

Japan Society of Civil Engineers

BYLAWS

(Amended on May 10, 2002)

The management of Japan Society of Civil Engineers (JSCE) shall be in accordance with the Constitution of JSCE (hereafter called “the Constitution”) and the stipulations indicated in the following Bylaws.

Chapter 1. Chapters

Article 1. Establishment, Names and Locations of Chapters

JSCE shall establish Chapters in order to achieve the objectives stated in Article 4 of the Constitution. The names and the locations of the Chapters shall be as follows.

- | | |
|--------------------------|--------------------------------------|
| 1. Hokkaido Chapter | Sapporo City, Hokkaido Prefecture |
| 2. Tohoku Chapter | Sendai City, Miyagi Prefecture |
| 3. Kanto Chapter | Shinjuku Ward, Tokyo Prefecture |
| 4. Chubu Chapter | Nagoya City, Aichi Prefecture |
| 5. Kansai Chapter | Osaka City, Osaka Prefecture |
| 6. Chugoku Chapter | Hiroshima City, Hiroshima Prefecture |
| 7. Shikoku Chapter | Takamatsu City, Kagawa Prefecture |
| 8. Seibu Chapter | Fukuoka City, Fukuoka Prefecture |
| 9. International Chapter | Shinjuku Ward, Tokyo Prefecture |

Article 2. Areas covered by Chapters

- (1) Hokkaido Chapter: Hokkaido Prefecture
- (2) Tohoku Chapter: Aomori, Iwate, Miyagi, Akita, Yamagata and Fukushima Prefectures
- (3) Kanto Chapter: Tokyo, Ibaraki, Tochigi, Gunma, Saitama, Chiba, Kanagawa, Niigata and Yamanashi Prefectures

- (4) Chubu Chapter: Toyama, Ishikawa, Nagano, Gifu, Shizuoka, Aichi and Mie Prefectures
- (5) Kansai Chapter: Fukui, Shiga, Kyoto, Osaka, Hyogo, Nara and Wakayama Prefectures
- (6) Chugoku Chapter: Tottori, Shimane, Okayama, Hiroshima and Yamaguchi Prefectures (excluding Shimonoseki City)
- (7) Shikoku Chapter: Tokushima, Kagawa, Ehime and Kochi Prefectures
- (8) Seibu Chapter: Fukuoka, Saga, Nagasaki, Kumamoto, Oita, Miyazaki, Kagoshima and Okinawa Prefectures and Shimonoseki City of Yamaguchi Prefecture
- (9) International Chapter: Countries and regions other than Japan

Article 3. Chapter Directors

1. Each Chapter shall have 1 Director.
2. The Director of a Chapter shall oversee the management of the business affairs of the Chapter, represent the Chapter, and report the activities of the Chapter to the President.
3. The Director of a Chapter shall be eligible to attend the meetings of Board of Directors, but shall not be eligible to vote.

Article 4. Chapter Regulations

The Director of a Chapter shall prepare Chapter Regulations concerning the organization and administration of the Chapter, and shall submit these Regulations to the President.

Article 5. International Chapter

JSCE may establish International Sections within the International Chapter upon approval of the Board of Directors.

Article 6. Staff Teams

Any Chapter may establish staff teams within the Chapter in order to carry out the administration of all Chapter business smoothly and efficiently.

Chapter 2. Membership

Article 7. Admission Procedures for Membership Application

Any individual or corporation wishing to become a Member shall submit the designated application form with the membership fee to the Secretariat. An individual applying as a Regular Member shall pay an admission fee of ¥1,000 in addition to the membership fee.

Article 8. Acquisition of Membership

Membership shall become effective from the issuing date of the admission notice.

Article 9. Fellow Member

Those Regular Members who have been bestowed the title of “Fellow” in accordance with Article 6, Clause 2 of the Constitution, shall be called “Fellow Member”, and shall be referred to as “Fellow Member” in the Bylaws and other rules of JSCE.

Article 10. Privileges of Members

1. The Members shall have the following privileges:

- (1) To publish the results of research and studies in JSCE magazines, journals or in other related publications, and to present such results at research forums held by JSCE
- (2) To participate in research meetings, lectures, seminars and study tours, etc., organized by JSCE
- (3) Free subscription to the JSCE magazines and being granted priority in obtaining books published by JSCE
- (4) Free perusal of books on civil engineering and other materials kept by JSCE
- (5) Receipt of benefits granted to JSCE by other societies/institutes which hold Cooperation Agreements with JSCE

2. The privileges stipulated in the foregoing Clause may be suspended when a member has neglected to pay the membership fees for a period of over 6 months.

Article 11. Assignment of Members to Chapters

Members shall be affiliated with a regional Chapters according to the following criteria:

- (1) Currently employed individual Members shall be affiliated to the Chapter of the district in which their place of work is located.

- (2) Currently unemployed Individual Members shall be affiliated to the Chapter of the district in which their residence is located.
- (3) Student Members shall be affiliated to the Chapter of the district in which their schools are located.
- (4) Corporate Regular Members and Special Members shall be affiliated to the Chapter of the district where their offices are located.
- (5) Members residing abroad shall be affiliated to the International Chapter

Article 12. Exercising of Rights by Corporate Regular Members

The rights of a Corporate Regular Member shall be exercised by the representative of the Corporate Regular Member.

Article 13. Types of Businesses of Corporate Regular Members

The types of businesses that Corporate Regular Members shall be engaged in as defined in Article 6 of the Constitution shall be any of the following:

- (1) Construction Industry
- (2) Construction consulting, etc.
- (3) Corporations whose main service is to provide material and/or machinery for use in civil engineering
- (4) Corporations whose business is related to civil engineering, such as electricity or railway transportation, and which play an important role in the construction of civil engineering facilities.
- (5) Other corporations approved by the Board of Directors.

Article 14. Change of Membership Category from Student Member to Regular Member

Student Members shall become Regular Members following their graduation from the educational institutions described in Article 6 of the Constitution.

Chapter 3. Membership Fees

Article 15. Payment

1. The annual membership fee shall be paid in 1 installment in advance. However, under special circumstances, the membership fee may be paid in 2 installments, each installment covering membership for 6 months.

2. Members who have changed their membership category during the fiscal year shall pay the monthly rate of the new membership fee from the next month following the change.

3. Members admitted during the fiscal year may pay the monthly rate of the membership fee from the month following their admission.

Article 16. Membership Fees

1. Membership fees shall be as follows:

(Category)	(Annual membership fee)
Fellow Members	¥18,000
Individual Regular Members	¥12,000
Student Members	¥6,000
Corporate Regular Members and Special Members	
Special Grade A	¥1,000,000
Special Grade B	¥850,000
First Grade A	¥500,000
First Grade B	¥300,000
First Grade C	¥150,000
First Grade D	¥80,000
Second Grade (schools and libraries)	The fees shall be equivalent to the subscription fees for JSCE journals and magazines published in book form by JSCE

2. JSCE may claim from the Members, upon approval of the General Assembly, emergency fees other than the fee listed in the foregoing Clause.

3. Contributions

JSCE may accept contributions from individuals and corporations who support the objective and activities of JSCE.

4. The following items shall apply to the Regular Members residing abroad.

(1) Regular Members residing abroad who wish to subscribe to JSCE magazines shall pay any necessary expenses for this service, in addition to the membership fee stipulated in Clause 1 hereof, upon the request of JSCE.

(2) Regular Members residing abroad who do not wish to subscribe to JSCE magazines, and wish to receive JSCE's English publications without charge, may request to have the membership fee reduced to an amount equivalent to that of the

Student Member fee.

Article 17. Exemption from Payment of Membership Fees

1. For those who have been bestowed the title of Honorary Member, the membership fee shall be waived for those.
2. Those members whose continuous membership in JSCE is for 50 years or longer may petition to have the membership fee waived pursuant to the filing of the petition.

Chapter 4. Officers

Article 18. Types and Number of Officers

The Board of Directors and Auditors specified in Article 11 of the Constitution shall be designated "Officers", and the number of Officers shall be as follows:

- (1) The Director who is President: 1
- (2) The Directors who are Vice-Presidents: 5
- (3) The Director who is the candidate for becoming the next President: 1
- (4) Executive Director: 1
- (5) Directors other than those listed above: 17 to 22
- (6) Auditors: maximum of 2

Article 19. Term of Office of the President

1. The President's term of office shall be for 1 year, served for the second year of the 2-year term as Director. The term shall begin at the start of the second year of the 2-year term for this Director.
2. In principle, the re-election of the President shall not be permitted.

Article 20. Incoming President

1. The Director who is the candidate for becoming the next President stipulated in Article 18 shall be called "President-Elect", and his term of office as President-Elect shall be the first year of the 2-year term of office as a Director.
2. The President-Elect shall participate in the planning and design of important matters concerning the management of JSCE, and oversee the management of related business under the President's instruction.

Article 21. Term of Office of Executive Director

In principle, the term of office of the Executive Director shall be for 4 years, and shall include the second term of office as Director, presupposing that he/she is re-appointed as a Director. The term of office of the Executive Director may be extended.

Article 22. Replacement of Officers

In principle, approximately half of the Officers shall be replaced each year.

Article 23. Filling of Vacant Positions

1. The filling of vacant positions stipulated in Article 12, Clause 3 of the Constitution shall be conducted when the following circumstances arise:

(1) when the number of Directors and Auditors in office fall below 25 and 1 respectively.

(2) when the Board of Directors approve the necessity of filling a vacant position.

2. The convening of the General Assembly for filling a vacant position shall be in accordance with Article 20, either Clause 2 or Clause 3 (Item 1) of the Constitution.

Chapter 5. Business Affairs of JSCE

Article 24. Directors in Charge

1. In order to conduct all the business affairs of JSCE, JSCE shall establish the following divisions: General Affairs, Planning, Financial Affairs and Management, Publication, Research and Studies, Public Relations, International Affairs, Academic Reference Archives and Civil Engineering Library, Members and Chapters, and Emergency Measures for Disaster. JSCE shall also establish the JSCE Organization for the Civil Engineering Promotion of Technology. JSCE shall appoint Leading Directors and Directors in Charge for said departments from among the Directors stipulated in Article 18, exclusive of the President.

2. For the planning and management of JSCE, and for communication and coordination among the different departments stipulated in Clause 1 hereof, JSCE shall establish the Planning and Management Council, with the Leading Directors being members of this Council.

3. For liaising among the departments stipulated in Clause 1 hereof, and for the planning and management of the JSCE Organization for the Promotion of Civil Engineering Technology, JSCE shall establish the Management Conference of the

Organization for the Promotion of Civil Engineering Technology, and appoint a Director in Charge of this Conference from among the Directors stipulated in Article 18, exclusive of the President.

4. The Directors in Charge stipulated in the foregoing Clauses shall be appointed by the Board of Directors.

Article 25. Executive Director

In order to achieve the duties stipulated in Article 13, Clause 3 of the Constitution, the Executive Director shall be in charge of the Departments stipulated in Clauses 1, 2 and 3 of the foregoing Article; the Organization for Promotion of Civil Engineering Technology, JSCE; the Planning and Management Council; and the Management Conference of the Organization for the Promotion of Civil Engineering Technology. In addition, the Executive Director shall oversee the liaising and coordination among the Divisions.

Article 26. General Affairs Division

The General Affairs Division shall be in charge of the following:

- (1) Matters related to liaising with the Japanese government, public offices, public corporations and other organizations
- (2) Matters related to JSCE's Constitution, Regulations, its system, private regulations and other regulations
- (3) Matters related to the General Assembly and the meeting of the Board of Directors
- (4) Matters related to the recommendation of Honorary Members
- (5) Matters related to JSCE Awards (in general) and other commendations
- (6) Matters related to associated committees
- (7) Matters that are not within the jurisdiction of other departments

Article 27. Planning Division

The Planning Division shall be in charge of the following:

- (1) Matters related to mid-term and long-term planning for JSCE
- (2) Matters related to new activities of JSCE
- (3) Preliminary examination of applications for the issuance of JSCE's subsidies and other related matters
- (4) Investigation of inquiries from the President and the Board of Directors
- (5) Other matters related to planning and management

Article 28. Financial Affairs and Management Division

The Financial Affairs and Management Division shall be in charge of the following:

- (1) Matters related to budgets and the settlement of accounts
- (2) Matters related to the management of basic assets and working assets
- (3) Matters related to associated committees

Article 29. Publishing Division

The Publishing Division shall be in charge of the following:

- (1) Matters related to the editing and publishing of JSCE magazines, journals, and other publications
- (2) Matters related to the distribution of publications
- (3) Matters related to copyrights
- (4) Matters related to associated committees

Article 30. Research and Studies Division

The Research and Studies Division shall be in charge of the following:

- (1) Matters related to research in science and technology
- (2) Matters related to specification and standards
- (3) Matters related to education
- (4) Matters related to the presentation of the results of research and studies
- (5) Matters related to associated committees

Article 31. Public Relations Division

The Public Relations Division shall be in charge of the following:

- (1) Public Relations related to the activities of JSCE
- (2) Public Relations related to the civil engineering industry, and civil engineering technology
- (3) Promotion of and cooperation with public relations activities related to the above items
- (4) Matters related to associated committees

Article 32. International Affairs Division

The International Affairs Division shall be in charge of the following:

- (1) Matters related to the international strategies of JSCE
- (2) Matters related to cooperation agreements with foreign societies/institutes
- (3) Matters related to the dissemination of international information

- (4) Matters related to International Chapter
- (5) Matters related to associated committees

Article 33. Academic Reference Archives Division and Civil Engineering Library

The Academic Reference Archives Division and Civil Engineering Library shall be in charge of the following:

- (1) Matters related to the management of the Civil Engineering Library
- (2) Matters related to the planning, construction and post-construction management of the Academic Reference Archives
- (3) Matters related to associated committees

Article 34. Members and Chapters Division

The Members and Chapters Division shall be in charge of the following:

- (1) Matters related to the admission and resignation of members, changes in membership status, and management of member affairs
- (2) Matters related to the management of Chapters and their projects, and to communication and coordination between the Headquarters and the Chapters, with the exception of International Chapter
- (3) Matters related to associated committees

Article 35. Emergency Measures for Disaster Division

The Emergency Measures for Disaster Division shall be in charge of the following:

- (1) Matters related to emergency/disaster responses
- (2) Matters related to associated committees

Article 36. JSCE's Organization for the Promotion of Technology

The JSCE Organization for the Promotion of Civil Engineering Technology shall be in charge of the following:

- (1) Businesses related to international standards
- (2) Businesses related to qualifications and education of engineers
- (3) Businesses related to technology evaluation
- (4) Businesses related to international conferences
- (5) Externally funded research projects
- (6) Businesses related to the registration of engineers
- (7) Other businesses approved by the Board of Directors

Article 37. Committees

1. JSCE may establish committees when deemed necessary for carrying out the business affairs of JSCE.
2. Regulations concerning committees shall be stipulated by the Board of Directors.

Article 38. Secretariat

1. JSCE shall establish a Secretariat in order to carry out the business affairs of JSCE and employ staff, and as the need arises, employ part-time staff as well.
2. JSCE shall appoint a Secretary-General within the Secretariat.
3. The Board of Directors shall decide on the organization and duties of the Secretariat.
4. The Executive Director shall oversee the operations of the Secretariat.

Chapter 6. Commendations

Article 39. JSCE Awards

JSCE shall award JSCE Awards (in general) to those individuals who have made an outstanding contribution to civil engineering or related fields.

Article 40. Commendation

JSCE may commend those who have made a significant contribution to the achievement of JSCE's objectives, but who have not been awarded the JSCE Awards described in the foregoing Article.

Chapter 7. Assets and Accounting

Article 41. Categories of Assets

The assets of JSCE shall consist of the following properties and revenues:

- (1) Properties that are listed in the inventory of assets
- (2) The following revenues generated within the fiscal year.
 - a. admission fees
 - b. membership fees
 - c. contributions

- d. income generated by activities
- e. income generated from properties
- f. income from other sources

Article 42. Management of Assets

The assets of JSCE shall be administrated by the President, in accordance with the methods provided by the Regulations for Accounting as approved by the Board of Directors.

Article 43. Payment of Expenses

Expenses of JSCE shall be paid from the working assets.

Article 44. Annual Activity Plan and Budget

1. A report on the Annual Activity Plan and the budget shall be prepared before the beginning of the new fiscal year, and after approval of the Board of Directors, be submitted to the Minister of Education, Culture, Sports, Science and Technology.
2. The Annual Activity Plan and the budget shall be approved by the General Assembly convened within 2 months following the end of each fiscal year.
3. JSCE may implement the necessary minimum budget for the period entering into the new fiscal year before the day of the General Assembly provided in the foregoing clause upon the approval of the President.
4. Amendment of the Annual Activity Plan and the budget shall be made upon the approval of the Board of Directors and of the General Assembly.
5. The Annual Activity Plan and the budget approved by the General Assembly shall be reported to the Ministry of Education, Culture, Sports, Science and Technology.

Article 45. Provisional Budget

1. In spite of the foregoing Article, if the budget does not receive approval due to compelling reasons, the President may, upon the approval of the Board of Directors, prepare a provisional budget based on the previous year's budget, and may implement this budget until a budget is approved.
2. The prepared provisional budget stipulated in the foregoing Clause shall be approved by the General Assembly.
3. The income and expenditure under the provisional budget stipulated in Clause 1 hereof shall be regarded as part of the income and expenditure of the approved budget.

Article 46. Annual Activity Report and Settlement of Accounts

1. The Annual Activity Report and Settlement of Accounts shall be approved by the Board of Directors and the General Assembly within 2 months following the completion of the previous fiscal year, and shall consist of the Annual Report, Settlement of Accounts, a calculation of the increase and/or decrease in assets and Balance Sheet and Asset Inventory Sheet, which shall be audited by the Auditor(s) and a group of certified public accountants in advance.

2. The Annual Activity Report, Settlement of Accounts, a calculation of the increase and/or decrease in assets, Balance Sheet and Asset Inventory Sheet, which shall be approved by the General Assembly, then be submitted to the Minister of Education, Culture, Sports, Science, and Technology.

Article 47. Long-Term Loans

All loans, excluding short-term loans to be redeemed by the income arising within the concerned fiscal year, shall be reported to and approved by the Minister of Education, Culture, Sports, Science, and Technology after resolution by the Board of Directors and the General Assembly.

Chapter 8. Supplementary Rules

Article 48. Enforcement of Bylaws

Any rules necessary for the enforcement of these Bylaws shall be stipulated in the operation rules.

Article 49. Amendment of Bylaws

The amendment to these Bylaws shall be executed by the Board of Directors.

Note: In regards to these Bylaws of Japan Society of Civil Engineers, the Japanese-language version shall prevail over the English-language translation.