

# Articles of Association and Regulations of The Institute of Electronics, Information and Communication Engineers (IEICE)

## Regulations of The Institute of Electronics, Information and Communication Engineers (IEICE)

*The Regulations described in this English document have been translated for reference purposes. The Japanese version is considered correct when questions of interpretation arise.*

(Passed at an extraordinary General Assembly on November 22, 1957)

(Passed at the 41st General Assembly on May 27, 1967)

(Passed at the 49th General Assembly on May 10, 1976)

(Passed at the 53rd General Assembly on May 19, 1970)

(Passed at the 60th General Assembly on May 17, 1986)

(Passed at the 64th General Assembly on May 19, 1990)

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(Passed at the 76th General Assembly on May 28, 2002)

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(Passed at the 80th General Assembly on May 27, 2006)

(Passed at the 82nd General Assembly on May 27, 2008)

(Passed at the 83rd General Assembly on May 23, 2009)

(Passed at the 84nd General Assembly on May 22, 2010)

### Section 1 Membership, Titles and Enrollment

- Article 1 Membership classifications, titles and qualifications shall be as outlined in Section 7 of the Articles of Association. Other matters shall be handled in accordance with these Regulations.
- Article 2 Persons who have an academic degree or are deemed to have similar academic standing or technical experience shall be made Members.
- Persons who were Student Members shall be made Members when he/she graduates or completes his/her course.
  - Persons enrolling as Members require nomination by one Member.
  - The President shall, with approval of the Board of Directors, bestow the title of Senior Member on members who have made sustained contributions to learning, technology, and other related work, and who have contributed significantly to the IEICE. The criteria and procedures for recommending Senior Member candidates are provided elsewhere.
  - Members who have been recognized for their remarkable contribution to academic, technological or related activities and have greatly contributed to the Institute may be bestowed the title of Fellow by the President upon approval of the Board of Directors. The criteria and procedure for nomination of fellowships shall be established separately.
  - Honorary Members are nominated by the President upon approval of the Board of Directors in accordance with criteria established separately, with letters of recommendation presented at the next General Assembly or a suitable opportunity.
- Article 3 Persons applying for membership who are attending university, junior college, technical college, technical high school, or similar educational institution shall be made Student Members.
- Persons enrolled at graduate school, university, junior college, technical college, technical high school, or a similar educational institution may request to be made a Student Member.
  - To become a Student Member, nomination by a Member who is also a teacher/lecturer at the applicant's educational institution is required. When it is difficult to find a suitable nominator, a copy of the applicant's student identification card and a recommendation from a teaching member of the educational institution to which the applicant belongs shall suffice.
- Article 4 Enrollment of Affiliate Members shall be approved after nomination by a Society or Group in accordance with Article 70 of these Regulations is passed by the Board of Directors.

### Section 2 Enrollment and Membership Fees

- Article 5 Persons wanting to enroll in the Institute must pay an enrollment fee equivalent to 20% of the annual fees for the applicable membership classification. Enrollment shall be conducted on the 1<sup>st</sup> day of every month. Student Members only may also enroll on July 1 and January 1. Persons shall be exempt from paying enrollment fees in the following cases.
- Persons enrolling as Student Members
  - Persons who are members of other institutes approved by the Board of Directors.
  - Persons with special circumstances approved by the Board of Directors
2. Enrollment fees are not required from Associate Supporting Members and Supporting Members.
- Article 6 Annual fees and distribution of Institute Periodical Publications shall be as outlined below.
- Members: Annual fees for Members shall be ¥13,000. The Institute's Journal shall be distributed to each Member, who shall also be registered with their preferred Society and shall receive this Society's Japanese/English Transactions (online version). However, Student Members who are transferring to Membership as a result of graduating shall only pay half the annual fees due for the two years after graduation (excluding those persons who have completed a doctorate). This proviso may be altered with the approval of the Board of Directors. The annual fees for Members of foreign nationality who live abroad and who do not receive the Institute's Journal, shall be ¥7,000. The annual fees of these Members may be discounted if they are members of a Sister Society Agreement that is in effect.
  - Student Members: Annual fees for Student Members shall be ¥4,500. The Institute's Journal shall be distributed to Student Members who shall also be registered with their preferred Society and receive this Society's Japanese and English Transactions (online version). The annual fees for Student Members of foreign nationality who live abroad and who do not receive the Institute's Journal, shall be ¥2,000. The annual fees of these Student Members may be discounted if they are members of a Sister Society Agreement that is in effect.
  - Affiliate Members: Annual fees for Affiliate Members shall be ¥9,000. The Institute's Journal shall be distributed to Affiliate Members who shall also be registered with their preferred Society and receive this Society's Japanese and English Transactions (online version). The annual fees for Affiliate Members of

- foreign nationality who live abroad and who do not receive the Institute's Journal, shall be ¥4,000. The annual fees of these Affiliate Members may be discounted if they are members of a Sister Society Agreement that is in effect.
- (d) Associate Supporting Members: Annual fees for Associate Supporting Members shall consist of the subscription fees for the Institute's Journal and the Japanese and English Transactions (online version) of at least one Society. The annual charges payable by Associate Supporting Members for the Institute's Journal and Japanese and English Transactions (online versions) shall be as follows:
- |         |         |
|---------|---------|
| Journal | ¥20,000 |
|---------|---------|
- The prices of Japanese and English Transactions (online versions) shall be set separately.
- (e) Supporting Members: For one fee of ¥45,000, Supporting Members shall be distributed with their designated Institute Periodical Publications.
- (f) In accordance with provisions established separately, annual fees may be reduced for Members, Student Members, and Affiliate Members depending on the country or region in which the said member resides.
- Article 7 Members, Student Members, and Affiliate Members may register with more than one Society.
- (a) Members: Members shall pay an extra ¥3,500 annually for each additional Society, and shall receive the Japanese and English Transactions (online versions) of these Societies.
- (b) Student Members: Student Members shall pay an extra ¥2,000 annually for each additional Society, and shall receive this Society's Japanese and English Transactions (online version).
- (c) Affiliate Members: Affiliate Members shall pay an extra ¥3,000 annually for each additional Society, and shall receive this Society's Japanese and English Transactions (online version).
- (d) In accordance with provisions established separately, annual additional Society fees may be reduced for Members, Student Members, and Affiliate Members depending on the country or region in which the said member resides.
2. If Japanese and English Transactions (online version) are not received, the additional annual fee shall be reduced by ¥500.
3. An extra annual fee prescribed separately by each Group shall be paid for participation in any Group.
- Article 8 Honorary Members and retired Presidents shall not be required to pay membership fees.
2. Persons 70 years of age or over may be exempt from paying membership fees if their age plus the number of years they have been a continuous member of the Institute add up to 100 or more.
3. For persons 60 years of age or over with no income who have been a continuous member of the Institute for ten or more years, the Board of Directors may agree to reduce or defer payment of membership fees.
4. Actions similar to those outlined in the preceding clause may be taken when other special circumstances exist.
- Article 9 Membership fees paid by members, except Supporting Members, shall generally be paid in advance for the whole year, although a lump sum payment for a number of years may be made.
2. Five or more persons wanting membership may be treated as a group, with one person from the group appointed in advance to collect the membership fees and make payment on a monthly basis.
- Article 10 When membership fees are in arrears for three or more months, the Institute shall stop sending its publications.
2. Once stopped, the member may in some circumstances not receive further distribution of publications even after full payment of membership fees have been paid.
- Article 11 When membership fees are in arrears for over one year, the Board of Directors may decide to expel the Member from the Institute.
- Article 12 The Board of Directors may allow expelled persons to reapply for membership.
- Article 13 Membership fees paid by supporting members shall generally be paid in total once a year, although a lump sum payment for a number of years may be made.

### Section 3 Executives, Councilors and Delegates

- Article 14 Among the Executives and Councilors prescribed in Article 16 of the Articles of Association, two Directors who are Vice Presidents and ten Councilors must reside in Tokyo, Chiba, Kanagawa, Saitama, Yamanashi, Ibaraki, Tochigi and Gunma, and two other Directors who are Vice Presidents and ten other Councilors must reside in other prefectures.
- Article 15 The President-Elect, becomes The President in the following year, with the term of office for each management position being one year, except for Directors who shall hold office for a total of two years.
- Article 16 Society President-Elect shall become Society Presidents the following year with the term of office for each management position being one year, except for Directors who shall hold office for a total of two years.
- Article 17 Each Vice President shall preside over various Committees specified elsewhere. The terms of these positions shall in principle correspond with the Vice President's term of office.
- Article 18 The President may appoint Councilors, and may request their participation in Board discussions.
- Article 19 The allocation of Director duties, excluding the duties of the President, the President-Elect and Vice Presidents, shall be as follows.
- General Affairs: general affairs and matters not covered by other Directors
- Treasurer: accounting matters
- Journal and Transactions: editorial matters
- Conference, Student Activities and Education: matters pertaining to planning
- International Coordination and Publicity: matters pertaining to investigation
- Society Presidents: matters concerning each Society
- Society President-Elect : matters concerning each Society
- Director-Publications: editorial matters
- Director- Strategic Planning: matters pertaining to policy and operations
- Director-Standards Activities: matters pertaining to standards investigations
- Article 20 Councilors appointed in accordance with Article 22 of the Articles of Association shall be one Regional Section Chair and one Advisor for Branch Student Activities each Section.
- Article 21 The application of the term of office for Article 26.2 of the Articles of Association shall be two years for the up to 20 Councilors elected from among Members in accordance with Article 22 of the Articles of Association, and one year for the Councilors elected in accordance with Article 20 of these Regulations.
- Article 22 Delegates shall represent the Members and must attend the General Assembly. They shall participate in discussions and shall exercise their right to vote.

### Section 4 Director-Publications, Director- Strategic Planning, Director-Standards Activities and the Headquarter Office

- Article 23 Committees shall be formed by the Director-Publications to plan and perform activities pertaining to (a) and (g) of Article 6 of the Articles of Association, and shall be presided over by the Director-Publications.
2. The Director-Publications shall work together with the relevant Vice President and the Director-Journal and Transaction to prepare draft editorial-related regulations and revisions, and shall propose these regulations and revisions at a Meeting of the Board of Directors.
3. Reviewer responsible for editorial matters may be appointed by the President to assist the Director-Journal and Transaction after a vote on this appointment is passed by the

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#### Board of Directors.

- Article 24 The Director-Strategic Planning shall look into matters pertaining to the Institute's policies and operations, and shall make recommendations to the Board of Directors.
- Article 25 A committee shall be formed by the Director-Standards Activities to plan and execute the required programs to accomplish activities pertaining to (c) and (d) of Article 6 of the Articles of Association, and shall be presided over by the Director-Standards Activities
2. The Director-Standards Activities shall work together with the Director-International Coordination and Publicity to prepare draft regulations and revisions pertaining to standards activities, and shall propose these regulations and revisions at a Meeting of the Board of Directors.
- Article 26 The Executive Director shall be appointed or dismissed by the President after a vote is passed by the Board of Directors. The Executive Director shall take orders from the President, and shall manage the organization and human resources of the Headquarter office.
- Article 27 The Executive Director and office staff positions shall be paid.
- Article 28 When entering into a contract with a trader concerned with services important to the activities of the Institute, the said contract shall be drawn up by the Executive Director, and shall be approved by the Board of Directors after first obtaining the permission of the relevant Director.

### Section 5 Election of Executives, Councilors and Delegates

- Article 29 Election of Executives, Councilors and Delegates requires that votes be placed by the designated date in accordance with procedures established separately.
- Article 30 Counting and tallying of votes for Executive, Councilor and Delegate elections shall be conducted under the responsibility of the President, who shall determine the number of votes secured by each candidate.
- Article 31 The winners shall be declared by the President in accordance with the number of votes secured.
2. In the event of a tie, the older of the candidates shall be declared the winner.
- Article 32 Incoming Executives shall be informed of their election to the position by the President, and shall be requested that they accept their appointment before the next General Assembly.

### Section 6 Committees

- Article 33 To ensure the smooth running of the Institute's activities, the required committees shall be set up by way of a vote passed by the Board of Directors.
- Article 34 A Chair shall be installed in each committee.
2. Chair shall be commissioned by the President by way of a vote passed by the Board of Directors.
- Article 35 Chair may attend Board Meetings, and report and comment on matters under their jurisdiction.
- Article 36 Regulations concerning committees shall be voted on by the Board of Directors and established separately.

### Section 7 Activities Plans, Budgets and Accounts

- Article 37 Draft activities plans and income and expenditure budgets for the following fiscal year must be passed by vote at a meeting of the Board of Directors held every February.
- Article 38 Activities reports and account statements for the prevailing fiscal year must be submitted to a meeting of the Board of Directors before the annual General Assembly..

### Section 8 Conferences, Lectures and Courses

- Article 39 The Institute shall hold at least one conference every year, independently or in cooperation with another academic institute. The Board of Directors may, however, vote to suspend any of these conferences.
- Article 40 Each Society and Group shall hold at least one Society or Group Conference or substitutes for these by decision of the Societies or the Groups every year, independently or in

cooperation with other Societies, Groups or academic institutes. The highest decision-making body within a Society or Group may, however, vote to suspend any of these Conferences.

- Article 41 The Institute or any Societies, Groups or Committees of the Institute may hold lectures, discussions, courses or technical research meetings independently or in cooperation with other Societies, Groups or other groups of another academic institute. In holding such events, approval for budgets and other such matters must be obtained from the Board of Directors, or the highest decision-making body of the Society or Group.
2. Members shall be informed of the events outlined in the preceding clause via an Institute publication or other such method.

### Section 9 Institute Periodical Publications and Library

- Article 42 The Journal, Transactions, and other publications issued periodically in print or other media shall be known as Institute Periodical Publications.
- Article 43 The Journal shall be issued once a month. This Journal shall be distributed to members, as well as sold to the general public.
- Article 44 Each Society shall issue Transactions (in Japanese and English versions with different content) which shall be distributed to its members, as well as sold to the general public.
- Article 45 When required, the Institute shall compile and publish specialist literature (consisting of publications in print or other media) relating to the principles or practice of electronic engineering and telecommunications.
- Article 46 Institute Periodical Publications shall be donated to the following organizations.
- (a) National Diet Library
  - (b) Other organizations decided on by the Board of Directors
- Article 47 Institute Periodical Publications shall be exchanged with the following domestic and international organizations as decided on by the Board of Directors.
- (a) Universities that have departments covering the study of electronic, information and communication engineering.
  - (b) Laboratories concerned with electronic, information and communication engineering.
  - (c) Related academic institutes
  - (d) Publishers of literature required by the Institute

### Section 10 Rewards, Remuneration and Expenses

- Article 48 A letter of appreciation shall be sent to persons who donate money or items to the Institute.
- Article 49 Remuneration may be given to such persons as speakers at lectures held by the Institute, contributors to Institute Periodical Publications, or authors of Institute published books, in accordance with criteria established separately.
2. The Institute may pay part of the expenses required for participants to attend official meetings called by the Institute, such as transport expenses, in accordance with criteria established separately.
  3. The Institute may pay remuneration or part of the expenses required for participants, such as transport expenses, to attend such events as technical research meetings, international conferences or committee meetings, sponsored or co-sponsored by the Institute, in accordance with criteria established separately. These payments shall be paid at the discretion of the person organizing the committee meeting, gathering or conference.
  4. Remuneration shall be given when deemed necessary by the Board of Directors.

### Section 11 Awards

- Article 50 Awards shall be conferred on persons who have shown outstanding achievement in the academic field of electronic, information and communication engineering, or who have

- rendered particularly distinguished service to related activities, or who have made an important invention in these fields. Awards shall be decided by the Board of Directors.
- Article 51 Awards shall be conferred on authors of particularly outstanding academic papers on electronic, information and communication engineering as decided by the Board of Directors.
- Article 52 Encouragement awards may be conferred on persons who have completed beneficial academic or technical research in the field of electronic, information and communication engineering as decided by the Board of Directors.

### Section 12 Accounting

- Article 53 The Director-Treasury shall be in complete control of the Institute's monthly income and expenditure and amount of assets and liabilities, and shall report quarterly to the Board of Directors on these matters.
- Article 54 The financial situation of each Society and Group shall be controlled by their respective Society Presidents, with a report to be made to the Director-Treasury every quarter by the person responsible for accounting in each Society or Group. These reports shall in turn be presented to the Board of Directors every quarter by the Director-Treasurer.
- Article 55 The incoming President shall take over accounting matters after the outgoing President has prepared a transfer record approved by the Auditor. The same procedure shall be used for the transfer of accounting matters in each Society and Group.
- Article 56 A fund may be established provided all expenditure is accounted for.
2. The setting up or closing of a fund shall be approved by the Board of Directors.

### Section 13 Sections

- Article 57 Each Regional Section shall have the following Executives.
- |                   |                         |
|-------------------|-------------------------|
| (a) Section Chair | 1 person                |
| (b) Secretaries   | 2 persons               |
| (c) Treasurers    | 2 persons               |
| (d) Councilors    | small number of persons |
- In addition to the above Section positions, a Section Chair-Elect may also be designated. The Section Chair-Elect is the person who is elected to take over as Section Chair the next year. The term of each Section Executive position is 1 year, and Section Executives may serve for 2 consecutive terms.
2. The number of Section Councilors shall be prescribed by the President in accordance with a vote taken by the Board of Directors.
- Article 58 The Section's General and Executive Meetings shall be called and chaired by the Section Chair.
2. The Section Chair shall supervise the administration of the Section.
  3. In the absence of the Section Chair, a Section Secretary or Councilor pre-appointed by the Section Chair shall act on behalf of the Section Chair.
- Article 59 The Section Secretaries shall take orders from the Section Chair and shall assist in conducting the administrative work of the Section.
- Article 60 Provisions concerning Sections shall be decided by the Sections and approved by the Board of Directors.
- Article 61 Articles 20, 21, 23 (excluding item 2), 24, 27, and 28 of the Articles of Association shall apply to the Sections except when the concerned matters are covered by separate Section provisions.
2. The results of elections for Section Executives shall be submitted to headquarters by the end of March.
- Article 62 Sections shall defray expenses using the budget allocated by headquarters or assets earned by each Section.
- Article 63 Section Chair shall submit to headquarters draft activities plans and income and expenditure budgets for the coming fiscal year by the end of February, and activities reports and income and expenditure accounts for the previous fiscal year by the end of May.

### Section 14 Societies and Groups

- Article 64 Provisions concerning Societies shall be decided by the Societies and approved by the Board of Directors.
- Article 65 Society Presidents shall oversee the activities of their Technical Society and shall be the main representative of their Society.
2. In the absence of the Society President, the Society President-Elect shall act on behalf of the President.
- Article 66 Articles 23 (excluding item 2), 24, 26 (excluding item 2), 27 and 28 of the Articles of Association shall apply to the Societies.
2. The results of elections for Society Executives shall be submitted to the Institute's President by the end of March.
- Article 67 Societies shall have special accounts, and shall defray expenses using the budget allocated by headquarters or assets earned by each Society.
- Article 68 Society Presidents shall submit to headquarters draft activities plans and income and expenditure budgets for the coming year by the end of February, and activities reports and income and expenditure accounts for the previous fiscal year by the end of April.
- Article 69 Groups may be established as research groups similar to Societies when passed by vote by the Board of Directors.
- Article 70 Provisions covering Groups shall be decided by the Groups and approved by the Board of Directors.

### Section 15 Supplementary Provisions

- Article 71 These Regulations may be changed when a vote is passed at a Board of Directors Meeting, and passed by at least two-thirds of the Delegates in attendance at a General Assembly.
- Article 72 Each regulation must be passed by a Board of Directors' vote.

### Additional Provisions

1. Changes to these Regulations were applied from April 1, 1995. Regulations concerning enrollment, annual and subscription fees were, however, applied from April 1, 1994, while revisions concerning election of Executives were applied from the 1995 Executive election.
2. These Regulations and provisions based on these Regulations shall be tentatively revised three years after application and enforcement of these Regulations and provisions.

### Additional Provisions

1. Changes to these Regulations shall apply from May 22, 1999. However, revisions concerning the election of Executives shall apply from Executive elections held in 2000.

### Additional Provisions

1. Changes to these Regulations shall be applied from May 29, 2002.
2. With the change, the interim measures of Article 16 are as follows.
  - a) For the 1st year after the change of the Regulations, the President-Elect and the President are decided by election, and the President-Elect, the President and the Pre-President become Directors.
  - b) For the 2nd year after the change of the Regulations, the President-Elect is decided by election, and the President-Elect, the president, and the Pre-President become Directors.

### Additional Provisions

1. Changes to these Regulations shall apply from April 1, 2006.

### Additional Provisions

1. Changes to these Regulations shall apply from May 27, 2008.

### Additional Provisions

1. Changes to these Regulations shall apply from May 23, 2009.

### Additional Provisions

1. Changes to these Regulations shall apply from May 22, 2010.