

Articles of UNISEC-Global

March 2017

Article 1 Name

The name of the organization is UNISEC-Global, a non-profit international association.

Article 2 Definition

- (1) “UNISEC” is an acronym of the “University Space Engineering Consortium”.
UNISEC is a consortium of universities, space-related companies and students in a country or a regional area.
- (2) The “Local Chapter” means a newly established UNISEC in a country or regional area.
- (3) The “Steering Committee” is the highest organ to manage and approve UNISEC-Global activities.
- (4) The Secretary-General is a highest position in charge of secretariat works.
- (5) A majority means more than two thirds of the members.
- (6) A “Student Representative” is a student who will attend the UNISEC-Global Meeting to make a presentation on behalf of his/her Local Chapter.
- (7) “The Members” are universities, university groups, space-related companies, academic or educational organizations.
- (8) “Point of Contact (POC)” is a person who explores the local capabilities and works to establish the local UNISEC.

Article 3 Organization

- (1) UNISEC-Global consists of its Local Chapters, the Steering Committee and Secretariat.
- (2) The executive organ of UNISEC-Global is the Steering Committee.
- (3) The Secretariat shall support and coordinate UNISEC-Global activities under the initiative of the Secretary-General or the Steering Committee.

Article 4 Steering Committee

- (1) The Steering Committee shall appoint a Chairperson by a majority of its member.
- (2) The term of a Chairperson shall be two years and can be renewed another two years.
- (3) The Chairperson shall preside over the Committee meetings.
- (4) The Chairperson shall make necessary decision in consultation with the Committee members.
- (5) Any decision of UNISEC-Global shall be made by a majority of the Steering Committee members and shall be final.
- (6) A new member of the Steering Committee shall be recommended by the Secretary-General and be approved by the Steering Committee.

- (7) The Steering Committee shall nominate the Secretary-General.

Article 5 Secretary-General

- (1) The Secretary-General shall be responsible for Secretariat works associated with UNISEC-Global activities.
- (2) The Secretariat-General shall be nominated by the Steering Committee.
- (3) The Secretary-General shall submit papers to or consult with the Steering Committee for necessary decisions or guidance.
- (4) The Secretary-General shall support the Chairperson of the Steering Committee as the Vice-Chairperson of the Steering Committee.
- (5) The Secretary-General may recommend to the Steering Committee an appropriate person as a local Point Of Contact (POC) upon request.
- (6) The Secretary-General shall receive and process the applications of new local chapters and announce them after approving from the Steering Committee.

Article 6 Membership

- (1) Local Chapter shall collect Membership fees from their Members. The fee is decided by each Local Chapter based on the local conditions.
- (2) Local Chapters shall pay a Membership fee to UNISEC-Global. The Membership fee shall be decided by the Steering Committee.
- (3) A new Member shall be reviewed for competence by the Local Chapter and Local Chapters shall update their records to the Secretary-General on a regular basis.
- (4) An eligible Member shall be committed to human right protection, law abiding and other social norms accepted by almost all countries, including compliance with the UN Resolutions.
- (5) A Local Chapter may withdraw from UNISEC-Global in a written format addressing to the Secretary-General at least two months prior to the date of its withdrawal.
- (6) Members must annually report their activities to their Local Chapters and Local Chapters must in turn report their collective activities to the Secretary-General.

Article 7 Headquarters

- (1) The Headquarters of UNISEC-Global is located at 2-3-2 Yayoi, Bunkyo-ku, Tokyo 113-0032, Japan.
- (2) The Headquarters shall be managed by the Secretary-General, under the auspices of UNISEC-Japan.
- (3) The Headquarters may be transferred to any country/region that is member of UNISEC-Global after approving by a majority of the Steering Committee members.
- (4) Any Local Chapter can apply to the Secretary-General to act as Headquarters for UNISEC-Global.

Article 8 Mission

As stipulated in the “Terms of Reference for UNISEC-Global”, it will create an environment that will promote the free exchange of ideas, information and capabilities relating to space engineering and its applications, especially for young people, including those in developing countries and emerging economies.

Article 9 Purpose

In order to implement its mission of creating an environment for promoting the free exchange of ideas, information and capabilities relating to space engineering and its applications, UNISEC-Global shall:

- (1) Provide a forum periodically for young researchers, university students and other stakeholders across the world, in cooperation with the Members,
- (2) Facilitate and promote practical space development activities at university level, such as designing, developing, manufacturing, launching and operating micro/nano/pico satellites and rockets, including their payloads,
- (3) Form a network among the Members to ensure closer communications.

Article 10 Challenges by Members

The Members are expected to make efforts to:

- (1) Promote project based space education,
- (2) Ensure that their respective policy-and-decision makers understand the importance of space education and support their activities,
- (3) Share their activities openly with other non-members so that the latter can benefit from the former’s experiences, know-how, problem-solving techniques and other skills/technical skills.
- (4) Ensure that their local UNISEC activities are complying with their local laws and policies, especially, for the legal and financial aspects.

Article 11 Local Chapter

- (1) A Local Chapter is a local entity of UNISEC and is called UNISEC- (followed by mainly a country name) (ex. UNISEC-Japan).
- (2) Based upon an application to the Steering Committee through the Secretary-General, a Local Chapter shall be acknowledged at the UNISEC-Global Meeting.
- (3) Once acknowledged, a Local Chapter becomes a full member of UNISEC-Global.
- (4) This acknowledgement shall be effective for one year from the date of its issuance and be automatically extended every one year except as otherwise mentioned in a written form two month prior to the withdrawal.
- (5) Minimum conditions for establishing a Local Chapter shall consist of two or more educational institutes (mainly university) with a professor or equivalent teaching staff and a student representative at each institute.
- (6) The internal structure of a Local Chapter can be implanted independently, reflecting its local

conditions.

- (7) Each Local Chapter shall have faculty representative and student representative whom report to UNISEC-Global Secretary-General and attend the UNISEC-Global Meetings.
- (8) Local Chapters shall participate at least every other year in the UNISEC-Global Meeting to report their activities.

Article 12 Point of Contact (POC)

The functions of a local point of contact (POC) are:

(1) Information Clearinghouse Function

As a first contact person in his/her country to receive related information from the Organizer and others, POC is expected to take necessary actions including forwarding it to appropriate persons for such actions.

(2) Fund Raising Function

POC is expected to make an effort in taking fund raising activities for covering the travel cost for local representative(s) who will participate in the UNISEC-Global Meeting.

(3) Reporting and Advising Function

POC is expected to report related information to the Organizer in return for the above 1. and to give advice to the Organizer about the Meeting and other related matters, if necessary.

(4) Disseminations and Announcement Function

POC is expected to help UNISEC-Global to disseminate the information and make announcements about UNISEC-Global-led events, including social events.

(5) Termination of the Functions

POC can either resign or be dismissed at any time. The resignation shall be made in a written form to the Secretary-General. The dismissal shall be effective if the Steering Committee would agree by majority vote and be reported to POC in question by the Secretary-General immediately.

Article 13 Amendment

Any member of UNISEC-Global may propose an amendment to the Article of Association by writing a letter to the Secretary-General, who will in turn refer it to the Steering Committee. The Steering Committee shall decide its adoption by majority vote.

Article 14 Dissolution

UNISEC-Global may be dissolved by the resolution of the UNISEC-Global Meeting by majority vote. The Steering Committee shall be a sole body to propose such dissolution to the UNISEC-Global Meeting.

(End)