
Agenda Item 1 Activity Report 2016

Fiscal Year 2016 (1 Apr 2016 – 31 Mar 2017)

1. Introduction

The chairmanship of the IPA was transferred from Prof. Malcolm Bolton to Prof. Osamu Kusakabe, April, 2016. According to the Activity Plan 2016, Item VI (A mid to long term plan), the new chairman reviewed and re-evaluated IPA activities based on 10 years experiences since the inauguration in 2007, including Research Activities (Activity Plan Item I), International Conference Activities (Activity Plan Item II), Committee Activities (Activity Plan Item III), Public Relations Activities (Activity Plan Item IV) and Member Services (Activity Plan Item V).

The Chairman proposed five pillars of basic operations of IPA:

- (1) Systematic and effective operation as a mature international organization,
- (2) Enhance research activities,
- (3) Disseminate technical information,
- (4) Information sharing IPA activities among IPA members,
- (5) Financially sound organization,

Accordingly, the original Activity Plan has been partly modified.

2. Systematic and effective operation

The chairman set up three working groups which were approved at the gathering of the members of Directors in Kochi, July 2016:

WG-1: Review of Constitution

WG-2: Case history volume

WG-3: Website updating

The chairman also set up the steering committee for smooth and effective operation.

The Constitution had not been reviewed since the inauguration of IPA. WG-1 prepared the initial draft of the amendment of the Constitution. After some clarifications and modifications by the steering committee, the modified draft was circulated to all the members of Board of Directors on November, 21, 2016 for review and comments. The proposed amendment was approved by the Board of Directors and it will be included on the agenda of the General Assembly 2017.

Further to the amendment to the Constitution, the steering committee has drafted the proposed By-laws and Regulations in conjunction with the Constitution for effective operation avoiding ambiguities. The proposed By-laws and Regulations will be presented to the next Board of Directors meeting scheduled in July 2017 for review and approval.

Along with the amendment of the Constitution, it may be appropriate to revamp the members of Board of Directors and the steering committee prepared the candidate

shortlist for the members of Board of Directors and Auditors (for two years term), which is also subjected to the approval by the General Assembly,

Reflecting the importance of gathering case history in press-in engineering, WG-2 was formed. Some case histories were presented in Newsletter. WG-3 considered to updating of IPA website, which will be renewed in the fiscal year of 2017.

3. Enhance research activities

In relation to Item I (Research Activities), IPA established three technical committees under the Research Committee as follows: (*as of 31st May 2017*)

TC-1: Technical Committee on Application of Self Retaining Tubular Pile Wall to Hard Ground (*tentative)

Chair: Dr. Jiro Takemura, *Associate Professor at Tokyo Institute of Technology*

No. of members: 14 (fourteen)

No. of meetings: 2

TC-2: Technical Committee on Estimation of Subsurface Information from Data Obtained during Press-in Piling (*tentative)

Chair: Dr. Osamu Kusakabe, *President of International Press-in Association*

No. of members: 9 (nine)

No. of meetings: 1

TC-3: Technical Committee on Expansion of Applicability and Assessment of Seismic Performance of PFS Method (*tentative)

Chair: Dr. Jun Otani, *Professor at Kumamoto University*

No. of Members: 24 (twenty-four)

No. of meetings: 2

To support TC activities, some budget was allocated from those for the 6th Research Grand Award (Item I-3) from the view of effective use of limited financial resources.

4. Disseminate technical information

Along with the original Activity plan Item I-2 and 3, “**Press-in retaining structures: a handbook, First edition 2016**” was published in December, 2016. The first IPA seminar on Press-in Technology was held in Singapore on March 2, 2017, utilizing the Handbook. This seminar fulfilled the major functions of the 6th International Workshop as was planned in Item II-2.

IPA considered itself that the organization is matured enough to hold an international conference in triennial basis, and formed the organizing committee in February, 2017 for the international conference to be held in September, 2018. This will cover the essence of Item II (International Conference Activities), and Item I-4 (Publication of 5th Proceedings of “Press-in Engineering 2017”).

5. Information sharing IPA activities among IPA members

In relation to the original Active Plan IV (Public Relations Activities), IPA launched Newsletter by forming the Editorial Board since September 2016. The following issues were published and distributed to all the IPA members during this fiscal year.

Vol.1, No.1	September, 2016	17p
Vol.1, No.2	December, 2016	21p
Vol.2, No.1	March, 2017	28p

6. Financially sound organization

There are three main sources of income; membership dues, sales of outcomes of research activities and donation. As of 31st March, 2017, the membership increased from 496 to 575 (individual member category), from 30 to 43 (corporate member category).

Agenda Item 2: Profit and Loss Statement for 2016

Fiscal Year 2016 (1 Apr 2016 – 31 Mar 2017)

(Unit: JPY)

Accounting Title	2016 Budget	2016 Actual	Note
I Operating Activity			
1 Operating Income			
① Admission Fee			
Corporate Member's Admission Fee	300,000	1,200,000	12 Corporate members
② Membership Fee			
Individual Member's Annual Fee	5,200,000	5,550,000	555 Individuals
Corporate Member's Annual Fee	3,400,000	3,850,000	
③ Contribution			
Contribution	16,000,000	16,000,000	
④ Miscellaneous Income			
Interest	1,000	0	
Miscellaneous Revenues	1,170,000	8,814,080	
Total Operating Income	26,071,000	35,414,080	
2 Operating Expenditure			
① Expenditure for projects and activities			
Director's remuneration	11,000,000	9,539,500	
Preparation for 6th IPA International Workshop	1,200,000	541,932	Migration to ICPE
6th IPA Research Grants	5,500,000	0	Allocate to Research Committee
Supporting expense to 6th IPA Research Grant Winners	200,000	0	Allocate to Research Committee
9th IPA Press-in Engineering Seminar	800,000	1,497,128	
1st International Conference on Press-in Engineering (ICPE)	0	127,405	Preparation for 2018
Press-in Seminars on overseas (for the Press-in Handbook)	0	657,274	1st Seminar held in Singapore
Editorial Committee expenditures (the Press-in Handbook)	700,000	300,000	
Printing cost of the Press-in Handbook (EN version)	2,000,000	669,600	Digital data in USB
Additional printing of the Press-in manual (JP version)	0	3,408,180	Additional 2000 prints
Research committee / Technical committee expenditures	700,000	725,432	3 Technical committees in active
Supporting expenditures for international members	300,000	213,960	
Other activities (e.g. Participations to other conferences)	0	287,469	
② Administrative Expenditure			
Website maintenance	140,000	137,160	
Membership cards and certificates	10,000	176,040	Card printer purchased
Printing expenditures	10,000	136,080	
Postage cost for international / domestic	200,000	152,003	
Communication expenses	110,000	37,230	
Lease expenses	3,120,000	3,427,553	
Office supplies	400,000	527,487	
Commission expense	300,000	464,400	Certified accountant
③ Other expenditures			
Miscellaneous expense	200,000	175,183	
Reserve fund	0	0	
Total Operating Expenditure	26,890,000	23,201,016	
Surplus / (Deficit) of Income over Expenditure	-819,000	12,213,064	
II Investments			
1 Investment			
① Sales of fixed assets			
Fixed deposit refund	0	0	
Total Investment	0	0	
2 Investment			
① Acquisition of fixed assets			
Fixed deposit	0	0	
Total Investment	0	0	
Surplus / (Deficit) of Investment Activity	0	0	
III Other revenue / expense			
Non-operating income / expense	50,000	71	
Surplus / (Deficit) of the Current Year	-869,000	12,213,135	
Balance brought from the Previous Year	1,290,325	1,290,325	
Balance carried forward to the Next Year	421,325	13,503,460	


監査の結果、重要な点において適正に表示しているものと認める。

2017年 6月 5日

監事

監事

石井一喜 

In our opinion, the above statement of accounts are presented fairly in all material respects.

5th June, 2017,

Auditor



Auditor





Agenda Item 3: Amendments to Constitution

The proposed amendments to Constitution are attached hereto.

(see following pages)

Current Constitution	Amendments to Constitution
<p>CHAPTER I General</p> <p>Article 1 – Name The name of this Association will be the International Press-in Association, hereafter known as the Association.</p> <p>Article 2 – Office This Association will be located at 2-4-12 Konan, Minato-ku, Tokyo, Japan.</p> <p>Article 3 – Branches This The Association will have the following branches; Japan, UK, USA, Singapore.</p>	<p>CHAPTER I General</p> <p>Article 1 – Name The name of this Association will be the International Press-in Association, hereafter referred to as the “Association”. <u>The abbreviation of the Association will be “IPA”.</u></p> <p>Article 2 – Office <u>The Association will be located at 2-4-12 Konan, Minato-ku, Tokyo, Japan.</u></p> <p>Article 3 – Branches <u>The Association may establish branches based on the resolution of the Board of Directors.</u></p>
<p>CHAPTER II Purpose and Activities</p> <p>Article 4 – Purpose This Association will have the purposes of advancing press-in engineering and developing the press-in process as well as improving the public and professional awareness of press-in technology, thus promoting environmentally- considered construction, engineering science and contributing to the development of the society.</p> <p>Article 5 – Activities In order to attain the purposes set out in the preceding Article 4, this Association will be engaged in the following activities:</p> <p>(1) To promote scientific research concerning the press-in principles via cooperation among the universities, industries and government agencies;</p> <p>(2) To encourage research and promotion of the press-in engineering;</p> <p>(3) To establish the standards for press-in engineering;</p> <p>(4) To develop cooperation with other fields related to press-in technology, other fields such as geotechnical engineering, mechanical engineering, measuring surveying monitoring engineering, construction sites, machinery, data and information processing;</p> <p>(5) To overcome the environmental issues associated with construction;</p> <p>(6) To encourage research into press-in technology and award honors;</p> <p>(7) To support and hold international conferences related to press-in engineering;</p> <p>(8) To promote the communication and education of the members;</p> <p>(9) To perform other activities required to attain the purposes of this Association.</p>	<p>CHAPTER II Purpose and Activities</p> <p>Article 4 – Purpose <u>The Association will have the purposes of advancing the press-in engineering through the international cooperation amongst practitioners, project owners and academia, promoting environmentally-considered construction, and thus contributing to the development of society.</u></p> <p>Article 5 – Activities In order to attain the purposes set out in the preceding Article 4, <u>the Association will be engaged in the following activities:</u></p> <p>(1) <u>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 the press-in engineering and the Association.</u></p> <p>(2) <u>To promote research and development by technical committees and/or working groups of engineers and academia from various disciplines that compose press-in engineering such as but not limited to geotechnical engineering, environmental engineering, mechanical engineering, measuring-surveying-monitoring engineering, data and information processing.</u></p> <p>(3) <u>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.</u></p> <p>(4) <u>To support and hold international conferences, symposia, lectures and seminars related to press-in engineering.</u></p> <p>(5) <u>To evaluate studies, technologies, and practices related to press-in engineering and award honors.</u></p> <p>(6) <u>To improve public and government awareness of press-in engineering through IPA web site and publications.</u></p> <p>(7) <u>To promote the communication among the members of the Association and the professional development of the members.</u></p> <p>(8) To perform other activities required to attain the purpose of the Association.</p>
<p>CHAPTER III Membership</p> <p>Article 6 – Types of Membership and Titles Membership will comprise the following four types.</p> <p>Individual Member: Individuals who have academic or other experiences in scientific research related to press-in technology or dissemination or promotion thereof and are in favor of the aims of the Association.</p> <p>Corporate Member: Corporations or associations who are willing to support the activities of the Association.</p> <p>Student Member : Students of the universities, colleges, junior colleges or technical colleges whose study is related to press-in engineering or who are interested in press-in engineering.</p> <p>Honorary Member: Individuals with conspicuous contribution to the development of press-in engineering and who are nominated by the resolutions of the General Assembly of the Association.</p>	<p>CHAPTER III Membership</p> <p>Article 6 – Types of Memberships Membership will comprise the following three types.</p> <p>Individual Member: Individuals <u>who have educational background or professional experiences related to the press-in engineering</u> and are in favor of the aims of the Association.</p> <p>Corporate Member: Corporations or <u>organizations</u> who are willing to support the activities of the Association.</p> <p>Student Member: Students of the universities, colleges, junior colleges or technical colleges <u>who are interested in the press-in engineering.</u></p> <p><i>(Note: Honorary titles will be defined in the regulation.)</i></p>

Article 7 – Admittance and dues

1. To be elected to Individual Member, Corporate Member or Student Member, nominees shall make all required procedures for admittance and shall be approved by the Board of Directors.
2. In the case of Corporate Member, any such member shall nominate and file with the Association an individual who represents such member and exercise its powers (known as "Individual Member Representative of Corporate Member"). Any alteration of such Representative of Corporate Member shall be filed 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 occur:

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

Article 9 – Withdrawal

1. A member who desires to withdraw from this Association shall submit its withdrawal form after having fulfilled any outstanding obligations.
2. Any member may be treated as having withdrawn from the Association ~~after the resolution of the Board of Directors~~, if such member has not paid dues over one year.

Article 10 – Removal

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

CHAPTER IV Directors and Auditors

Article 11 – Number of Directors and Auditors

1. This Association will have the following Directors and Auditors:
 - (1) Directors not less than ten (10) members and not more than thirty (30) members. ~~Of the Directors, one (1) Chairman and not more than five (5) Vice Chairmen and one (1) Secretary General will be nominated;~~
 - (2) Not more than two (2) Auditors.
- ~~2. Honorary President may be nominated.~~

Article 12 - Election of Directors and Auditors

1. Directors and Auditors will be elected from among the Individual Members (Including Individual Members of Representative of Corporate Member) of the Association by the resolution of the General Assembly.
2. The Directors will elect one (1) Chairman and not more than five (5) Vice Chairmen ~~and one (1) Secretary General.~~
3. In the case of vacancy of Directors or Auditors, substitute Directors or Auditors may be elected. In this case Section 1 of this Article 12 shall apply.

Article 13 - Duties of Directors

1. Directors will discharge their duties as provided below:
 - (1) Chairman will represent the Association and overseas the affairs of the Association.
 - (2) Vice Chairmen will assist the Chairman and, if and when the Chairman is unable to discharge its duties or is vacant, will discharge the duties of the Chairman in its place in such order prescribed by Chairman in advance.
 - (3) Secretary General will assist Chairman and Vice Chairmen, and will be responsible for the smooth management of the whole affairs of the Association, and discharge duties assigned to it by the resolutions of the Board of Directors.
 - (4) Directors other than those specified in the preceding paragraphs will assist Chairman and Vice Chairmen, and perform affairs of this Association in accordance with the resolution of the Board of Directors.
2. Directors will consider and decide by voting the matters stipulated in Article 18.
3. Directors may not be Auditors at the same time.

Article 7 – Admittance and dues

1. To become an Individual Member, a Corporate Member or a Student Member, an applicant shall make all required procedures for admittance and shall be approved by the Board of Directors.
2. In the case of Corporate Member, any such member shall nominate and file with the Association an individual who represents such member and exercise its powers (known as "Individual Member Representative of Corporate Member"). Any alteration of such Representative of Corporate Member shall be filed 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 occur:

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

Article 9 -Withdrawal

1. A member who desires to withdraw from the Association shall submit its 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 year.

Article 10 – Removal

Any member who disgraces the honor of the Association and commits behaviors 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

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- (1) Directors not less than ten (10) members and not more than thirty (30) members.
 - (2) Not more than two (2) Auditors.
- (Note: Honorary titles shall be defined in the regulation.)*

Article 12 - Election of Directors and Auditors

1. Directors and Auditors will be elected from among the Individual Members (Including Individual Members of Representative of Corporate Member) 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) Secretary General may be appointed by the President when necessary.
4. In the case of vacancy of Directors or Auditors, substitute Directors or Auditors may be elected. In this case Section 1 of the Article 12 shall apply.

Article 13 - Duties of Directors

1. Directors will discharge their duties as provided below:
 - (1) The President will represent the Association and oversees the affairs of the Association.
 - (2) Vice Presidents will assist the President and, if and when the President is unable to discharge its duties or is vacant, will discharge the duties of the President in its place in such order prescribed by the President in advance.
 - (3) Secretary General will assist the President and Vice Presidents, and will be responsible for the smooth management of the whole affairs of the Association, and discharge duties assigned to it by the resolutions of the Board of Directors.
 - (4) Directors other than those specified in the preceding paragraphs will assist the President and Vice Presidents, and perform affairs of the Association in accordance with the resolution of the Board of Directors.
2. 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. 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 General Assembly any failure to comply with laws, constitution or material unfair practices if such failures or practices are found
 - (4) to call General Assemblies to report the matters listed above.
2. 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 and Auditors

1. The term of office for Directors and Auditors shall be two years, ~~and reappointment may be permitted.~~
2. The term of office for Directors and Auditors shall begin at the time of election at the Ordinary General Assemblies.
3. The term of office for substitute Directors and Auditors shall be the unexpired term of office for the predecessors.
4. 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.

CHAPTER V Meetings

Article 17 - Organization and Convocation of Board of Directors

1. The Board of Directors shall consist of Directors and Auditors, and Chairman will preside at the meetings thereof.
2. The meetings of the Board of Directors will be called by the Chairman not less than once a year. If Chairman 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.

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

The Board of Directors will resolve the agenda to be proposed to the General Assemblies and the matters necessary for the management of the Association except those matters falling within the powers of the General Assemblies.

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 its intents 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 number of the affirmative votes and negative votes are equal, Chairman shall have a casting vote.

Article 14 - Duties of Auditors

1. 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 Assemblies to report the matters listed above.
2. 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 and Vice Presidents

1. The term of office for Directors and Auditors shall be two years.
2. The term of office for the President and Vice Presidents shall be two years.
3. A director or an auditor may not serve more than five (5) consecutive terms. After the term limits, a director or an auditor must vacate his/her position at least one year before seeking reelection. Provided, however, that if a Director is elected to the President or a Vice President, the Director's term shall automatically be extended for as long as the Director remains serving as the President or a Vice President.
4. The term of office for Directors and Auditors shall begin at the time of election at the General Assemblies.
5. The term of office for the President and Vice Presidents 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.

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 Assemblies and the matters necessary for the management of the Association except those matters falling within the powers of the General Assemblies
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 Secretary General and the chairperson(s) of the Standing Committee(s) which the Board of Directors considers necessary to establish.
3. The Standing committees will assist the role of the Steering Committee. The chairperson of the committees will be appointed by the President from among the 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 its intents 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 number of the affirmative votes and negative votes are equal, the President shall have a casting vote.

Article 20 - Organization and Convocation of General Assemblies

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

Article 21 - Call of General Assemblies

All meetings of General Assemblies will be notified to each member by a notice (including but not limited to notice by email), a publication of the Association ~~within~~ two weeks ~~before~~ 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, provided however that any Individual Members shall be deemed to be present if such Individual Member shows its decisions in writing (including but not limited to email) with respect to the agenda of the meetings.
2. Each Individual Member will have one vote, and all transactions will be adopted by a majority of Individual Members present at the meetings, unless otherwise provided for the required number of votes for resolutions.

Article 23 - Matters to be resolved by General Assemblies

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 borrowings;
- (7) Disposition, mortgaging, pledging or other encumbering 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 General Assemblies and the Board of Directors will be prepared by Chairman, and will be signed by Chairman and two representatives present at the meetings and preserved by Chairman.

Article 25 - Notice of Resolutions of General Assemblies

All resolution will be notified to Members.

CHAPTER VI Secretariat and Staff

Article 26 - Secretariat and Staff

1. This 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 Chairman with the resolution of the Board of Directors.
3. Organization and other matters related to the Secretariat will be determined separately.

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 General Assemblies.

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

Article 20 - Organization and Convocation of General Assemblies

1. General Assemblies shall consist of Individual Members specified in Article 6.
2. Ordinary General Assemblies will be called by the President once for each Fiscal Year within two months from the end of such Fiscal Year.
3. Extraordinary General Assemblies 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 Assemblies showing the agendas to be transacted thereat. In this case, the meetings therefore shall be held within thirty days from the date of such demand.
 - (4) The President will preside at the meetings of the General Assemblies.

Article 21 - Call of General Assemblies

All meetings of the General Assemblies 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, provided however that any Individual Members shall be deemed to be present if such Individual Member shows its decisions in writing (including but not limited to email) with respect to the agenda of the meetings.
2. Each Individual Member will have one vote, and all transactions will be adopted by a majority of Individual Members present at the meetings, unless otherwise provided for the required number of votes for resolutions.

Article 23 - Matters to be resolved by General Assemblies

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 borrowings;
- (7) Disposition, mortgaging, pledging or other encumbering 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 Assemblies 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 Assemblies

All resolution will be notified to Members.

CHAPTER VI Secretariat and Staff

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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.

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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 Assemblies.

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.

<p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p>
<p>CHAPTER VIII Amendments of Constitution and Dissolution</p> <p>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 General Assembly.</p> <p>Article 31 – Dissolution The dissolution of this Association may be made by a majority vote of three-fourth of the members present at a meeting of General Assembly.</p> <p>Article 32 - Disposal of Remaining Assets Disposition of the remaining assets after the dissolution of this Association may only be made by a majority vote of three-quarters of the members present at a meeting of General Assembly.</p>	<p>CHAPTER VIII Amendments of Constitution and Dissolution</p> <p>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 <u>the</u> General Assembly.</p> <p>Article 31 – Dissolution The dissolution of <u>the</u> Association may be made by a majority vote of three-quarters of the members present at a meeting of the General Assembly.</p> <p>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 <u>the</u> General Assembly.</p>
<p>CHAPTER IX Supplementary Provisions</p> <p>Article 33 - Enforcement of Constitution Regulations that may be required for the enforcement of the Constitution may be provided by the resolution of the Board of Directors.</p> <p>Article 34 This Association is organized and existing under the laws of Japan, and if any dispute or difference of opinion arises relating to this Association or the Constitution, such dispute or difference of opinion shall be resolved by the consultation among the parties in issue. Should resolution have not reached by such consultation, then resolution shall be subject to the exclusive jurisdiction of Tokyo District Court of Japan.</p>	<p>CHAPTER IX Supplementary Provisions</p> <p>Article 33 - Enforcement of Constitution <u>By-laws and</u> regulations that may be required for the enforcement of the Constitution may be provided by the resolution of the Board of Directors.</p> <p>Article 34 <u>The</u> Association is organized and existing under the laws of Japan, and if any dispute or difference of opinion arises relating to <u>the</u> Association or the Constitution, such dispute or difference of opinion shall be resolved by the consultation among the parties in issue. Should resolution have not reached by such consultation, then resolution shall be subject to the exclusive jurisdiction of Tokyo District Court of Japan.</p>
<p>Additional Provision</p> <ol style="list-style-type: none"> This Constitution shall take effect as of 16th February 2007. The Article 2 for Office of the Chapter 1 was amended on 3rd August 2010. This was resolved as the sixth (6) agenda at the General Assembly held on 3rd August 3, 2010 and herein record as the Additional Provision 2. Pursuant to the amendment of the Article 16 for Remuneration of Directors and Auditors in the Chapter IV at this Extraordinary General Assembly, the detailed rules 1, 2 and 3 are established as follows: <u>The Rule 1; Travel expense</u> <u>The Rule 2; Honorarium to the Directors/Committees and transportation expense</u> <u>The Rule 3; Remuneration guideline to Directors and Auditors</u> Note; The Rule 1 was established on 7th May 2007 and the Rule 2 was established on 10th September 2009. The Rule 3 is newly established in accordance with the amendment to the Article 16 for Remuneration of Directors and Auditors in the Chapter IV. Therefore these 3 rules will be recorded as the Additional Provision 3 herein. 	<p>Additional Provision</p> <ol style="list-style-type: none"> This Constitution shall take effect as of 16th February 2007. The Article 2 for Office of the Chapter 1 was amended on 3rd August 2010. This was resolved as the sixth (6) agenda at the General Assembly held on 3rd August 3, 2010 and herein record as the Additional Provision 2. <p><i>(Note: The item 3 of Additional Provisions is superseded by the amendment to Article 33 herein.)</i></p>

<p>Reference:</p> <p>Structure of Committees</p> <p>■ Steering Committee (運営委員会)</p> <p><input type="checkbox"/> Standing Committees (常設委員会)</p> <ol style="list-style-type: none"> Research Committee (研究委員会) ・Technical Committees (技術委員会) Awards Committee (表彰委員会) Publicity Committee (編集委員会) Development Committee (事業委員会) Administration Committee (総務委員会) <p><input type="checkbox"/> Special Committees (特別委員会)</p> <ol style="list-style-type: none"> Nomination Committee (指名委員会)
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Agenda Item 4: Activities Plan for 2017

Fiscal Year 2017 (1 Apr 2017 – 31 Mar 2018)

Objectives of activities; (From the founding stage to the progressive stage)

1. Forming and developing the international network sharing the scientific and technological interest with respect to the Press-in technology
2. Contribution to society by progressing researches and practices with respect to the Press-in technology
3. Contribution to society by strengthening of human resource development with respect to the Press-in technology

Activities Plan for the year of 2017

1. Forming and developing the international network

- A) Quarterly publication of IPA Newsletter. The Newsletter has been distributed to over 2500 readers around the world since the first release has made on September 2016. IPA continues to expand this network with updated and timely articles.
- B) Periodic convening of the Press-in seminars, symposiums and conferences with fulfilling quality of them.
 - a. **The press-in Engineering Seminar:** It has been held every year since 2010 and 10th seminar will be held in July 2017.
 - b. **Symposiums:** This is organized by the Research Committee to discuss various research topics and issues. Those are studied in each Technical Committee.
 - c. **International Conference (ICPE):** The international academic conference with publication of the proceedings of reviewed papers. The Conference is organized by the Organizing Committee, consisting of the research group and administrative group in triennial (every 3 years) basis. The first Conference is planned to be held in September 2018 in Kochi, Japan and supporters and sponsors to solicit subsidies are being developed as preparation process.
- C) Periodic interaction with other organizations in various countries and expanding IPA network

2. Contribution to society by progressing researches and practices

- A) Enhancement of research activities by the various Technical Committees is conducted with IPA Directors' interaction with other organizations. These activities continue for further implementation of each research activity.

- B) Global dissemination of the Press-in Method utilizing the Press-in manual and/or Handbook which have been published in last two years. Multilingualization of the Handbook as well as updating its contents in a timely manner is planned in 2017.
- C) The technological books, such as the Press-in Manual and the Press-in Handbook, to be published with the periodic amendments. Organize the periodical international seminar by utilizing the Press-in handbook in various countries.

3. Contribution to society with human resource development

- A) Conducting consecutive research and educational programs through Technical Committees' activities with participation of young researchers and engineers.
- B) Soliciting young researchers and engineers participation in the editing process of technological books and papers with respect to the Press-in technology.
- C) Forming international network for upbringing of young researchers and engineers throughout the world.
- D) Driving collaboration activities with the Japan Press-in Association (JPA) for viable study or research work.

4. Functional operation

- A) Development of the organized IPA administration with an appropriate resolution level and process.
 - a. General Assembly: Ordinary General Assembly – once a year
 - b. Board of Directors meeting – once or twice a year, to be called when needed
 - c. Steering Committee meeting – four times a year, to be called when needed
- B) Amendments to Constitution and to institute By-laws and Regulations to reinforce a functional operation.
- C) Recruitment of Directors to enhance IPA activities as well as upbringing of young generation in the organization.
- D) Aiming for the globalization through enhancement of the possible establishment of IPA branch office led by each region's Director in consideration of local situations.
- E) Aiming for economic self-sustainability operation
 - a. Stand-alone basis operation on each conference, symposium and seminar
 - b. Independent financial management, such as an accounting and an administration system to be established includes human resources.

5. Organizational operation

Improvement of the organizational management system with the followings:

- A) Conducting direct management by the full-time assignment of IPA President
- B) Development of Human resources to the IPA Secretariat with continuous securement
- C) Introduction of the independent accounting system for an effective operation on financial management

6. Others

- A) Re-construction of IPA web-site with contiguous maintenance
- a. Introduction of the outsourcing basis maintenance system
 - b. Implementation of the framework and maintenance program
 - c. Implementation of the contents in a timely manner and establishment of the member's site

《Reference》 Numbers of membership as of 31st March 2017

- Individual members: 575 [Last year 512 (+63 increased)]
- Corporate members: 43 [Last year 30 (+12 increased)]

Agenda Item 5: Budget for 2017

Fiscal Year 2017 (1 Apr 2017 - 31 Mar 2017)

(Unit: JPY)

Accounting Title	2016 Actual	2017 Budget	Note
I Operating Activity			
1 Operating Income			
① Admission Fee			
Corporate Member's Admission Fee	1,200,000	0	Eliminated from 2017 fiscal year
② Membership Fee			
Individual Member's Annual Fee	5,550,000	5,600,000	
Corporate Member's Annual Fee	3,850,000	6,300,000	
③ Contribution			
Contribution	16,000,000	16,000,000	
④ Miscellaneous Income			
Research commission	0	5,000,000	Research commission
Miscellaneous income	8,814,080	3,000,000	Handbook sales
Total Operating Income	35,414,080	35,900,000	
2 Operating Expenditure			
① Expenditure for projects and activities			
Director's remuneration	9,539,500	10,000,000	
Preparation for 6th IPA International Workshop	541,932	0	Migration to ICPE
9th IPA Press-in Engineering Seminar	1,497,128	0	
10th IPA Press-in Engineering Seminar preparation	0	1,200,000	
1st International Conference on Press-in Engineering (ICPE)	127,405	500,000	Preparation for 2018
Press-in Seminars on overseas (for the Press-in Handbook)	657,274	900,000	1st Seminar held in Singapore
Editorial Committee expenditures (the Press-in Handbook)	300,000	5,000,000	includes translation expense
Printing cost of the Press-in Handbook (EN version)	669,600	1,200,000	Digital data in USB
Additional printing of the Press-in manual (JP version)	3,408,180	1,500,000	
	0	500,000	
	0	2,000,000	
Research committee / Technical committee expenses	725,432	5,500,000	3 Technical committees in active
Supporting expenditures for international members	213,960	300,000	
Other activities (e.g. Participations to other conferences)	287,469	800,000	
② Administrative Expenditure			
Website maintenance	137,160	8,000,000	Reconstruction of IPA website
Membership cards and certificates	176,040	50,000	
Printing expenditures	136,080	150,000	
Postage cost for international / domestic	152,003	200,000	
Communication expenses	37,230	150,000	
Lease expenses	3,427,553	3,500,000	Office rent and etc.
Office supplies	527,487	400,000	
Commission expense	464,400	1,800,000	Certified accountant fee
③ Other expenditures			
Miscellaneous expense	175,183	500,000	
Reserve fund	0	500,000	
Total Operating Expenditure	23,201,016	44,650,000	
Surplus / (Deficit) of Income over Expenditure	12,213,064	-8,750,000	
II Investments			
1 Investment			
① Sales of fixed assets			
Fixed deposit refund	0	0	
Total Investment	0	0	
2 Investment			
① Acquisition of fixed assets			
Fixed deposit	0	0	
Total Investment	0	0	
Surplus / (Deficit) of Investment Activity	0	0	
III Other revenue / expense			
Non-operating income / expense	71	0	
Surplus / (Deficit) of the Current Year	12,213,135	-8,750,000	
Balance brought from the Previous Year	1,290,325	13,503,460	
Balance carried forward to the Next Year	13,503,460	4,753,460	

Agenda Item 6: Election of Directors / Auditors

The Nomination Committee nominate the following members as incoming Directors and Auditors pursuant to Chapter IV, Article 12 in the proposed amended Constitution presented as Agenda 3.

Directors:

Assignment	Name	Affiliation	Country Region
Director	Michael Doubrovsky	Odessa National Maritime University Professor	Ukraine
Director	Kenneth Gavin	Delft University of Technology Professor	Netherlands
Director	Stuart Haigh	The University of Cambridge Senior Lecturer	United Kingdom
Director	Yukihiro Ishihara	GIKEN LTD. Manager	Japan
Director	Masayuki Koda	Railway Technical Research Institute Director	Japan
Director	Andrew McNamara	City, University of London Senior Lecturer	United Kingdom
Director	Jun Otani	Kumamoto University Professor	Japan
Director	Rodrigo Salgado	Purdue University Charles Pankow Professor in Civil Engineering	USA
Director	Jiro Takemura	Tokyo Institute of Technology Associate Professor	Japan
Director	Hiroyuki Yasuoka	GIKEN LTD. Operating Officer	Japan
Director	Nor Azizi Bin Yusoff	Universiti Tun Hussein Onn Malaysia UTHM Holdings Sdn Bhd. Managing Director	Malaysia

(Alphabetical order on family name)

Auditors:

Assignment	Name	Affiliation	Country Region
Auditor	Yoshihisa Fujisaki	GIKEN LTD. Operating Officer	Japan
Auditor	Albert T. Yeung	The University of Hong Kong Associate Professor	Hong Kong

(Alphabetical order on family name)