

# Union Constitution

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## Rules and Regulations of NICHII GROUP UNION

### **(Translation)**

These regulations translate “Union Constitution of Nichii Group Union” in English. The English text as presented in this document is translation of the original Japanese Union Constitution and By-Laws. In the case of any questions or disputes about interpretation of context, the Japanese original will take precedence over the English translation.

As amended on October 16, 2022

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# NICHII GROUP UNION Constitution

## CHAPTER 1 GENERAL PROVISIONS

### Article 1: Name

This union shall be known as NICHII GROUP UNION.

### Article 2: Location of the Union

The office of this Union shall be located in Chiyoda-ku, Tokyo.

### Article 3: Union Membership

1. This Union consists of employees of Nichii Holdings Co., Ltd., Nichiigakkan Co., Ltd., and employees of group companies in which the above two companies hold 40% or more of the issued shares (hereinafter referred to as "the Group Companies"), and members those whose membership has been approved by the Central Executive Committee.
2. Notwithstanding the provisions of the preceding paragraph, the following persons cannot become members of this Union.
  - (1) Scope of non-union members commonly defined by Nichii Holdings Co., Ltd., Nichii Gakkan Co., Ltd., and the Group Companies according to the labor agreement concluded between this Union and Nichii Holdings Co., Ltd. or Nichii Gakkan Co., Ltd.
  - (2) A person who belongs to the range defined as a non-union member by each Group Company according to the labor agreement concluded between this Union and each Group Company
  - (3) A person who belongs to another union other than this Union. However, this shall not apply if the Central Executive Committee approves.

### Article 4: Body Corporate

This Union shall have the legal capacities of a body corporate.

### Article 5: Superior Body

This Union shall be directly affiliated with UA ZENSEN which is a collective term for the Japanese Federation of Textile, Chemical, Food, Commercial, Service and General Workers' Unions.

## **CHAPTER 2 PURPOSE AND OPERATIONS**

### Article 6: Purpose

The purpose of this Union is to improve working conditions, economic and cultural life of its members.

### Article 7: Operations

This Union commits itself to the pursuit of the following operations to accomplish the purpose as provided in the preceding Article.

- (1) To conclude, amend or eliminate the labor agreements
- (2) To improve working conditions
- (3) To foster a democratizing management through the labor-management consultation system
- (4) To promote and guarantee the welfare and mutual aid
- (5) To enhance education and culture business
- (6) To cooperate with other organizations working for the same purposes
- (7) To study or conduct research required for this Union operations
- (8) Matters related to complaint handling
- (9) Matters related to social participation activities
- (10) Matters related to activities based on the policies of the upper organization
- (11) Other things necessary to achieve the purpose

## **CHAPTER 3 RIGHTS, OBLIGATIONS AND STATUS OF UNION**

### **MEMBERS**

### Article 8: Principle of Equal Rights

1. All Union members are equal under this Union Constitution and are treated equally.
2. Under no circumstances shall any union member be disqualified as a union member without being discriminated against by race, religion, sex, family origin, status, or nationality.

### Article 9: Rights

The union members shall have the following rights:

- (1) To participate in the union activities
- (2) To participate in union operations, ask questions and express opinions
- (3) To request union meetings and conferences

- (4) To elect officers and to stand for office
- (5) To criticize, demand resignation, and remove officers
- (6) To browse Union's accounting books
- (7) To be given the opportunity to participate in all other union affairs

#### Article 10: Obligations

The union members shall have following obligations:

- (1) Obligation to abide by the Union Constitution and comply with decisions of this Union
- (2) Obligation to pay the membership dues prescribed in Article 63 or the dues prescribed in Article 64 by the prescribed date
- (3) Each organization specified in Article 13 or members of regional organizations specified in Article 52 are obligated to attend meetings of each organization or regional organization unless there is a valid reason for absence.

#### Article 11: Union Membership

1. Persons who have the membership qualifications prescribed in Article 3 and wish to join this Union must submit Union Membership Application Form to the Union President.
2. Eligibility for membership shall begin retroactively from the date of submission of the application for membership when the President accepts the application for membership. However, if the date of submission of the application for membership is before the date of joining the company, the union membership will be established on the date of joining each Group Company.

#### Article 12: Membership Removal

1. When a union member falls under any of the following items, the Central Executive Committee decides to remove their membership.
  - (1) When a member fails to submit a withdrawal notice even though they no longer have the membership qualification prescribed in Article 3.
  - (2) When union dues are in arrears for 3 months or more
2. A union member who has received the removal decision may submit an objection request to the Central Executive Committee requesting cancellation of the removal decision with the convention as the addressee within 2 weeks from the date of the decision.
3. When the Central Executive Committee receives the written objection under the preceding paragraph, it shall submit the foresaid written objection and the opinion of the Central Executive Committee to the most recent Convention, and deliberate on the necessity of rescinding the removal decision. The Convention will then decide whether or not to revoke the removal decision.

## **CHAPTER 4 Bodies**

### Article 13: Types of Body

This Union shall have following bodies:

- (1) Convention
- (2) Board of Councilors
- (3) Central Executive Committee

### **Section 1 Convention**

### Article 14: Authorities and Constitution of the Convention

1. The Convention is the top decision-making body.
2. The Convention shall consist of Convention Delegates, Central Officers, and Special Executive Committee Members.

### Article 15: Convention Delegates

1. The election of Convention Delegates will be announced in July each year, and elections will be held in August each year.
2. The number of Convention Delegates to be elected from each Block shall be based on the number of union members in each Block as of the end of May each year, and one representative shall be elected for every 700 union members in each Block, rounded up to the nearest whole number. In addition, one Convention Delegate will be elected in a Block of less than 700 people.
3. The Central Officers, Special Executive Committee Members and Counselors of this Union shall not be Delegates to Congress.
4. Each Block elects Convention Delegates by direct secret ballot of its members.
5. Notwithstanding the provisions of the preceding paragraph, in each Block, the Election Committee will conduct elections by direct balloting by union members of the Block and will announce the deadline for accepting candidates and the timing of the elections. Despite the fact that this notification had been substantially disseminated to the union members of the Block concerned, and that all union members of each Block were in a state where they were free to run for office, candidates were allowed to run for candidacy after the deadline for accepting candidatures. If the number of candidates does not exceed the quorum, the candidate shall be deemed elected to the Convention Delegates without direct balloting.
6. The term of office of Convention Delegates shall be until the election of new Convention Delegates in each Block.
7. Matters related to the method of electing Convention Delegates that are not stipulated in the Union Constitution shall be stipulated by Convention Delegate

Election Regulations established by the Central Executive Committee.

#### Article 16: Requirements for Establishment of the Convention

1. The Convention shall be formed by the presence of two-thirds or more of those elected as Delegates to the Convention and two-thirds or more of the Central Officers.
2. Convention Delegates may not delegate the exercise of their rights to others.

#### Article 17: Matters to be Resolved at Convention

The Convention has the authority to decide or approve the following matters in accordance with the voting requirements specified in Article 19.

- (1) Approval of annual activity report and union operation report
- (2) Determination of annual activity policy and plan
- (3) Approval of annual financial report
- (4) Approval of accounting audit report
- (5) Budget decision
- (6) Election of Central Officers
- (7) Dismissal of Central Officers
- (8) Decisions on amendments to these regulations
- (9) Establishment, revision, and abolition of regulations necessary for the operation of this Union
- (10) Decisions on the exercise of the right to strike
- (11) Decisions on control measures or awards to members
- (12) Dissolution of this Union, merging with other unions, division of this Union, joining or withdrawing from the upper organization, decisions on other organizational changes. (However, another union approves this Constitution and By-laws and becomes a Block or Branch of this Union is excluded)
- (13) Decisions or approvals, etc. regarding any other matters necessary for the achievement of the purpose of this Union

#### Article 18: Voting Rights at Convention

Each Convention Delegate shall have one voting right at the Convention.

#### Article 19: Convention Voting Method

1. Among the matters to be resolved at Convention, the decision on the matters (1) (2) (3) (4) (6) (9) (11) and (13) shall be made by a majority of the Delegates present at the Convention. The Convention Chair reserves the right to exercise their voting rights at the time of this decision, however if the result of the exercise of voting rights by a person other than the Convention Chair is a tie, the Convention Chair will also exercise their voting rights to make a decision.

2. Among the matters to be resolved at the Convention as stipulated in Article 17, the method of voting for the Appointment of the Central Officers in (6) shall be as follows.
  - (1) For each Central Officer from (1) to (9) of Article 42, Paragraph 1 (hereinafter referred to as "each Central Officer"), a direct secret ballot of Convention Delegates will be conducted.
  - (2) The upper limit of the number that the Convention Delegates can vote for each Central Officer shall be the number listed in parentheses (1) to (9) of Article 42, Paragraph 1.
  - (3) The elected candidate shall be decided in order from the person who obtained the largest number of valid votes for each Central Officer, and in the case that the number of votes is equal, the decision shall be made by drawing lots.
  - (4) If the number of candidates for each Central Officer does not exceed the fixed number, no direct secret ballot shall be conducted for that Central Officer, and all candidates shall be deemed to have been elected.
3. Regarding the dismissal of the Central Officers in (7) among the resolutions of the Convention stipulated in Article 17, the Convention Delegates will directly vote by secret ballot for each target Central Officer, and the dismissal of the Central Officers will be approved by a majority of the total votes.
4. Among the resolutions of the Convention set forth in Article 17, the decisions concerning the exercise of the strike power under (10) shall be made by direct secret ballot of Convention Delegates; Decisions shall be made by a majority of the Convention Delegates (the total number of convention delegates to be elected by the method prescribed in Article 15, paragraph 2; the same shall apply hereinafter).
5. Among the resolutions of the Convention stipulated in Article 17, the revision of the rules in (8), the dissolution of this Union in (12), the merger with other unions, the division of this Union, the joining or withdrawal of upper organizations, and other decisions on matters related to organizational change shall be made by direct secret ballot of the Convention Delegates, and shall be decided by two-thirds or more of the Convention Delegates.

#### Article 20: Type of Convention

1. There are two types of Conventions of this Union: Regular Convention and Extraordinary Convention.
2. A Regular Convention is held once a year, in principle in October.
3. An Extraordinary Convention shall be held within one month when deemed necessary by a resolution of the Central Executive Committee or when requested by one-third or more of the union members.



#### Article 21: Convention Calling Procedures

1. The President must notify the members of the date, time, venue, agendas, and other matters necessary for the Convention at least 10 days before conducting the Convention.
2. If it is an Extraordinary Convention requiring urgency and the approval of a majority of the Convention Delegates is obtained at the beginning of the Extraordinary Convention, the public notice prescribed in the preceding paragraph is not required.

#### Article 22: Convention Management

1. The Convention Chair and Vice-Chair shall be chosen from among the Convention Delegates present at each Convention.
2. The Central Executive Committee submits matters to be discussed at the Convention.
3. Convention Delegates may, at any time, submit urgent motions, motions related to Convention Management, or other motions that need to be submitted to the Convention after obtaining the support signatures of 10% or more of the total number of Convention Delegates.
4. Matters related to the election or dismissal of Central Officers and matters related to the operation of the Convention that are not stipulated in these regulations shall be stipulated in the Election Rules and Regulations for Central Officers and the Meeting Rules and Regulations established by the Central Executive Committee.

### **Section 2 Board of Councilors**

#### Article 23: Authorities and Composition of the Board of Councilors

1. The Board of Councilors has the authority to receive inquiries from the Central Executive Committee regarding demands for spring labor offensives, etc., and to give opinions as to whether or not to approve such demands, as well as opinions regarding the necessity of corrections and additions.
2. The Board of Councilors shall consist of Councilors and Central Officers, excluding Accounting Auditors.

#### Article 24: Board Members

1. The election of Council board members shall be carried out for each Block prescribed in Article 54.
2. The number of the Board of Councilors elected from each Block shall be two.
3. Members of the Board of Councilors are elected by mutual vote of the attendees at the Block meetings prescribed in Article 56, which are held between January and February each year.

4. The Central Officers, Special Executive Committee Members and Counselors of this Union shall not be members of the Board of Councilors.
5. The term of office shall be until the next year's Councilors are elected in each Block.

Article 25: Matters to be Consulted at Board of Councilors

Matters to be consulted by the Central Executive Committee to the Board of Councilors are as follows.

- (1) List of Demands for the Spring Labor Offensive (Draft)
- (2) Other matters decided by the Central Executive Committee to be consulted by the Board of Councilors

Article 26: Procedures for Convening the Board of Councilors

1. The Board of Councilors shall be convened by the President as necessary.
2. The President shall promptly convene a meeting of the Board of Councilors when requested by one-third or more of the Councilors, or when the Central Executive Committee deems it necessary.

Article 27: Requirements for Establishing Board of Councilors

The Board of Councilors shall be established when two-thirds or more of the elected Councilors are present, and two-thirds or more of the central officers, excluding the accounting auditor, are present.

Article 28: Voting Rights on the Board of Councilors

1. Each member of the Board of Councilors shall have one vote at the Board of Councilors meeting.
2. Councilors may delegate the exercise of voting rights to other Trustee within the same Block.

Article 29: Voting Method of the Board of Councilors

Decisions at the Board of Councilors shall be made by a majority of the votes of the attending Councilors. The Chair reserves the right to exercise their voting rights at the time of this decision, however if the result of the exercise of voting rights by a person other than the chair is a tie, the Chair will also exercise their voting rights to make a decision.

Article 30: Operation of the Board of Councilors

1. The Chair and Vice-Chair of the Board of Councilors shall be elected from among the attending Councilors each time.
2. The Central Executive Committee submits matters for review to the Board of Councilors.

3. Matters related to the operation of the Board of Councilors that are not stipulated in the Union Constitution and By-Laws shall be stipulated in the Meeting rules and Regulations established by the Central Executive Committee, and matters related to the election of Councilors not stipulated in the Union Constitution, the Central Executive Committee may make provisions if necessary.

### **Section 3 Central Executive Committee**

#### Article 31: Composition of the Central Executive Committee

1. The Central Executive Committee shall consist of Central Officers, excluding Accounting Auditors.
2. The Central Executive Committee is headed by the President.
3. The Accounting Auditors may attend the Central Executive Committee meetings and state their opinions whenever necessary.

#### Article 32: Authorities and Responsibilities of the Central Executive Committee

1. The Central Executive Committee oversees the internal organizations prescribed in Article 38, the Union Office prescribed in Article 39, and the regional organizations prescribed in Article 52, among the organizations of this Union, has the authority to execute the affairs of the Union based on the policies decided by the Convention, and is responsible for the execution of the affairs of the Convention.
2. The Central Executive Committee may exercise the following powers for the operation of the Union within the limits of the Union Constitution and decisions of the Convention.
  - (1) Summarize and determine the lists of spring labor offensive demands, demands for lump-sum payments, and other demands.
  - (2) Decide who will be in charge of labor-management negotiations and labor-management consultations and have the persons in charge conduct labor-management negotiations and labor-management consultations.
  - (3) Judging and deciding whether or not to conclude a labor agreement based on the results of labor-management negotiations, labor-management consultations, etc.
  - (4) To make a decision on the exercise of the right to strike (however, a strike cannot be commenced until after the procedures specified in the Article 9 below have been completed.)
  - (5) Determining persons in charge of handling complaints with the Company and having them hold consultations for resolution
  - (6) Enact necessary rules, regulations, detailed regulations, etc.
  - (7) To issue orders, instructions, notices, communications, etc. necessary for

realizing the purpose of this Union and the policies decided at the Convention to the organizations and members of this Union.

- (8) Any other matters necessary to realize the purpose of this Union and the policy decided at the Convention.
3. The Central Executive Committee shall consult with the Board of Councilors at least on the Demands for Spring Offensive Policy Draft prior to making a decision on the summary of requests specified in (1) of the preceding Article and shall make a decision based on the Councilors' opinions.
4. If necessary, the Central Executive Committee may, by its resolution, delegate the decision-making authority regarding the conclusion of a collective agreement as stipulated in Article 2 (3) to the President. However, the collective agreement for the transfer of authority must be specified in advance, and comprehensive delegation of authority without specifying it is not possible.
5. The Central Executive Committee shall, when necessary, be composed of persons elected by its resolution from among the Central Officers, excluding accounting auditors, in order to make judgments and decisions regarding the exercise of the right to dispute as stipulated in Article 2 (4) above. may establish a Special Committee to exercise the right of dispute and delegate decision-making powers to the Special Committee. However, the requirement to exercise the right to dispute must be specified in advance, and a comprehensive delegation of authority without specifying it is not possible.
6. The Central Executive Committee shall report to the Convention on the progress of annual activities and the projects carried out for approval.
7. The Central Executive Committee shall propose annual activity policies and business plans to the Convention for approval.
8. The Central Executive Committee shall, from time to time, inform each Block, each Branch, and each member about the progress of activities, decisions of each organization and meetings, etc. by appropriate means.

#### Article 33: Procedures for Calling the Central Executive Committee

1. The Central Executive Committee shall be convened by the President as necessary.
2. The President shall promptly convene a meeting of the Central Executive Committee when requested by one-third or more of the Central Officers, excluding accounting audits.

#### Article 34: Requirements for Establishment of the Central Executive Committee

The Central Executive Committee shall be established by the attendance of two-thirds or more of the Central Officers, excluding the Accounting Auditors.

#### Article 35: The Chair of the Central Executive Committee

The President presides over the Central Executive Committee.

If the President is unable to attend, the Vice-President will serve in the order predetermined by the President.

#### Article 36: Voting Rights on the Central Executive Committee

Each Central Officer, excluding accounting auditors, shall have one vote on the Central Executive Committee.

#### Article 37: Voting Method at the Central Executive Committee

1. Decisions at the Central Executive Committee shall be made by a majority of the Central Officers present. However, regarding the submission of a proposal to the Convention to dismiss a Central Officer, it shall be subject to the provisions of Article 47, paragraph 1.
2. When voting at the Central Executive Committee, the Chair reserves the right to exercise voting rights, however if the result of the exercise of voting rights by persons other than the Chair is a tie, the Chair shall also exercise the right to vote.

#### Article 38: Establishment, Revision and Abolition of Internal Organizations such as Special Teams and Subcommittees

1. The Central Executive Committee may establish, modify, or abolish internal organizations such as special teams or subcommittees in order to carry out its duties.
2. The name of the internal organization such as a special team or a subcommittee, the duties, and the central officers in charge shall be determined by the Central Executive Committee.
3. The Central Executive Committee presides over internal organizations such as specialized teams and subcommittees.

#### Article 39: Union Office

1. The Central Executive Committee shall have an union office, which shall be under the control of the Central Executive Committee, to handle union affairs.
2. This Union may, as necessary, assign Central Officers, Special Executive Committee Members, Counselors, and staff members as full-time union officers to the Union Office, excluding accounting auditors.
3. The appointment of the Central Officers and Special Executive Committee Members to the Union Office as full-time union officers must be approved by the Convention.
4. Approval of the Central Executive Committee must be obtained in advance

for assigning Counselor and staff members to the Union Office.

5. Compliance rules and salary of full-time union officers and staff shall be determined by the Compliance Rules for Full-Time Union Officers and Staff Members and Salary Regulations for Union Officers and Staff Members established by the Central Executive Committee.

## **CHAPTER 5 CENTRAL OFFICERS, SPECIAL EXECUTIVE COMMITTEE MEMBERS, SENIOR ADVISORS, AND COUNSELORS**

### Article 40: Central Officers

1. This Union shall have the following Central Officers.

(1) President	1
(2) Vice President	2~3
(3) Secretary General	1
(4) Assistant Secretary General	2~3
(5) Treasurer	1
(6) Executive Committee Member	2~3
(7) Accounting Audit	2
2. When deciding to convene a Convention on the agenda of electing officers, the Central Executive Committee shall determine the number of Vice-President, Vice-Secretary General, and members of the Executive Committee among the central officers prescribed in the preceding paragraph.
3. The members of Executive Committee shall consist of the following members (1) to (3).
  - (1) Executive Committee Members who concurrently serves as the leader of each block prescribed in Article 54.
  - (2) Executive Committee Members who concurrently serves as the vice leader of each block prescribed in Article 54.
  - (3) Executive Committee Members other than (1) and (2) above

### Article 41: Central Officer Qualifications

1. A Central Officer of this Union cannot be appointed unless they are a member of this Union.
2. Convention Delegates and Councilors of this Union cannot be Central Officers.
3. The qualifications of Executive Committee members who concurrently serve as Block Leaders or Vice Block Leaders are determined as follows.
  - (1) A person who does not belong to each Block cannot become an Executive Committee Member concurrently serving as Block Leader or Vice Block Leader.
  - (2) When an Executive Committee Member concurrently serving as Block

Leader or Vice Block Leader ceases to belong to the relevant Block, the concurrent post as Block Leader or Vice Block Leader shall be dismissed, and the member shall become an Executive Committee Member who does not concurrently serve as Block Leader or Vice Block Leader.

- (3) In the case of (2) above, the Central Executive Committee shall, when necessary, belong to the relevant Block until a successor Executive Committee Member who also serves as the Block Leader or an Executive Committee Member who also serves as the Vice Block Leader is appointed at the Convention. Regardless of whether or not a representative for the duties of the Block Leader or Vice Block Leader may be appointed from among the Central Officers, excluding accounting auditors.
4. The Central Officers of this Union shall lose their membership when they cease to be members of this Union. However, during the term of office, they assume a position that is within the scope of a non-union member due to promotion, transfer, etc., and the content of the job falls under the category of "person representing the interests of the employer" prescribed in Article 2, Paragraph 1 of the Labor Union Act. If this is not the case, the membership and officer status may be continued until the end of the next first Convention, after taking into account various circumstances and through a resolution of the Central Executive Committee.

#### Article 42: Election of Central Officers

1. Election of Central Officers shall be carried out for each Central Officer from (1) to (9) below.
  - (1) President ----- 1
  - (2) Vice President  
The number people stipulated in Article 40, Paragraph 2
  - (3) Secretary General --- 1
  - (4) Assistant Secretary General  
The number of people stipulated in Article 40, Paragraph 2
  - (5) Treasurer ----- 1
  - (6) Executive Committee Member concurrently serving as Block Leader  
1 person for each Block
  - (7) Executive Committee Member concurrently serving as Vice Block Leader  
1 person for each Block
  - (8) Executive Committee Members other than those listed in (6) and (7) above  
(the total number of Executive Committee Members stipulated in Article 40, Paragraph 2, minus the numbers in (6) and (7) above)
  - (9) Accounting Audits ---- 2
2. A person who wishes to become a Central Officer of this Union can run for any

one of (1) to (9) in paragraph 1 at the Convention, and cannot run for more than one of these.

3. Convention Delegates and Councilors of this Union cannot be Central Officers.
4. The method of electing the Central Officers of this Union shall be in accordance with the provisions of Article 17 and Article 19, paragraph 2.

#### Article 43: Filling Vacancies for Central Officers

Any vacancies in the Central Officers may be filled at the Convention.

#### Article 44: Duties, Authorities and Obligations of Central Officers

1. The President shall represent the Union and supervises the union activities.
2. The Vice President shall support the President and perform all the Presidential duties in the case of an accident to the President. In addition, the President decides in advance the order in which the duties are performed by the Vice President on behalf of the President.
3. The Secretary General shall supervise the Union Office and seize control of general operations under the order of the President.
4. The Assistant Secretary General shall support the Secretary General and perform all the Secretary General duties in the case of an accident to the Secretary General.
5. The Treasurer shall be responsible for proper accounting operations under the order of the President.
6. Executive Committee Members constitute the Central Executive Committee and execute the duties assigned by the Central Executive Committee. Executive Committee Members who concurrently serve as Block Leader or Vice Block Leaders also execute the duties of each Block.
7. Account Auditors shall audit the finance and report the results to the Convention.

#### Article 45: Term of Office for Central Officers

1. The term of office of the Central Officers shall be until the end of the second regular Convention after taking office. provided, however, that the term of office of a Central Officer appointed during the term of office of the predecessor shall be the remaining term of the predecessor.
2. Reappointment of Central Officers shall not be prevented.
3. If no successor has been appointed at the expiration of the term of office of a Central Officer, the former Central Officer shall be obligated to perform the duties of such Central Officer until their successor takes office.

#### Article 46: Resignation of Central Officers

If a Central Officer resigns due to unavoidable reasons during their term of office,



they shall obtain prior approval from the Central Executive Committee.

#### Article 47: Dismissal of Central Officers

1. The Central Executive Committee may submit a proposal to the Convention for the dismissal of the Central Officers when two-thirds or more of the total number of Central Officers, excluding accounting auditors, vote in favor.
2. Convention Delegates may submit a proposal to the Convention for the removal of the Central Officers during the opening and closing of the Union's Convention. In this case, it is necessary to attach the support signatures of more than one-fifth of the total number of Delegates to the Convention, and Article 22, paragraph 3 does not apply.
3. The members of this Union may, with the signatures of not less than one-tenth of the total number of members, request the Central Executive Committee to convene a Convention to remove the Central Officers. In this case, the President shall convene the Central Executive Committee within 10 days from the date of the request, and the Central Executive Committee shall hold a meeting within 60 days from the date of the meeting and propose a proposal to the Convention regarding the dismissal of the Central Officer concerned. At this time, the Central Executive Committee may add an opinion on the necessity of dismissal to the proposal.
4. When the dismissal of the President is proposed based on the provisions of paragraphs 1 to 3 above, the handling of agenda items related to the dismissal of the President among the agenda items of each organization and the procedure for convening the Convention, the Vice President will act as an agent, assuming that there has been an accident prescribed in Article 44, Paragraph 2 above. However, even in this case, the President shall not be prevented from exercising voting rights.
5. If a proposal to dismiss a Central Officer is made to the Convention pursuant to Paragraphs 1 through 3 above, the Convention's resolution regarding the dismissal of the Central Officer shall be made in accordance with the provisions of Article 19, Paragraph 3 above.
6. If a resolution for dismissal is passed, the Central Officer immediately loses their qualification even if they are still in office.

#### Article 48: Appointment to a Public Office or an Officer of the Upper Organization

If a Central Officer intends to run for public office or assume office, or if they intend to run for or assume office as an officer of the upper organization or its upper organization, they shall obtain the prior approval of the Central Executive Committee.

#### Article 49: Special Executive Committee Members

1. This Union may have a Special Executive Committee Members.

2. Special Executive Committee Members are commissioned by the President through a resolution of the Convention.
3. Special Executive Committee Members shall carry out the duties assigned by the Central Executive Committee.
4. Special Executive Committee Members may attend meetings of the Central Executive Committee and state their opinions with the permission of the Central Executive Committee.
5. The President may, with the approval of the Central Executive Committee, dismiss a Special Executive Committee Member.
6. Regarding the Special Executive Committee Members, the provisions of Article 45, Paragraphs 1 and 2, Article 46, and Article 48 among the provisions concerning Central Officers shall apply mutatis mutandis.

#### Article 50: Advisors

1. Advisors can be placed in this Union.
2. Advisors are commissioned by the President through a resolution of the Convention.
3. In addition to responding to inquiries from the President, Advisors may attend various organizations and state their opinions at the request of the Union.
4. The term of office of Advisors shall be until the end of the second Regular Convention after appointment, and reappointment shall not be precluded.

#### Article 51: Counselors

1. This Union can appoint a Counselor, place it in the Union Office, and have them engage in the affairs of the Union Office.
2. Persons who can become Counselors are limited to those who have served as President, Vice President, or Secretary General for three or more terms.
3. Counselors are appointed by the President with the approval of the Central Executive Committee.
4. The President may dismiss a Counselor with the approval of the Central Executive Committee.

## **CHAPTER 6 REGIONAL ORGANIZATIONS**

### Article 52: Types of Organizations by Region

This Union has the following regional organizations.

- (1) Blocks
- (2) Branches

### Article 53: Relationship with the Central Executive Committee and Central Officers

1. Blocks and Branches are presided by the Central Executive Committee.
2. The Central Executive Committee and Central Officers shall provide the necessary assistance for the activities of the Blocks and Branches, and resolve any opinions, requests, complaints, etc. made by members of the Blocks or Branches via the Blocks or Branches. Labor-management negotiations, labor-management consultations, grievances, etc., shall be used to resolve any issues that need to be resolved.

### **Section 1 Blocks**

### Article 54: Establishment, Revision and Abolition of Blocks

1. The Central Executive Committee decides on the establishment, revision and abolishment of Blocks to which each union member belongs, taking into comprehensive consideration various factors such as the union members' employer, assigned department, and duties.
2. The total number of Blocks will be 10 or more and 30 or less for the time being.
3. The minimum number of union members belonging to one Block shall be 500.

### Article 55: Major Roles and Duties of Blocks

The main roles and duties of the block shall be as follows.

- (1) To consider the proposals of the Convention, summarize the opinions, and submit the opinions to the Convention or the Central Executive Committee
- (2) To elect Block's Convention Delegates
- (3) Receive reports from the Block Leader, Vice Block Leader, or Convention Delegates about the resolutions of the Convention and the decisions of the Central Executive Committee, discuss them to deepen their understanding, and convey them to each Branch and union members.
- (4) Prepare a draft Block's requests for spring labor offensives and submit the draft to the Central Executive Committee or the Board of Councilors for consideration.
- (5) Election of Councilors for each Block

- (6) Receive reports from the Block Leader, Vice Block Leader, or Councilors on the contents of the Central Executive Committee or the Board of Councilors, the contents of the spring labor negotiations, and the results of negotiations, and after discussing and deepening their understanding, each Branch and communicate to members.
- (7) Regarding the opinions, requests, complaints, etc. of union members in each Block, each Block will strive to resolve matters that may be resolved by negotiating with each department of the Company corresponding to each Block. Matters that are difficult to resolve within the Block shall be communicated to the Central Executive Committee or Central Officers for resolution.
- (8) Preside over meetings, conferences, events, etc. for each Block
- (9) In addition, perform all necessary matters in order to embody the provisions of this Union Constitution and the policy decided at the Convention in the Block.

#### Article 56: Block Meeting

1. In order to carry out the roles and duties prescribed in the preceding Article; the Blocks shall hold a Block meeting consisting of the following persons.
  - (1) Among the Central Officers, Executive Committee Members who concurrently serves as the leader of the relevant Block
  - (2) Executive Committee Members who concurrently serves as the Vice Block Leader of the relevant Block among the Central Officers
  - (3) Branch Leaders and Vice Branch Leaders
2. Block Meeting may make decisions necessary to carry out the roles and duties prescribed in the preceding Article, however, may not make decisions on the following.
  - (1) Decisions that limit the rights of the members or that may prejudice the interests of the members
  - (2) Decisions imposing obligations on members
  - (3) Decisions contrary to this Union Constitution
  - (4) Decisions contrary to Convention decisions
  - (5) Decisions contrary to decisions, instructions, notifications, etc. of the Central Executive Committee
3. Block Meeting shall be hold with the attendance of two or more of the members prescribed in paragraph 1 above, and a decision may be made by a majority vote.

## Section 2 Branches

### Article 57: Establishment, Revision and Abolition of Branches

The Central Executive Committee shall establish a Branch within each Block to which each member should belong, taking into comprehensive consideration various factors such as the members' employer, assigned department, and duties, and also decides whether or not to revise or abolish it..

### Article 58: Major Roles and Duties of Branches

The main roles and duties of the Branch are as follows.

- (1) A gathering (hereinafter referred to as a "Branch Assembly") is held voluntarily by the union members within the Branch and matters necessary for the realization of the roles and duties of the Block prescribed in Article 55 are discussed within the Branch.
- (2) To hold Branch Assemblies and prepare proposals for demands for spring labor offensive and other requests.
- (3) Hold Branch Assemblies, receive reports on the results of spring labor offensives and summer lump-sum payment negotiations, hold discussions, and clarify future issues to be considered.
- (4) Collect opinions, requests, complaints, etc. of union members within the Branch, convey them to the members of the Block meeting, and work to resolve them.
- (5) Preside over meetings, conferences, events, etc. of each Branch.
- (6) In addition, to carry out all necessary matters at the Branch in order to embody the provisions of this Union Constitution and the policy decided at the Convention.

### Article 59: Branch Meeting

1. In order to carry out the roles and duties prescribed in the preceding Article, the Branch shall establish a Branch Meeting consisting of the following persons.
  - (1) Branch Leader (1)
  - (2) Vice Branch Leader (1)
  - (3) Branch Committee Member (Several)
2. Branch Meeting may make decisions necessary to carry out the roles and duties of the preceding article, however, may not make the following decisions.
  - (1) Decisions that limit the rights of the members or that may prejudice the interests of the members
  - (2) Decisions imposing obligations on members
  - (3) Decisions contrary to this Union Constitution

- (4) Decisions contrary to Convention decisions
  - (5) Decisions contrary to decisions, instructions, notifications, etc. of the Central Executive Committee
3. Branch Meeting shall be established with the attendance of two or more of the members prescribed in paragraph 1, and a decision may be made by a majority vote.
  4. The election procedures are announced in May of each year, and Branch Leaders and Vice Branch Leaders are elected in June of each year by direct balloting by branch members.  
Article 15, Paragraphs 4 through 7 regarding the election procedure and term of office of Convention Delegates shall apply mutatis mutandis to their election procedures and term of office.
  5. When a Branch Leader or Vice Branch Leader becomes vacant, the President may, with the approval of the Central Executive Committee, appoint a substitute.
  6. Those who run for Branch Leader or Vice Branch Leader may run for Convention Delegates.
  7. Branch Leader or Vice Branch Leader, except for those who hold the position of Convention Delegate, can run for the position of Central Officers.
  8. Branch Committee Members shall be selected after consultation between the Branch Leader and Vice Branch Leader.

### **Section 3 Block Constitution / Branch Constitution**

#### Article 60: Establishment of Block Constitution / Branch Constitution

1. Each Block or Branch may, when necessary, establish, revise, or abolish Block Constitution or Branch Constitution with the approval of the Central Executive Committee.
2. When a Block newly establishes or revises their Block Constitution in accordance with the preceding paragraph, at least new bylaws regarding the major roles and duties of the Block in place of Article 55, and Article 56 concerning the Block Meeting must be created. Articles 55 and 56 shall not apply to this Block when the Block Constitution comes into effect.
3. When a Branch newly establishes or revises their Branch Constitution in accordance with the preceding paragraph, at least new bylaws regarding the major roles and duties of the Branch in place of Article 58, and Article 59 concerning the Branch Meeting must be created. Articles 58 and 59 shall not apply to this Branch when the Branch Constitution comes into effect.
4. When a Block or a Branch establishes or revises their Block Constitution or Branch Constitution pursuant to paragraph 1 above, by placing provisions regarding purposes, rights and obligations, institutions, officers, finances,

exercise of dispute rights, etc. in the Constitution, It is possible to become an independent labor union and to be the subject of a collective agreement, however, even in that case, it must be specified in the Constitution that it is under the control of this Union as a subordinate organization of this Union.

#### Article 61: Transfer from Another Union

1. Another union can approve the Constitution of this Union, and then amend their union constitution by itself, and become a Block or Branch of this Union.
2. In the case of the preceding paragraph, Article 60 regarding the establishment of Block Constitution and Branch Constitution shall apply mutatis mutandis.

## CHAPTER 7 UNION FINANCE

#### Article 62: Revenue

The Union financial resources shall be covered by Union dues, levies, and charitable contributions.

#### Article 63: Union Dues

1. The Union dues shall be the amount calculated by the following calculation method.
  - (1) Union members who are operation employees or office workers  
$$\text{Union Dues} = \text{Standard Wage (monthly salary, bonus)} \times 0.8\%$$

(Less than 10 yen rounded down)
  - (2) Union members who are full-time medical office work instructors  
$$\text{Union Dues} = \text{Remuneration} \times 0.8\%$$

(Less than 10 yen rounded down)
  - (3) Other union members  
Calculation method according to (1) and (2) above
2. Notwithstanding the provisions of the preceding paragraph, if there are special circumstances such as the monthly union dues calculated by the calculation method prescribed in the preceding paragraph exceeding the wage amount after deducting the statutory welfare expenses for the current month, etc., all or part of the union fee for the current month will be exempted.
3. The details of the union dues calculation method prescribed in paragraphs 1 and 2 above shall be stipulated in the bylaws stipulating the union dues calculation method enacted by the Central Executive Committee.
4. Union dues are collected from monthly salaries and lump-sum payments by check-off.
5. Union members who do not agree to check-off, or who are unable to collect dues by check-off method, must pay the prescribed dues to the Union Office

- by bringing, transferring money, or direct debiting.
6. Union dues paid by union members are not refundable under any circumstances.

#### Article 64: Levies

This Union may, by resolution of the Convention, collect levies from its members when it deems it particularly necessary.

#### Article 65: Accounting Classification

1. Accounting for the Union shall be divided into a general and special accounting.
2. This Union shall have the following special accounts.
  - (1) Reserve Special Account for the purpose of securing strike funds
  - (2) Contingency Planning Special Account for aiming to secure funds for disaster countermeasures
  - (3) Anniversary Project Special Account for the purpose of securing anniversary project funds
  - (4) Union Members Withdrawal Special Account for the purpose of securing membership withdrawal funds
  - (5) Other special accounts to be established through resolutions of the Convention
3. When it is necessary to transfer funds from the special account to the general account, it must be decided by the Convention.

#### Article 66: Fiscal Year

This Union's fiscal year shall commence on 1 September and end on 31 August of every year.

#### Article 67: Budgets and Accounting Report

1. At the beginning of each fiscal year, the Central Executive Committee shall submit a budget proposal to the Convention for its decision.
2. At the end of each fiscal year, the Central Executive Committee shall prepare and make available to members an accounting report showing all sources and uses of funds, the names of major contributors and the current financial situation.
3. When the Central Executive Committee makes the accounting report pursuant to the preceding paragraph, it shall attach a certificate of accuracy by a professionally qualified accounting auditor entrusted by the Union and an accounting audit report by the accounting audit.
4. The Central Executive Committee shall attach the certificate prescribed in paragraph 3 above and the accounting audit report prescribed in paragraph 2



above to the accounting report prescribed in paragraph 2 above, and submit them to the Convention for approval.

Article 68: Congratulatory/Condolence Money

1. This Union may pay congratulatory or condolence money, etc. to members or former members from the general account or special account of the Union.
2. The establishment, modification and abolishment of the system based on the preceding paragraph cannot be carried out without the approval of the Convention.

Article 69: Detailed Rules, Regulations

The Central Executive Committee shall establish Detailed Financial Regulations, Fund Management Regulations, and regulations concerning payments based on the preceding article regarding financial matters that are not stipulated in this Union Constitution.

## **CHAPTER 8 REWARDS AND SANCTIONS**

Article 70: Rewards

Union members shall be given an award or reward upon discussions of the Convention when those who perform a distinguished service for the Union or its operations, or who are being good examples of other Union members.

Article 71: Disposition and Control

When a union member performs any act or omission specified in the following items, the Union may exercise control and dispose of the union member.

- (1) When a union member does not comply with the Union Constitution and By-Laws, or organizational decisions and violate them.
- (2) When Union control is disrupted.
- (3) When damaging the honor of the Union or harming the social trust of the Union.
- (4) When the confidential information of the Union has been leaked to others, and the Union has been disadvantaged.
- (5) When hindering union operations, the exercise of legitimate rights of union members, or union-related duties by union members.
- (6) When using and abusing their position and/or authority as a union officer to bring disadvantage to the Union or union members.
- (7) When the property of the Union is illegally used or destroyed, and the Union is disadvantaged or damaged.

## Article 72: Detailed Disposition and Control

1. The types and contents of controlled disposals carried out by the Union are as follows.
  - (1) Warning  
Give written or oral attention to the person and ask for reflection.
  - (2) Reprimand  
Take a written apology and warn the person for the future.
  - (3) Suspension of Rights  
All other rights, except for the objection to sanctions, stipulated in the Union Constitution and Bylaws shall be suspended for a period of one month to one year.
  - (4) Officer Qualification Stop  
Suspend qualification as a central officer, block officer, or branch officer, and prohibit the exercise of authority and performance of duties under the Union Constitution and Bylaws.
  - (5) Expulsion  
Deprive union membership and announce to that effect.
2. Union members shall not be subject to multiple warnings, reprimands, or expulsion from the Union for the same act or failure to act.
3. As an interim measure for the purpose of preventing the spread of damage due to an act or failure to act subject to controlled disposition, it may be decided to carry out controlled disposition of suspension of rights or suspension of officer qualification. After this decision has been made, the expulsion from the Union can be decided for the same reason. However, if rights are suspended as a provisional measure, the period of suspension cannot exceed one year, including the period of provisional measures and the period of control disposition.

## Article 73: Decision-Making Body and Authority to Carry Out the Disposition and Control

1. The Convention may decide to take control measures as prescribed in Article 72, Paragraph 1 against those subject to control measures, and the voting method shall be as specified in Article 19, Paragraph 1.
2. The Central Executive Committee may, as a provisional measure until the Convention makes a decision based on the preceding paragraph, suspend the rights and suspend the officer qualifications of the person subject to control measures based on Article 72, paragraph 3 can. However, the Central Executive Committee must report this provisional measure to the most recent Convention and seek its approval.
3. Article 47, Paragraph 4 shall apply mutatis mutandis when the person subject to the control disposition is the President.

#### Article 74: Procedures and Details of Disposition and Control

The procedures and details of disposition and control shall be as follows.

(1) Fact-Finding

An investigation committee which will be established after the decision of the Central Executive Committee shall investigate the existence of the facts and their specific contents subject to controlled disposition.

(2) Investigation Result

The investigation committee reports the results to the Central Executive Committee.

(3) Preparing a Proposal

The Central Executive Committee shall determine whether or not control disposition is necessary, and if they determine that control disposition is necessary, they will prepare a Control Disposition Proposal Form that describes the type of control disposition (set the period for the suspension of rights) required and the facts to be covered.

(4) Temporary Measures

If the Central Executive Committee determines that it is necessary to take provisional measures based on Article 73, Paragraph 2 at the time the Central Executive Committee prepares a petition for control disposition, it may suspend rights and suspend qualifications as an officer.

(5) Submission of Proposal

The Central Executive Committee submits a proposal for control action to the Convention for discussion.

(6) Deliberation at the Convention

The Convention deliberates and decides on the control disposition proposal. During this process, the representatives of the Convention shall, through the procedures of Article 22, Paragraph 3, take a control disposition of a different type and degree from the control disposition requested by the Central Executive Committee stated in the control disposition proposal. can be proposed.

#### Article 75: Rights of Persons Who Are Subject to Disposition and Control

A member who has been subject to a control disposition shall be given an opportunity to defend themselves during the investigation of the Investigation Commission and the deliberations of the decision-making body of the control disposition.

#### Article 76: Bylaws

The Central Executive Committee shall establish award rules for commendation and operating rules for control and disposition procedures.

## **CHAPTER 9 STRIKE**

### Article 77: Procedures for Commencement of Union Strikes

1. When the Central Executive Committee intends to initiate a strike, it must make the following matters clear to the union members.
  - (1) Purpose of strike
  - (2) Timing and method of allied strikes
  - (3) A person who makes decisions on the target, scope, start and end of strikes (When delegating the decision-making authority of the upper body, clarify that fact)
2. Before commencing a strike, the Central Executive Committee shall obtain either the decision of the Convention based on Articles 17 and 19, paragraph 4, or the decision by all union members as stipulated in Article 78.

### Article 78: Unanimous Vote on the Commencement of Strike

A direct secret ballot of the union members may be held and a majority vote of the total membership may decide to initiate a strike.

### Article 79: Bylaws

The Central Executive Committee may establish regulations, if it is necessary to establish provisions for matters concerning strikes that are not stipulated in this Union Constitution.

## **CHEPTER 10 ADDITIONAL RULES**

### Article 80: Revision and Abolishment of this Union Constitution

This Union Constitution cannot be amended or abolished without going through the procedures for direct balloting by delegates of the Convention as stipulated in Articles 17 and 19, paragraph 5.

### Article 81: Effective Date of Revision and Abolition

If this Union Constitution is revised or abolished, unless otherwise specified, the revision and abolition shall take effect from the time the decision to revise or abolish is made.

### Article 82: Effective Date

This Union Constitution shall enter into force on September 18, 1992.

- |                                 |                               |
|---------------------------------|-------------------------------|
| 1 ) Enacted: September 18, 1992 | 3 ) Amended: October 14, 1994 |
| 2 ) Amended: February 19, 1993  | 4 ) Amended: October 14, 1995 |

- 5 ) Amended: October 18, 1996
- 6 ) Amended: February 15, 1997
- 7 ) Amended: October 18, 1997
- 8 ) Amended: October 17, 1998
- 9 ) Amended: October 17, 1999
- 10) Amended: October 15, 2000
- 11) Amended: October 14, 2001
- 12) Amended: October 13, 2002
- 13) Amended: October 12, 2003
- 14) Amended: October 16, 2004
- 15) Amended: October 15, 2005
- 16) Amended: October 22, 2006
- 17) Amended: October 21, 2007
- 18) Amended: October 17, 2009
- 19) Amended: October 16, 2010
- 20) Amended: October 15, 2011
- 21) Amended: October 27, 2012
- 22) Amended: November 6, 2012
- 23) Amended: October 12, 2013
- 24) Amended: October 12, 2014
- 25) Amended: October 17, 2015
- 26) Amended: October 15, 2016
- 27) Amended: October 21, 2017
- 28) Amended: October 20, 2018
- 29) Amended: October 19, 2019
- 30) Amended: October 16, 2021
- 31) Amended: October 15, 2022