

## **Japan Voluntary Laboratory Association for Telecommunication Equipment By law**

### **(Denomination)**

**Article 1.** The Association shall be denominated The Japan Voluntary Laboratory Association for Telecommunication Equipment (abbreviated as "JVLATE").  
The Association shall have the secretariat at 1-12-4 Esaka-cho Suita City Osaka 564-0063 Japan

### **(Object)**

**Article 2.** The object of the Association shall be to contribute to the development of the information society by standardizing conformity tests for telecommunications equipment based on laws such as the Telecommunications Business Laws and wireless equipment based on laws such as Radio Laws (hereinafter referred to as telecommunications equipment), exchanging information on international technical standards conformity, working to improve the quality of telecommunications equipment, and promoting the diffusion of such equipment.

### **(Activities)**

**Article 3.** In order to attain the object of Article 2, the Association shall do the following activities.

- (1) Performing studies and research, collecting information, and interacting with related domestic and international institutions and organizations in order to standardize telecommunications equipment tests.
- (2) Providing information, offering opinions, and negotiating on technical standards conformity with the proper authorities in order to standardize telecommunications equipment tests.
- (3) Providing assistance for Certified Testing Company and Certified Inspection Company applications.
- (4) All the other activities necessary for attainment of the object.

### **(Category of members)**

**Article 4.** Members of the Association who would agree with the object of the Association are defined as follows.

- (1) Regular member A regular member shall mainly be a testing company such as a certified testing company and certified inspection company.
- (2) Associate member An associate member shall mainly be a testing company who would receive the same treatment as a regular member except for special items set for a regular member.
- (3) Supporting member A supporting member, other than those above, shall be a juridical person or an organization such as telecommunications terminal equipment manufacturers, exporters, distributors, as well as manufacturers and distributors of testing equipment, who or which would agree with the object of the Association, or would join the Association mainly for obtaining documents on standards and results of studies and researches.

(4) Individual member An individual member shall mainly be an engineer who would be interested in the telecommunications business.

(5) Special members A special member shall mainly be an academic expert, domestic and international accreditation and certification organization, and other industry organization who or which would be invited to maintain public ness, neutrality and fairness, and transparency of the Association.

#### **(Admission)**

**Article 5.** An individual or an organization who or which would enter the Association shall submit the form of application for membership of the Association. However, exceptions shall be made based on approval of the Council.

An Admission shall be approved by the Council.

#### **(Membership fee)**

**Article 6.** The member must pay the membership fee; however, exceptions shall be made based on approval of the Council.

#### **(Category and Amount of membership fee)**

**Article 7.** The category and amount of the annual membership fee shall be set as follows.

(1) Regular member/ Supporting member	¥ 100,000
(2) Associate member	¥ 50,000
(3) Individual member	¥ 10,000
(4) Special member	None

#### **(Time to Pay the Membership Fee )**

**Article 8.** Membership fee shall be an annual fee based on the accounting year defined in Article 34, and it shall be paid in full during the 1st quarter of each year.

However, exceptions shall be made based on approval of the Council.

#### **(Method of Membership fee payment)**

**Article 9.** Membership fee shall be paid by means of bank account transfer to the bank designated by the Council.

#### **(Withdrawal )**

**Article 10.** A member who would withdraw from the Association shall submit a notice of withdrawal.

2. Decease of the member or dissolution of the institutional member shall be regarded as a withdrawal.

#### **(Expulsion)**

**Article 11.** The member may be expelled from the Association through resolve of the Council if either of the following items applies. However, the member must be given an opportunity for giving an explanation.

1. When the membership fee is unpaid for over a year.

2. When the member libels the Association, or disrupts the order of the Association.

**(Non-refund of the membership fee)**

**Article 12.** The membership fee once paid by the member shall never be refunded.

**(Council Meeting)**

**Article 13.** The meeting for the Association shall be the Council Meeting.

(Composition)

The Council Meeting shall be composed of members defined in Article 4.

(Voting rights)

The voting rights for the members of the Association, excluding special members, are as follows.

- (1) Each member shall equally have one vote for voting at the Council Meeting, with the exceptions of Article 35 (Amendment to the Bylaw) and Article 36 (Dissolution and Disposition of Residual Property).
- (2) The Association shall approve a letter of proxy for voting at the Council Meeting.

**(Officer)**

**Article 14.** The Association shall have the following officers.

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|--------------------|-----------|
| (1) President      | 1 or less |
| (2) Vice-president | 3 or less |
| (3) Auditors       | 3 or less |

**(Election of Officers)**

**Article 15.** Officers shall be elected at the Council Meeting. The method of election shall be established separately by the Council.

**(Functions of Officers)**

**Article 16.** The president, representing the Association, shall be wholly responsible for its affairs.

2. The president, representing the Association, shall be wholly responsible for managing the affairs of the Association with the approval of the Council.
3. The Vice-president shall act as an advisor to the President, carry out daily affairs, and act for the President in order of precedence if the President were to be absent or involved in an accident.

**(Term of office)**

**Article 17.** The term of office of the Officer shall be one year; however, reappointment shall be allowed.

2. When an officer is substituted or added, the appointed officer shall remain in office for the remaining term of the predecessor or the current officers.
3. The officer must continue with his/her duties even after the resignation or expiration of the term until the successor takes the post.

**(Removal of an officer)**

**Article 18.** The officer shall be removed from the office with the approval of the Council if either of the following items applies.

- (1) When it is shown that health or mental problems make it impossible to endure the duties.
- (2) When obligations are violated or when actions improper for officers are Committed

**(Subcommittee)**

**Article 19.** The Association shall have a Subcommittee.

2. The Subcommittee, for each area of telecommunications equipment, shall exchange measurement and product technology, translate various materials, report on information collected from other organizations, and create material based on such information.

3. The organization, election of committee members, and other items required for the operation of the subcommittee shall be established separately with the approval of the Council.

**(Secretariat)**

**Article 20.** This Association shall have a secretariat.

2. Items required in relation to the operation and staff of the Secretariat shall be established separately with the approval of the Council.

**( Authority)**

**Article 21.** Aside from the items defined in the Bylaw, the Council shall vote on the following.

- (1) Formation of the undertaking plan.
- (2) Approval of the undertaking report.
- (3) Other important items related to the operation of the Association.

**(Holding Meetings)**

**Article 22.** The regular Council Meeting shall be held once a month.

2. The extraordinary Council Meeting shall be held in either of following cases.

- (1) When the officer finds it necessary.
- (2) When one-third or more of the present members makes the demand specifying agenda items of the meeting.

**(Convocation)**

**Article 23.** The Council Meeting shall be convoked by the President.

2. The President shall convoke the Council Meeting within 15 days of the request if the second part of the second paragraph of the previous Article applies.

3. When the Council Meeting is convoked, the Association shall notify the members in writing at least one week in advance about the date and time, location, and itemized objectives of the meeting. However, this does not apply when the President approves that the Council Meeting must be held urgently.

**(Presiding officer)**

**Article 24.** The presiding officer at the Council Meeting shall be the President of the Association.

**(Quorum)**

**Article 25.** The presence of a majority of the regular and associate members (including proxy) shall make a quorum of the Council Meeting.

**(Resolution)**

**Article 26.** All matters in the Council Meeting shall be decided by a majority of the voters present, except as elsewhere provided in the Bylaw, and in case of a tie, the presiding officer shall decide the issue through resolve of the officers.

**(Voting by letter and proxy )**

**Article 27.** When a member must be absent from a Council Meeting for a good reason, such member shall vote by letter or assign an attending member as a proxy on items notified in advance.

2. For the conditions described in the previous paragraph, members who would vote by letter or through a proxy shall be counted among the presence.

**Article 28.** When the Council Meeting is held, meeting minutes containing the following items shall be created.

- (1) Date and location of the Council Meeting.
- (2) The current number of members.
- (3) The number and names of members attending the Council Meeting (including letter and proxy voters).
- (4) Decided items
- (5) The course of the proceedings

**(The composition of assets)**

**Article 29.** The assets of the Association are composed of the following.

- (1) Membership fee
- (2) Donated money and other Articles.
- (3) Proceeds arising from assets.
- (4) Proceeds arising from operations.
- (5) Other income.

**(Management of assets)**

**Article 30.** The President shall manage the assets with the approval of the Council Meeting.

**(Payment of expenses)**

**Article 31.** The expenses for the Association shall be paid with its assets.

**Article 32.** The revenue and payment estimates of the Association for each fiscal year shall be decided at the Council Meeting, and the settlement of accounts, along with a list of assets and a balance sheet at the end of the fiscal year, shall be approved by the Council within 2 months after the end of that fiscal year following an audit.

**(Provisional budget)**

**Article 33.** Irrespective of the previous Article, the President, with the approval of the Council, shall create and utilize a provisional budget that covers the period until the revenue and payment estimates are established.

2. The revenue and payment of the previous paragraph shall be counted among revenue and payment for a newly established budget.

**(Fiscal year)**

**Article 34.** The fiscal year of the Association begins on April 1<sup>st</sup> of each year and ends on March 31<sup>st</sup> of the following year.

**(Amendment to the Bylaw)**

**Article 35.** Amendment to the Bylaw shall require the affirmative vote of two-thirds or more of the regular and associate members at the Council Meeting.

**(Dissolution and Disposition of Residual Property)**

**Article 36.** The dissolution of the Association shall require the affirmative vote of three-quarters or more of the regular and associate members at the Council Meeting.

2. Any residual property after dissolution of the Association shall be donated to organizations with similar objectives with the approval of the Council.

**(Miscellaneous)**

**Article 37.** Items necessary for enforcing the Bylaw, aside from what is defined in this Bylaw, shall be established separately with the approval of the Council.