

## **International Chapter Regulation**

Amended on January 18, 2008

### **Article 1. Chapter Name and Location**

The name of this Chapter shall be the International Chapter of Japan Society of Civil Engineers, and its secretariat shall be located in the Headquarters of Japan Society of Civil Engineers in Shinjuku Ward, Tokyo. The International Activities Committee shall be placed in charge of its duties.

### **Article 2. Objective**

The objective of these Regulations, in addition to those relevant items stipulated in the Constitution and Bylaws of Japan Society of Civil Engineers, shall be to stipulate standards pertaining to the International Chapter's organization and the conduct of its business affairs.

### **Article 3. International Sections**

The objective of these Regulations, in addition to those relevant items stipulated in the Constitution and Bylaws of Japan Society of Civil Engineers, shall be to stipulate standards pertaining to the International Chapter's organization and the conduct of its business affairs.

1. The following International Sections shall be established in countries and regions outside Japan:
  - (a) Taiwan Section
  - (b) Korea Section
  - (c) U.K. Section
  - (d) Mongolia Section
  - (e) Turkey Section
  - (f) Indonesia Section
  - (g) Thailand Section
2. Each Section shall have a Section President appointed by the President of JSCE, upon approval by the International Activities Committee.

#### **Article 4. Establishment of International Section**

1. The establishment of an International Section must comply with the terms set forth under Guidelines for Establishing an International Section of Japan Society of Civil Engineers. A petition for establishment must be submitted to the International Activities Committee, containing signatures of not less than 10 members of the Japan Society of Civil Engineers, and must meet the approval of the Board of Directors.
2. International Sections shall provide their own Constitutions in English language, and receive approval of the International Activities Committee.
3. The election of the Section President shall comply with the terms stipulated under the Constitution of the International Section.

#### **Article 5. Activities**

1. The International Chapter shall mainly carry out the following activities in countries and regions other than Japan:
  - (1) Arranging research presentation meetings, lectures, seminars, and study visits related to civil engineering
  - (2) Conducting research and studies related to civil engineering
  - (3) Offering educational programs on civil engineering and training programs for development of civil engineers
  - (4) Promoting further enlightenment in the field of civil engineering and performing publicity activities
  - (5) Contributing in international activities for further development in the civil engineering field
  - (6) Inviting and recruiting new members of Japan Society of Civil Engineers
  - (7) Mutually exchanging information related to the field of civil engineering
  - (8) Other activities necessary in achieving the objective
2. The International Activities Committee will assist in the events and activities of International Sections as needed.

#### **Article 6. Officers**

The number of Officers of the International Chapter shall be as described below.

- (1) Chapter Director: 1
- (2) Deputy Chapter Director: 1
- (3) Chapter Auditor: 1
- (4) Chapter Secretary General: 1
- (5) Chapter Secretaries: 5 or fewer

#### **Article 7. Selection and Appointment of Officers**

1. The Leading Director of International Affairs will assume the post for Chapter Director of the International Chapter.
2. The Deputy Chapter Director, Chapter Auditor, Chapter Secretary General, and Chapter Secretaries shall be determined by appointment by the Chapter Director, upon approval by the International Activities Committee.

#### **Article 8. Terms of Office**

The terms of the Officers shall in principle be as described below, and there shall be no restrictions on reappointment.

- (1) Chapter Director: the same term as the Director of International Affairs
- (2) Deputy Chapter Director: 2 years
- (3) Chapter Auditor: 2 years
- (4) Chapter Secretary General: 2 years
- (5) Chapter Secretaries: 2 years (in principle half shall be replaced each year)

#### **Article 9. Payment for Officers**

The Officers shall work on a voluntary basis and therefore no payment of any kind shall be made.

#### **Article 10. Duties of Officers**

Officers shall perform the duties as described below.

- (1) Chapter Director  
The Chapter Director shall preside over the International Sections and administrate the management of the International Chapter's business affairs.
- (2) Deputy Chapter Director  
The Deputy Chapter Director shall assist the Chapter Director and shall act as his/her deputy in the event that the Chapter Director is absent due to unavoidable circumstances.
- (3) Chapter Auditor  
The Auditor shall conduct an audit of the International Chapter's annual settlement of accounts.
- (4) Chapter Secretary General  
The Chapter Secretary General shall assist the Chapter Director and shall carry out the business affairs of the International Chapter.
- (5) Chapter Secretaries  
The Chapter Secretaries shall assist the Chapter Secretary General and shall carry out the business affairs of the International Chapter.

#### **Article 11. Activities**

1. The regular Chapter Meetings of the International Chapter shall be convened by the Chapter Director once a year. In addition, extraordinary meetings shall be held when deemed necessary. There shall be no restrictions on convening the Chapter Meeting via document form or electronic means.
2. The Chapter Director of the International Chapter shall act as the chairperson of Chapter Meetings.
3. The composition of Chapter Meeting attendance shall be as follows:
  - (a) International Chapter Officers or their proxies
  - (b) International Section Presidents or their proxies
4. Matters for resolution by the Chapter Meeting shall be as follows:
  - (a) Planning of business activities and budget for the International Chapter
  - (b) Preparing annual activity reports and settlement of accounts for the International Chapter
  - (c) Amendments to the Guidelines for Establishing International Sections
  - (d) Decisions on subsidy grants to International Sections
  - (e) Other matters of importance pertaining to the management of International Sections

The Chapter Director shall report the results to the International Activities Committee.

#### **Article 12. Secretariat Meetings**

1. Secretariat Meetings of the International Chapter shall be convened by the Chapter Secretary General as deemed necessary. There shall be no restrictions on convening Secretariat Meetings via document form or electronic means.
2. Secretariat Meetings of the International Chapter shall consist of the Chapter Director, the Chapter Secretary General, and the Chapter Secretaries. The Chapter Secretary General shall act as the chairperson.

#### **Article 13. Language and Disclosure of Information**

The English language shall be the language used for International Chapter documents, records of the proceedings of Chapter Meetings and Secretariat Meetings, etc. Copies of the records of the proceedings of Chapter Meetings and Secretariat Meetings shall be distributed to the International Sections. However, in regards to these International Chapter Regulations, the Japanese-language version shall prevail over the English-language translation.

**Article 14. Accounts**

1. Grants, revenues from event participation fees, advertising revenues, dues paid by supporting members, etc., shall be used to cover the expenses of the International Chapter.
2. The fiscal year shall begin on April 1 of each year and end on March 31 of the following year.
3. The accounts of the International Chapter shall be audited by the Chapter Auditor.

**Article 15. Amendments to the Regulations**

Amendments to these Regulations shall be approved in the Chapter Meetings, and further by the JCSE Board of Directors.