

Memorandum of the Agreement for the International Consortium of Landscape and Ecological Engineering

Article I - General

(Name)

Section 1.

This agreement (hereinafter referred to as the “Agreement”) is named "Memorandum of the Agreement for the International Consortium of Landscape and Ecological Engineering".

(Purpose)

Section 2.

The purpose of this Agreement is to publish the Consortium’s journal “Landscape and Ecological Engineering” through collaboration among societies primarily in East Asia in the fields of environmental conservation, management and restoration, with the goal of contributing to the development of related disciplines and human communities living in harmony with the natural environment.

Article II - Constituent Societies, Membership and Fees

(Constituent Societies)

Section 3.

Societies who agree with the purpose stated in Section 2 of the Agreement and participate in this Consortium are called the constituent societies of the International Consortium of Landscape and Ecological Engineering (hereinafter ICLEE).

2. Personal membership for the ICLEE

Constituent Societies shall register their own personal members who agree with the purpose of this Agreement and are qualified to read and submit to the Journal.

(Admissions to Constitutional Membership and Cancellation)

Section 4.

Constituent Societies for the ICLEE are listed in Appendix 1. Membership shall be automatically renewed each fiscal year without notification.

2. Application and cancellation for constitutional membership shall be submitted in written English to the President of the ICLEE Board and approved by the Board of Directors two months prior to the beginning of the fiscal year.

(Membership Fee)

Section 5.

Each Constituent Society shall pay without delay the amount of annual membership fee to the ICLEE in a manner separately specified by the President for each fiscal year.

2. Personal members of the ICLEE who wish to subscribe to the printed edition of the Journal shall pay without delay to the ICLEE the subscribing fee in a manner separately specified by the President for each fiscal year.

(Expulsion from Agreement)

Section 6.

When a Constituent Society falls under any of the following items, the President of the ICLEE may expel the society with a resolution of the Board of Directors.

- (1) When a Constituent Society has failed to pay membership fees for three years.
- (2) When there is an act that is detrimental to the reputation of the ICLEE or contrary to the purpose of the ICLEE.

Article III - Administration and Editorial Members

(Structures, Numbers and Appointment)

Section 7.

The ICLEE institutes a Board of Directors, a Comptroller and a Board of Editors. The number of the Directors is as same as that of Constituent Societies. The Board of Editors is made of 100 members at most.

(Directors)

Section 8.

The Directors consist of the presidents of Constituent Societies or the ICLEE personal members who are appointed by the presidents, and shall conduct the affairs of the ICLEE.

2. One President and three Vice-presidents of the ICLEE shall be appointed among the Directors.

(Comptroller)

Section 9.

One Comptroller is appointed.

(Board of Editors)

Section 10.

The Board of Editors comprises four Editors-in-Chief and Editors. The number of the Editors will be decided with their research specialization.

2. Four Editorial Secretaries may be appointed from the Editors to assist the Editors-in-Chief.
3. The Directors may concurrently serve as an Editor but not as a Comptroller.
4. The Editors may be chosen outside of the ICLEE, if deemed necessary.

(Election and Appointment of the President, Vice Presidents and Comptroller, and Editorial Members)

Section 11.

The President and Vice Presidents of the ICLEE shall be elected by mutual vote among the Directors. The Comptroller shall be appointed by the President.

2. The Editors-in-Chief shall be appointed by the President.
3. The Editorial Secretaries and the Editors shall be appointed by the Editors-in-Chief, through the discussion among the Editors-in-Chief.

(Tasks of Directors and Comptroller)

Section 12.

The President represents the ICLEE and presides its activities.

2. The Vice Presidents support the President. When the President is absent, one Vice President will be appointed for acting as the President. The order of the Vice Presidents to be appointed is arranged by the President in advance.
3. The Directors comprise the Board of Directors and directs the activities of the ICLEE in accordance with decisions made by this Agreement and the Board of Directors.
4. The Comptroller reviews the administration of the ICLEE and audit the financial status of the ICLEE. Their specific responsibilities are to:
 - (1) Report to the Constituent Societies any financial misconduct and violation of the Agreement or laws.
 - (2) Advise the Board of Directors of the administration and financial status of the ICLEE.

(Terms)

Section 13.

The terms of Directors, Comptroller and Editorial Members are two years. They will be eligible for re-election to the same Board.

2. The Director, Comptroller or Editor Member who is appointed to fill vacant or an additional position shall serve for a remaining term of the outgoing Director, Comptroller or Editorial Member, or other members in the Boards.
3. The outgoing Directors, Comptroller and Editorial Members, even after their terms, shall continue conducting their tasks until their successors assume their positions.

Article IV - Board Meetings

(Types of Board Meetings)

Section 14.

Two types of the ICLEE Board Meetings are held: the meetings of Board of Directors and Editors.

2. The Board of Directors shall meet at least once a year.
3. The Board of Editors shall meet when necessary.

(Convening of Board of Directors Meetings)

Section 15.

The Board of Directors meetings shall be convened by the President.

2. Any call for a Board Meeting shall take place at least seven days in advance and in writing

with the date, place and items on the agenda.

(Chairman of the Board of Directors Meetings)

Section 16.

The President of the ICLEE serves as a chairman of the Director Meetings.

(Quorum of the Board of Directors Meetings)

Section 17.

Each Meeting will be valid if there is at least a half of the Directors present. Decisions require a simple majority of the votes of the Directors present. In the case of an equal number of votes, the Chairman can cast a vote.

2. In the case of the Director's absence for reasons outside his or her control, the Director determines his or her votes on the agenda in writing in advance or selects a member as a proxy vote.

3. The authorized member for the proxy vote will be regarded as the Director present in case of Section 17.2.

(Minutes of Board of Directors Meetings)

Section 18.

Minutes of the Board of Directors Meetings shall be kept.

2. The minutes shall be circulated to the Directors for their comments for at least seven days, and shall be finalized after corrections are made if necessary.

Article V - Assets of the ICLEE

(Composition of Assets)

Section 19.

The ICLEE assets are composed of:

- (1) Annual membership fees
- (2) Incomes derived from the assets
- (3) Incomes derived from corporate activities
- (4) Donations made to the ICLEE
- (5) Other incomes

(Corporate Activity and Budget)

Section 20.

Activities and annual budget of the ICLEE must be drawn up by the President of the ICLEE and approved by the Board of Directors. The same procedure will apply to alterations to the activities and budget.

(Fiscal Year)

Section 21. The fiscal year of the ICLEE extends from January 1 (first) to December 31 (thirty

first) of each year.

(Annual Business Report and Account)

Section 22.

Promptly after the end of a fiscal year, business reports, list of assets, and income and expenditure account of the ICLEE shall be prepared by the President and audited by the Comptroller.

2. Any positive balance in the current fund upon closure of the accounting year must be carried over to the next year.

Article VI – The ICLEE Office

(Office)

Section 23.

The ICLEE Office shall be established to handle the administrative affairs of the ICLEE.

(Secretariat Members and Location)

Section 24.

The ICLEE Office shall have a Secretary General and five Secretaries. The Secretaries' term follows the rules of Board Members.

2. The Secretary General shall be appointed by the President.

3. One Secretary in charge of accounting and four other Secretaries shall be appointed by the Secretary General.

4. The location of the ICLEE Office shall be the place of work of the Secretary in charge of accounting.

5. Other business affairs of the ICLEE Office shall be decided by the President upon votes by the Board of Directors Meetings.

Appendix 1 Constituent Societies of the International Consortium of Landscape and Ecological Engineering.

Chinese Taiwan Landscape Architect Society (Taiwan)
Ecology and Civil Engineering Society (Japan)
Japan Association for Landscape Ecology (Japan)
Japanese Institute of Landscape Architecture (Japan)
Japanese Society of Revegetation Technology (Japan)
Korea Society of Environmental Restoration Technology (Korea)

This Agreement shall enter into force on October 23, 2004.

This Agreement shall be revised on December 22, 2022, and shall enter into force on January 1, 2023.