

International Press-in Association



Constitution

Amended 24th May 2024

IPA Secretariat
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Constitution

Established 16th February 2007

Amended 3rd August 2010

Amended 22nd June 2017

Amended 25th May 2020

Technical Correction 1st October 2020

Amended 24th May 2024

CHAPTER I General

Article 1 - Name

The name of this Association will be the International Press-in Association, hereafter referred to as the "Association". The abbreviation of the Association will be "IPA".

Article 2 - Office

The Association will be located at 2-4-3 Konan, Minato-ku, Tokyo, Japan.

Article 3 - Branches

The Association may establish Branches based on the resolution of the Board of Directors.

CHAPTER II Purpose and Activity

Article 4 - Purpose

The Association will have the purpose of advancing press-in engineering through international cooperation amongst practitioners, project owners and academia, promoting environmentally-considered construction, and thereby contributing to the development of society.

Article 5 - Activity

In order to attain the purpose set out in the preceding Article 4, the Association will be engaged in the following activities:

- (1) To encourage information exchange among specialized piling contractors, general contractors, design engineers, project owners, material suppliers, machine manufacturers and academia for improving the planning, design and construction of embedded structures and walls; that is the prime purpose of press-in engineering and the Association.
- (2) To promote research and development by organizing committees and/or working groups of engineers and academia from various disciplines that are interested in press-in engineering. Typical disciplines include, but are not limited to geotechnical engineering, environmental engineering, mechanical engineering, measuring-surveying-monitoring engineering, data and information processing.
- (3) To compile State of the Art and Practice of press-in engineering and help practicing engineers solve real-life problems and assist government agencies develop relevant codes and standards.
- (4) To support and hold international conferences, symposia, lectures and seminars related to press-in engineering.

- (5) To evaluate studies, technologies, and practices related to press-in engineering and award honors.
- (6) To improve public and government awareness of press-in engineering through the IPA web site and publications.
- (7) To promote communication among members of the Association and professional development of members.
- (8) To perform other activities as necessary to attain the purpose of the Association.

CHAPTER III Membership

Article 6 - Types of Memberships

Membership will comprise the following three types:

- Individual Member: Individuals who have educational background or professional experiences related to press-in engineering and are in favor of the aims of the Association.
- Corporate Member: Corporations or organizations who are willing to support the activities of the Association.
- Student Member: Students of universities, colleges, junior colleges or technical colleges who are interested in press-in engineering.

Article 7 - Admittance and dues

- 1. To become an Individual Member, a Corporate Member or a Student Member, an applicant shall follow all required procedures for admittance and shall be approved by the Board of Directors.
- 2. In the case of a Corporate Member, any such member shall nominate and notify the Association of the details of an individual who represents such member and exercises its powers (known as "Individual Member Representative of Corporate Member"). Any change in the Representative of a Corporate Member shall be notified in the same manner.
- 3. All members shall pay annual dues as provided for in the Regulations.
- 4. Annual dues shall be non-refundable for any reason.

Article 8 - Termination of Membership

Membership shall be terminated if any of the following occurs:

- (1) Withdrawal,
- (2) Appointment of judicial guardianship, or bankruptcy,
- (3) Death, court decision of disappearance, or dissolution for a Corporate Member,
- (4) Removal.

Article 9 - Withdrawal

- 1. A member who desires to withdraw from the Association shall submit a withdrawal form after having fulfilled any outstanding obligations.
- 2. Any member may be treated as having withdrawn from the Association if such member has not paid dues over two years.

Article 10 - Removal

Any member who disgraces the honor of the Association and commits behavior contrary to the purpose of the Association may be removed from the membership of the Association after the resolution of the Board of Directors.

CHAPTER IV Directors and Auditors

Article 11 - Number of Directors and Auditors

The Association will have the following Directors and Auditors:

- (1) Directors not less than ten (10) members and not more than thirty (30) members.
- (2) Not more than two (2) Auditors.

Article 12 - Election of Directors and Auditors

1. Directors and Auditors will be elected from among the Individual Members (Including Individual Members Representative of Corporate Members) of the Association by the resolution of the General Assembly.
2. The Directors will elect one (1) President and not more than five (5) Vice Presidents from among themselves.
3. One (1) Executive Director may be appointed from among the Directors by the President when necessary and approved by the Board of Directors.
4. In the case of vacancy of Directors or Auditors, substitute Directors or Auditors may be elected. In this case Section 1 of Article 12 shall apply.

Article 13 - Duties of Directors

1. The Directors will discharge their duties as provided below:
 - (1) The President will represent the Association and oversees the affairs of the Association.
 - (2) The Vice Presidents will assist the President and, if and when the President is unable to discharge their duties or is vacant, will discharge the duties of the President in their place in such order prescribed by the President in advance.
 - (3) The Executive Director will assist the President and Vice Presidents, and will oversee the smooth management of the whole affairs of the Association, and discharge duties assigned to them by the resolutions of the Board of Directors.
 - (4) The Directors other than those specified in the preceding paragraphs will assist the President, the Vice Presidents and the Executive Director, and perform affairs of the Association in accordance with the resolution of the Board of Directors.
2. The Directors will consider and decide by voting the matters stipulated in Article 18.
3. Directors may not be Auditors at the same time.

Article 14 - Duties of Auditors

1. The Auditors shall perform duties as provided below:
 - (1) to audit the status of assets of the Association;
 - (2) to audit the business performed by Directors;

- (3) to report to the General Assembly any failure to comply with laws, constitution or material unfair practices if such failures or practices are found
- (4) to call the General Assembly to report the matters listed above.

- 2. The Auditors may be present at the meetings of the Board of Directors, and state opinions, but may not vote thereat.
- 3. Auditors may not be Directors at the same time.

Article 15 - Terms of office for Directors, Auditors, President, Vice Presidents and Executive Director

- 1. The term of office for Directors and Auditors shall be two years.
- 2. The term of office for the President, Vice Presidents and Executive Director shall be two years.
- 3. A Director or an Auditor may not serve more than five (5) consecutive terms. After the five consecutive term limit, a Director or an Auditor must vacate their position for at least one year before seeking reelection. Provided, however, that if a Director is elected to the President, a Vice President or the Executive Director, the above-mentioned term limit shall automatically be extended for as long as the Director remains serving as the President, a Vice President or the Executive Director.
- 4. The term of office for Directors and Auditors shall begin at the time of election at the General Assembly.
- 5. The term of office for the President, Vice Presidents and Executive Director shall begin at the time of election at the Meeting of the Board of Directors.
- 6. The term of office for substitute Directors and Auditors shall be the unexpired term of office for the predecessors.
- 7. Directors and Auditors shall continue their respective offices until the election of the successors irrespective of the termination of their offices or their resignation.

Article 16 - Remuneration of Directors and Auditors

Directors and Auditors can be remunerated on the payment basis stipulated in the Regulations.

CHAPTER V Meetings

Article 17 - Organization and Convocation of Board of Directors

- 1. The Board of Directors shall consist of Directors, and the President will preside at the meetings thereof.
- 2. The meetings of the Board of Directors will be called by the President not less than once a year. If the President considers necessary, or at the request of not less than one-third of all Directors showing the purposes of the meetings, Extraordinary Meetings of the Board of Directors will be held.

3. The Latest Available Past President, as appointed in accordance with the By-laws, may be present at the meetings of the Board of Directors and state opinions, but may not vote thereat if they are not a Director.

Article 18 - Matters to be resolved by the Board of Directors

1. The Board of Directors will resolve the agenda to be proposed to the General Assembly and the matters necessary for the management of the Association except those matters falling within the powers of the General Assembly.
2. The Board of Directors, by its resolution, may entrust the management of the Association between meetings of the Board of Directors to the Steering Committee to the extent authorized by the Board of Directors. The Steering Committee shall consist of the President, the Latest Available Past President, the candidate for incoming President as nominated in accordance with the By-laws, the Executive Director, the Secretary General and the representatives, as appointed in accordance with the By-laws, of the Standing Committees which the Board of Directors considers necessary to establish.
3. The Standing Committees will assist the role of the Steering Committee. The Chairs of the Standing Committees will be appointed by the President from among the Directors and approved by the Board of Directors.

Article 19 - Quorum and Resolution of the Board of Directors

1. The quorum for the meetings of the Board of Directors shall be a majority of Directors, provided however that any Director shall be deemed to be present if such Director shows their intent in writing (including but not limited to email) for the matters to be considered in the meetings.
2. Resolutions shall be adopted by an affirmative vote of a majority of Directors present at the meetings. If the respective numbers of the affirmative votes and negative votes are equal, the President shall have a casting vote.

Article 20 - Organization and Convocation of General Assembly

1. The General Assembly shall consist of Individual Members specified in Article 6 and Individual Member Representatives of Corporate Members specified in paragraph 2 of Article 7.
2. The Ordinary General Assembly will be called by the President once for each Fiscal Year within two months from the end of such Fiscal Year.
3. An Extraordinary General Assembly shall be held by the call of the President or Auditors, as the case may be, in each of the following cases:
 - (1) when the President considers necessary;
 - (2) when Auditors consider necessary;
 - (3) when not less than one-twentieth of the Individual Members demand the convocation of the General Assembly showing the agenda to be transacted thereat. In this case, the meeting therefore shall be held within thirty days from the date of such demand.
4. The President will preside at the meetings of the General Assembly.

Article 21 - Call of General Assembly

All meetings of the General Assembly shall be notified to each member by a notice (including but not limited to notice by email) or a publication of the Association not less than two weeks in advance of the time of such meeting showing the date and hours, places and agenda to be transacted thereat.

Article 22 - Quorum and Resolutions

1. The quorum of the General Assembly shall be a majority of all Individual Members and Individual Member Representatives of Corporate Members, provided however that any of them shall be deemed to be present if they show their decisions in writing (including but not limited to email) with respect to the agenda of the meeting.
2. Each Individual Member and Individual Member Representative of a Corporate Member will have one vote, and all transactions will be adopted by a majority of those present at the meeting, unless otherwise provided for the required number of votes for resolutions. If the respective numbers of the affirmative votes and negative votes are equal, the President shall have a casting vote.

Article 23 - Matters to be resolved by General Assembly

The General Assembly will resolve the following matters:

- (1) Election of Directors and Auditors;
- (2) Business plan and budgets of revenue and expenditure;
- (3) Business report and settlements of report and expenditure;
- (4) Alteration of Constitution;
- (5) Transfer into Fundamental Assets;
- (6) Approval of long-term borrowing;
- (7) Disposition, mortgaging, pledging or other encumbrance of Fundamental Assets;
- (8) Dissolution and liquidation;
- (9) Any other matters as considered necessary by the Board of Directors.

Article 24 - Minutes

All minutes of the General Assembly and the Board of Directors will be prepared by the President, and will be signed by the President and two representatives present at the meetings and preserved by the President.

Article 25 - Notice of Resolutions of General Assembly

All resolutions will be notified to Members.

CHAPTER VI Secretariat and Staff

Article 26 - Secretariat and Staff

1. The Association may have a secretariat and paid staff thereof to deal with its affairs.
2. Employment and dismissal of staff members will be made by the President with the resolution of the Board of Directors.
3. Organization and other matters related to the Secretariat will be determined separately.
4. One (1) Secretary General will be appointed by the President.

CHAPTER VII Assets and Accounting

Article 27 - Assets

The Assets of the Association shall be divided into the following two kinds.

Fundamental Assets: Assets resolved to be included as such by the General Assembly.

Operating Assets: Assets consisting of income from membership fees, profits generated from business activities, benefits derived from assets, donations and properties other than fundamental assets

Article 28 - Restrictions to Disposition of Fundamental Assets

The fundamental Assets may not be disposed of or served as security, provided, however, that part of the same may be disposed of or served as security by the resolution of the General Assembly if it is necessary for the performance of business.

Article 29 - Fiscal Year

The fiscal year of the Association shall begin on April 1 each year and end on March 31 of the next calendar year.

CHAPTER VIII Amendments of Constitution and Dissolution

Article 30 - Amendments of the Constitution

The Constitution may not be altered without an affirmative vote of a majority of three-quarters of the members present at a meeting of the General Assembly.

Article 31 - Dissolution

The dissolution of the Association may be made by a majority vote of three-quarters of the members present at a meeting of the General Assembly.

Article 32 - Disposal of Remaining Assets

Disposition of the remaining assets after the dissolution of the Association may only be made by a majority vote of three-quarters of the members present at a meeting of the General Assembly.

CHAPTER IX Supplementary Provisions

Article 33 - Enforcement of Constitution

By-laws and regulations that may be required for the enforcement of the Constitution may be provided by the resolution of the Board of Directors.

Article 34

The Association is organized and exists under the laws of Japan, and if any dispute or difference of opinion arises relating to the Association or the Constitution, such dispute or difference of opinion shall be resolved by the consultation among the parties in issue. Should resolution not be reached by such consultation, then resolution shall be subject to the exclusive jurisdiction of Tokyo District Court of Japan.

Article 35

The official language used in the Constitution, By-laws and Regulations of the International Press-in Association is English.

Additional Provision

This Constitution shall take effect as of 16th February 2007.