

Detailed Regulations of CPIJ

The management of the City Planning Institute of Japan (CPIJ) is based on the Articles of the CPIJ as well as on the Detailed Regulations of the CPIJ that were mentioned in the Article 46 of the Articles of the CPIJ.

Chapter 1: (Branches)

Article 1 (Activities of the Branches)

Branches of CPIJ carry out activities that are necessary to achieve the purpose of the CPIJ by the mutual cooperation of its members who work or reside in the areas where CPIJ has established its branches.

Article 2 (Names and Areas of Branches)

The Branches of CPIJ and the regions that they cover are listed as follows:

1. Chubu Branch (Toyama Prefecture, Ishikawa Prefecture, Fukui Prefecture, Shizuoka Prefecture, Gifu Prefecture, Aichi Prefecture, and Mie Prefecture)
2. Kansai Branch (Shiga Prefecture, Kyoto Prefecture, Osaka Prefecture, Hyogo Prefecture, Nara Prefecture, and Wakayama Prefecture)
3. Kyushu Branch (Fukuoka Prefecture, Saga Prefecture, Nagasaki Prefecture, Kumamoto Prefecture, Oita Prefecture, Miyazaki Prefecture, Kagoshima Prefecture, and Okinawa Prefecture)
4. Chugoku-Shikoku Branch (Tottori Prefecture, Shimane Prefecture, Okayama Prefecture, Hiroshima Prefecture, Yamaguchi Prefecture, Tokushima Prefecture, Kagawa Prefecture, Ehime Prefecture, and Kouchi Prefecture)

Article 3 (Chairman and Vice-Chairmen of Branches)

1. CPIJ appoints a few people as the Chairman and the Vice-chairman in each branch.
2. The Chairman of the branch represents the branch and is responsible for its management.
3. The Chairman and the Vice-chairmen of the branch are chosen at the General Meeting of the branch.
4. The Chairman of the branch can attend the meetings of the Board of Directors and the discussions of the members. However, if the Chairman is not a director of CPIJ, she or he will not have the right to vote.

5. The Vice-Chairmen of branch assist the Chairman. If the Chairman of the branch encounters an accident or cannot carry out his duties, Vice-Chairmen will proceed on his behalf as the Chairman of the branch had prior decided.

Article 4 (Regulations of Branches)

1. Each branch establishes its own regulations on the address, organization, and the management.
2. The regulations of the branches cannot be enacted and changed without the approval of three quarters of the participants of the general meetings of the branch and the meeting of the Board of the Directors.

Article 5 (Subsidies for Branches)

1. The subsidy for each branch for the current year is decided by the basic amount of money and the number of the regular and supporting members at the end of the previous year, who reside and work in the area where the branch is operating.
2. The subsidy mentioned at the above paragraph is decided by the budget of the CPIJ.

Article 6 (Documents for Submission to the Board of the Directors)

1. At the end of the fiscal year, the branches have to submit their business plans, the budget including income and expenditures, the business report and accounting balance, and the list of properties to the Board of the Directors.
2. For every General Meetings, the branches should submit the records of their proceedings and the decisions to the Board of the Directors.

Chapter 2: Admission and the Membership Fee

Article 7 (Application for Admission)

1. The application for admission consists of the Form 1.

Article 8 (Method to pay Membership Fee)

1. The membership fee for the current year should be paid by the end of the previous year.
2. Members who change their qualifications in the middle of the year should pay the amount of difference.
3. Members that enroll in the middle of the year should pay the full amount of the membership fee for that particular year.

Article 9 (Obligations and Demand for Payment of the Membership Fee)

1. Members will occasionally receive reminders for fee claims for the unpaid bills by the end of the previous year as mentioned at the Article 8.
2. Membership rights will be suspended, if the fees are not delivered even if demanded two times or more, and also six months have passed since notified.
3. When there is no response to the demand, it is assumed that the member has no intention to pay, and therefore the case is subject of the above paragraph. In addition, when there is no announcement of address change, the case is also subject of the above paragraph.

Article 10 (Membership Fees)

1. The annual membership fees vary according to the members' status.

(1) Regular members (individuals)	13,000 Yen
(2) Student members	6,000 Yen
(3) Regular members (corporate bodies)	30,000 Yen or more per lot.
(4) Supporting members	30,000 Yen or more per lot.
2. The membership fee for the overseas groups that have an agreement with CPIJ, or overseas academies that are considered as necessary by the Board of Directors to promote the academic exchange, is 6000 yen.

Article 11 (Exemption from the Membership Fee)

Members that keep their CPIJ membership over 50 years are exempted from the membership fee, if they make a declaration and the Board of Directors approves.

Chapter 3: Rights of the Members

Article 12 (Classifications and Qualifications of the Members)

1. If members change their classifications or qualifications, they have to reapply for memberships.
2. Student members have to state their expected year of graduation at the time when they become members. They lose this qualification after graduation. However, if their period of school is extended, they can continue to be student member by request.

Article 13 (Rights of the Members)

1. Members can work according to the aims of CPIJ.

2. Members receive academic journals, collected papers, membership lists and books of CPIJ or other preferred documents, and they can attend activities hosted by CPIJ.

Chapter 4: Committees

Article 14 (Permanent Committees)

1. CPIJ establishes the following permanent committees for carrying out the business affairs of the institute.

- (1) General Affairs and Planning Committee
- (2) Editorial Committee
- (3) Academic Committee
- (4) Project Committee
- (5) Information Committee
- (6) International Committee
- (7) Awarding Committee

2. Permanent Committees are organized by the CPIJ members.

3. The Chairmen of the Permanent Committees are chosen from the directors by the Board of Directors. The president and special director cannot be elected as Chairman of the Permanent Committees.

4. In case the Chairmen are chosen from non-directors, they can attend the Board of Directors and state their opinion, but they cannot join the voting.

5. The term of service of the Chairmen and the members of the Permanent Committee is basically two years. However, reappointment is possible.

6. Subcommittees can be established by the Permanent Committees if necessary. The organization and the term of members of subcommittees need to be approved by the Board of Directors according to the suggestions of the Chairman of the Permanent Committees.

Article 15 (Special Committees)

1. Special Committees can be established for defined periods by the Board of Directors in order to achieve the purpose of the Institute.

2. The Chairmen of the Special Committees are elected by the Board of Directors from members.

3. The Chairmen of the Special Committees should inform about the administration of the Special Committees to the Board of Directors, based on the requests of the Board of Directors.

4. Members of the Special Committees are chosen by Chairmen. However, in particular circumstances, specialists who are not members of CPIJ can join as members of the committees.

5. The terms of the Chairmen and members of the Special Committees are based on the cases of the Permanent Committees.

Article 16 (Investigating Committees)

For achieving the purpose of the Institution, when CPIJ assigns research and other tasks, the Board of Directors establishes the Investigating Committee.

Chapter 5: Awards

Article 17 (CPIJ Awards)

1. CPIJ honors with awards those individuals who have done research and achieved recognitions as outstanding contributions to urban planning.

2. The categories of CPIJ Awards are the following:

- (1) Mr. Ishikawa Awards and Mr. Ishikawa Encouraging Awards.
- (2) Theses Awards and Theses Encouraging Awards.
- (3) Planning Design Awards and Planning Design Encouraging Awards.

Article 18 (Special Contribution Awards)

1. CPIJ gives awards to those individuals who have made special contributions to the accomplishment of the purpose of the Institute.

2. The types of the Special Contribution Awards are as following:

- (1) Achievement Awards.
- (2) International Relationship Awards.
- (3) Others.

3. The details of Awards are decided by the Board of Directors.

Chapter 6: Supplementary Rules

Article 19 (The Name in English)

The name of the institute in English is defined as “The City Planning Institute of Japan”.

Article 20 (The Amendment of this Detailed Regulation)

1. This detailed regulation can be amended by the resolution of the Board of Directors and the General Meeting.
2. Any rules necessary for managing the Institute that are not defined by regulations can be defined according to decisions of the Board of Directors.

Complimentary:

1. This detailed regulation is decided on May 21, 2004 by the General Meeting and is submitted to the Ministry of Education Science and Technology for amendment and approval.
2. With the enactment of this regulation the Chairman of the Academic Award Committee and this Committee are changed to Awarding Committee.
3. The membership fees for the year 2004 are the same as for 2003 and are not subject of Article 10.