

The Regulations of The National Research Association for Sign-Language Interpretation (Zentsuken)

Chapter 1: General regulations

Article 1 (Name)

The name of the association is the National Research Association for Sign-Language Interpretation. (Zentsuken)

Article 2 (Location)

The main office is located at:

Sen'i- kaikan 3F, Muromachidori-Imadegawa-Sagaru, Kamigyo-ku, Kyoto 602-0901 JAPAN.

An auxiliary office can be established at another location if required.

Article 3 (Affiliated Chapters)

Affiliated chapters should be established in each prefecture.

Article 4 (Establishment of Block)

Blocks composed of some affiliated chapters should be established based on another regulation.

Chapter 2: Aims and Activities

Article 5 (Aims)

The aims of Zentsuken are to improve the well-being of deaf people and the social position of sign-language interpreters through the following activities:

- (1) To research issues concerning sign language, sign-language interpretation and deaf people.
- (2) To organize people who are involved with sign language in any way.
- (3) To collaborate in the activities of deaf people, including the activities of the Japanese Federation of the Deaf (JFD).

Article 6 (Activities)

To achieve Article 5, Zentsuken conducts the following activities :

- (1) To hold the workshops and conferences.
- (2) To promote the exchange of results of research and to develop theories.
- (3) To publish books and magazines on the research.
- (4) To encourage the public to understand the issues facing deaf people.
- (5) To research, preserve and popularize sign language.
- (6) To communicate and to collaborate with people who are related with the well-being of deaf people.
- (7) To research and make proposals regarding the working conditions of sign-language interpreters.
- (8) To collaborate with organizations having similar aims.
- (9) To deal with other required activities.

Chapter 3: Membership

Article 7 (Membership)

Membership is open to all who agree with the aims of Zentsuken and pay membership fee.

Article 8 (Rights and Duties)

- (1) Members may take part in research and activities and have the right to voice their opinions.
- (2) Members should belong to one of the affiliated chapters in the area where they live or work.

Article 9 (Registration)

Pursuant to Article 8 Line (2), members are required to register with the affiliated chapter to which they belong.

Article 10 (Fees)

- (1) Members are required to pay the membership fee as determined by the Board of Representatives.
- (2) Each affiliated chapter can collect chapter-fee and the block can collect-block fee from the membership fee based on its decision.

Article 11 (Forfeiture)

Members will lose their membership in the following cases:

- (1) Withdrawal
- (2) Death

Article 12 (Withdrawal)

Members may withdraw from Zentsuken if they so desire. However, the membership fee is not refundable.

Article 13 (Cancellation and Suspension of Membership)

Based on the resolutions of the Steering Committee, Zentsuken may revoke one's membership or put one's membership or rights on hold in the following circumstances:

- (1) If members break any regulations.
- (2) If members defame Zentsuken or act against the aims of Zentsuken.
- (3) If the head of chapter to which a member belongs suggests it.
- (4) If there is a sufficient reason.

However, members must be granted an opportunity to explain themselves if their membership is revoked or put on hold or their rights put on hold.

Chapter 4: Officers and Staff

Article 14 (Officers and Quorum)

- (1) The officers of Zentsuken consist of the following:
 - Members of the Steering Committee
 - Auditors

The number of officers required for quorum is specified in another regulation.

(2) One of the members of the Steering Committee should serve as the president and other should serve as vice-presidents.

(3) Zentsuken may choose someone to serve as the honorary president.

Article 15 (Election)

(1) On the basis of other rule, the Board of Representatives elects officers from among the members of Zentsuken.

(2) The president, vice-president and heads of the department are elected by the Steering Committee.

(3) One officer must not be in charge of two departments.

Article 16 (Duties)

(1) The president represents Zentsuken and supervises its activities.

(2) The vice-presidents assist the president. Also the vice-presidents perform the duties if the president is absent or incapacitated, at the request of the Steering Committee.

(3) Members of the Steering Committee organize the Steering Committee and deal with its duties.

(4) Auditors deal with the following matters regarding the activities and assets of Zentsuken:

To oversee the assets of Zentsuken.

To oversee the activities of Zentsuken.

To report to the Steering Committee and the Board of Representatives when an act of impropriety regarding activities or assets has come to light.

To request the meeting with the Steering Committee or the Board of Representatives, to report the impropriety.

(5) The honorary president may participate in the meetings of Zentsuken and state opinions.

Article 17(The Terms of the Officers)

(1) An officers-term is two years and reappointments are possible.

(2) Officers who elected to replace officers who left may serve till the end of the term of the officers they replace. The additional officers who are elected merely to complete a quorum will be equivalent to the terms of their co-officers.

(3) Officers must fulfill their duties and obligations even after they resign or their terms expire, unless successors are assigned.

Article 18 (Dismissal)

Officer may be dismissed by a resolution of the Board of Representatives under the following circumstances:

If officers can not fulfill their duties and obligations because of health problems.

If officers violate their duties or act improperly.

However, officers must be granted an opportunity to explain themselves before the dismissal.

Article 19 (Staff)

Zentsuken may employ staff. Regulations concerning the personnel are provided elsewhere.

Chapter 5 Meetings

Article 20 (Classification)

The meetings of Zentsuken take place with the Board of Representatives and the Steering Committee.

The meetings of the Board of Representatives take place with an annual Board of Representatives and a special Board of Representatives.

Article 21(Composition)

- (1) Meetings of the Board of Representatives take place with the members of the Board of Representatives who are assigned on the basis of other rules.
- (2) Meetings of Steering Committee take place with the members of the Steering Committee. The auditors may attend the meetings and state their opinions.

Article 22 (Function)

- (1) The Board of Representatives is the supreme legislative organ of Zentsuken, and decides on the following matters:
 - The annual plan concerning activities and the annual budget
 - The report on the activities and a budget report
 - Amendments of these regulations
 - Other important matters concerning the activities of Zentsuken
- (2) The Steering Committee executes the resolutions of the Board of Representatives and decides on the following matters:
 - What should be referred to the Board of Representatives
 - What doesn't require the resolution of the Board of Representatives
- (3) A sub-committee set up with in the Steering Committee based on other rules. Also the Steering Committee can create a special committee if it is necessary.
- (4) The Steering Committee can hold a special meeting, if necessary, to execute the resolutions of the Board of Representatives and the Steering Committee.

Article 23 (Holding Meetings)

- (1) The annual meeting of the Board of Representatives should be held within three months after the end of the fiscal year.
- (2) A special meeting of the Board of Representatives should be held when the Steering Committee recognizes the necessity or when one-fifth of representatives request a meeting.
- (3) A meeting of the Steering Committee should be held if the president so desired or when one-third of the members of Steering Committee request a meeting.

Article 24 (Requesting Meetings)

- (1) The president can request meetings.
- (2) The announcement of the meeting must include the purpose of the meeting, the time and date, and the place of the meeting, in the form of a document, at least 7 days in advance. However, in an emergency if the president deems it necessary to hold a meeting right away, it is not necessary to follow this rule.

Article 25 (Chairperson)

- (1) The chairperson of the Board of Representatives shall be elected in the meetings from among the representatives who attend the meeting.
- (2) The chairperson of the Steering Committee shall be the president or a person chosen by the president

from among the members of the Steering Committee.

Article 26 (Quorum)

The meetings of the Board of Representative and the Steering Committee can not begin if the number of attendants is less than half of the sum of the members of the Board or the Committee, respectively.

Article 27 (Resolution)

- (1) For a resolution of the agenda of the Board of Representatives, over half of the representatives must be in attendance, except for other rules.
- (2) For a resolution of the agenda of the Steering of Committee, over half of the representatives must be in attendance.
- (3) If the number of people for a resolution is equal to the number of people against. the president can settle the matter.

Article 28 (Delegation)

If a member of a meeting will be absent from the meeting due to unavoidable circumstances, the member may vote on an issue by putting his/her wishes down in writing and giving this document to the chairperson. In regards to Article 26, if the member follows this procedure, he or she will have officially attended the meeting.

Article 29 (Announcements to the Members)

The minutes and the resolutions passed by the Board of Representatives shall be announced to its members.

Article 30 (The Minutes)

The minutes of the meetings should be retained after they are signed and sealed by the chairperson and two or more attendants of the meeting.

Chapter 6 : Assets and Accounts

Article 31(Assets)

The assets of Zentsuken are as follows:

- (1) Membership fees
- (2) Donations
- (3) Income from activities
- (4) Income from assets
- (5) Other income

Article 32 (Annual Budget and Settlement of Accounts)

- (1) The annual budget is determined by the Board of Representatives. By the day of the annual meeting of the Board of Representatives, the annual budget should be based on that of the preceding year.
- (1) The auditors should inspect the settlement of accounts consisting of the statement of the accounts, the balance sheet and the list of assets within three months after the end of a fiscal year. This settlement of accounts should be approved by the Board of Representatives.

Article 33 (Provisional Budget)

(1) Despite Article 32 Line (1), because of an unavoidable circumstance, the annual budget is not approved by the Board of Representatives, the president should draw up a provisional budget based on that of the preceding year. If the Steering Committee approves this provision budget it will be in effect until the Board of Representatives approve a new annual budget.

(2) The income and expenditure of the provisional budget shall be incorporated into the in the new annual budget after its approval.

Article 34 (Special Account)

Zentsuken may form a special account with the approval of the Steering Committee if necessary.

Article 35 (Fiscal Year)

The period of the fiscal year is from April 1st to March 31st of the following year.

Article 36 (Modification and Revision of the Budget)

The Steering Committee may approve the budget if it's urgently necessary. In such a case, the modification or revision should be approved at the next meeting of the Board of Representatives.

Chapter 7: Amendments**Article 37 (Amendments)**

The regulations of Zentsuken may be amended at a meeting of the Board of Representatives if at least two-thirds of the representatives vote in favor of the amendments.

Chapter 8: Additional Rules**Article 38 (Commission)**

The actions required to execute these regulations will be approved by this the Steering Committee in other rules.

Appendix**(The Dates on which Regulations Took Effect)**

The new regulations took effect on 3rd June 1974.

A regulation was amended on 28th August 1983.

A regulation was amended on 12th February 1984.

A regulation was amended on 4th May 1997.

A regulation was amended on 4th May 1999.

A regulation was amended on 5th May 2003.