ILUB shall have the Election Committee composed of **three** who are commissioned by the Executive Committee, which shall perform all duties relating to election.

Article 30. Election of Directors.

At election of Directors, Directors shall be elected via direct anonymous votes by Members.

Chapter VI Accounting

Article 31. Expenses

Expenses to be sustained by ILUB shall be covered by admission fees, union dues, extraordinary dues, donations, and other revenues.

Article 32. Union dues

Union dues ("Dues") shall be collected from Member's monthly salary in accordance with the following.

1. Amounts of Dues shall be **2,000 yen** (which are collectible for each month from the **third and subsequent months** with respect to a person who has working visa);
2. Dues from casual employees shall be **1,000 yen** (which are collectible for two months period after starting to work for the Company with respect to a person whose visa application has been submitted but is pending);
3. Amounts of admission fees shall be **1,000 yen**, as collected from Member's salary;
4. In case of residents in any countries outside Japan, amounts of Dues shall be collected in a lump sum on a yearly basis.

Article 33. Financial year

The financial year of ILUB shall be a period starting from the **1st day of July** of each year and ending on the **30th of June** of next year.

Article 34. Accounting report

1. Accounting reports indicating all financial resources and applications thereof, the name of principal donators, and the current financial standing shall be released to Members at least once every year, together with a certificate that these information is true and correct as audited and certified by an Accounting Auditor who is professionally qualified commissioned by Member.
2. Upon request from a Member, accounting records may be made available to Members.

Chapter VII Strike

Article 35. Exercise of right to strike

Any resolution of going on a strike shall be adopted by a simple majority of the number of valid votes via Member's direct anonymous voting.

Article 36. Strike Committee

The Executive Committee shall have the Strike Committee, whenever necessary, in compliance with the Work Committee.

Chapter VIII Accolades and sanctions

Article 37. Accolades

Any Member who contributes to development of the Union or is considered to be a model for others shall be given an accolade, subject to a resolution at any Member's Meeting.

Article 38. Sanctions

Any Member may be subject to disciplinary measures by a resolution of any Member's Meeting, depending on the circumstances, if such Member:

1. is in breach of this Charter or resolutions;
2. disturbs the Union's control or prejudices the operation of the Union;
3. brings the Union into disrepute;
4. fails to perform its duties as a Member; or
5. commit acts that the Union deems inappropriate which are similar to the foregoing.

Article 39. Type of disciplinary measures

The disciplinary measures shall take the form of a reprimand, a suspension of rights, and an expulsion.

Article 40. Procedures for disciplinary measures

All disciplinary measures pursuant to the foregoing shall be taken by a simple majority of Members who are present at any Meeting in case of a reprimand or a suspension, or by a majority of two-thirds of Members who are present at any Meeting in case of an expulsion; provided that the subject Member shall be given an opportunity to be heard prior to any such disciplinary measures.

Chapter IX Dissolution

Article 41. Dissolution

Resolution of dissolution shall be adopted by a majority of three-fourths of all the Members

of the Union via direct anonymous voting.

Chapter X Amendment and repeal

Article 42. Chapter X Amendment and repeal

No stipulation of this Charter shall be amended or repealed except with a majority of all the Member via direct anonymous voting.

Supplementary Clauses

This Charter shall become effective as of **September 1, 2019**