

# Japan OLED Forum Bylaws

## Article 1 - Name

This forum shall be known as the Japan OLED Forum.

## Article 2 - Office

The secretariat of this Forum is located at 6-1 Kasuga-koen, Kasuga-city, Fukuoka Prefecture (on the premises of Kyushu University).

## Article 3 - Branch offices

This Forum can establish, based on necessity, branch offices by resolution of the Steering Committee.

## Article 4 - Aim

The aim of the Forum is to advance the further development of the science, applied research, and practical use of OLEDs through the exchange of scientific research among specialists in OLED science and technology.

## Article 5 - Business

This forum conducts the following business to achieve the aim of the previous article.

- (1) The Japan OLED Forum hosts meetings.
- (2) The Forum can conduct other activities that promote OLED research and development.

## Article 6 - Members

Sec. 1. This Forum consists of the following types of members.

Sec. 2. Special member: A special member is an individual who has made a distinguished achievement in a field relevant to the Forum or an individual who has made significant contributions toward accomplishing the objectives of this Forum.

Sec. 3. Regular member: A regular member is an individual who supports the objectives of this Forum.

Sec. 4. Support member: A support member is an individual or corporation that supports the objectives of this Forum.

Sec. 5. Management member: A management member is an individual or corporation that supports the objectives of this Forum and takes part in the formation and maintenance of the Forum.

Sec. 6. Support members and management members shall recommend the appointment of a separately decided number of members from their organization as regular members.

Sec. 7. Student member: A student member is a student enrolled at a university or similar institute of higher education and who supports the objectives of this Forum.

## Article 7 - Admission and withdrawal

Sec. 1. New members shall join the Forum by submitting a registration form along with the membership fee and by getting the approval of the Steering Committee.

Sec. 2. Members shall withdraw from the Forum by submitting a withdrawal notification along with a reason for withdrawing.

Sec. 3. The membership of a member who commits an act that damages the honor of this Forum or who fails to pay the membership fees two or more years with no response to reminders can be revoked by resolution of the Steering Committee.

## Article 8 - Representative and Auditor

Sec. 1. This Forum has one Representative and at most two Auditors.

Sec. 2. The Representative shall represent the Forum and preside over the Forum's affairs. The Representative shall be recommended by the Steering Committee and elected at a General Meeting. The term of office shall be two years, and reappointment or reelection shall be allowed but shall not exceed two consecutive terms.

Sec. 3. The Auditor(s) shall perform financial audits of this forum. The audit results shall be reported to the Steering Committee and at a General Meeting, and approval shall be obtained. The Auditor(s) shall be recommended by the Steering Committee and elected at a General Meeting. The term of office shall be two years, and reappointment shall be allowed.

## Article 9 - Steering Committee

Sec. 1. This Forum shall have a Steering Committee. The Steering Committee shall have one Chairperson and two to five Vice-Chairpersons.

Sec. 2. The Steering Committee Chairperson serves as the chairperson of the Steering Committee and oversees the Steering Committee. The Steering Committee Chairperson shall be elected by the Steering Committee from among its members, and the election result shall be reported at a General Meeting. The term of office of the Steering Committee Chairperson shall be two years, and reappointment or reelection shall be allowed but shall not exceed two consecutive terms. If the Steering Committee Chairperson has an accident and cannot fulfill his or her duties, the Representative shall choose a Steering Committee Vice-Chairperson to perform the Steering Committee Chairperson's duties.

Sec. 3. The Steering Committee Vice-Chairpersons assist the Steering Committee Chairperson. Steering Committee Vice-Chairpersons shall be elected by the Steering Committee from among its members, and the election results shall be reported at a General Meeting. The term of office of a Steering Committee Vice-Chairperson shall be two years, and reappointment or reelection shall be allowed.

Sec. 4. Steering Committee members (10 to 25 people) are recommended by the management members and elected by the Steering Committee. The members shall deliberate at Steering Committee meetings and assist the Steering Committee Chairperson and Steering Committee Vice-Chairpersons to administer its affairs as decided by the Steering Committee. In addition, the Steering Committee members shall be able to decide and enforce duties not already explicitly placed under the authority of the Steering Committee of this Forum in these Forum Bylaws. The term of office of Steering Committee members is not fixed.

## Article 10

Sec. 1. At Steering Committee meetings, one-half of the current Steering Committee members shall constitute a quorum. However, a member who is absent can be counted as present through prior notification entrusting matters to a member in attendance.

Sec. 2. The proceedings of the Steering Committee are decided by a majority vote of the attending Steering Committee members, and tie votes shall be decided by the Steering Committee Chairperson.

## Article 11

Sec. 1. This Forum shall have a Special Purpose Committee. The chairperson of this committee shall be elected by the Steering Committee from among its members.

Sec. 2. The Special Purpose Committee shall perform its duties according to separately decided regulations. The

management of this committee shall be based on the regulations of Article 10.

#### Article 12 - General Meetings

Sec. 1. The chairperson of General Meetings shall be the Representative. The Representative shall convene an ordinary General Meeting once every year.

Sec. 2. The Representative must convene a Special General Meeting when the Steering Committee deems one necessary, when one-fifth or more of the total Forum members request one, or when an Auditor requests one for a clearly expressed purposed.

#### Article 13

Sec. 1. General Meetings shall be organized by the regular members and can only be held if one-tenth or more of the regular members attend. However, regular members who cannot attend a General Meeting can exercise voting rights in writing or through a proxy. In the latter case, the proxy must submit a document certifying his or her role as proxy to the Forum Representative before the opening of the General Meeting. Each regular member has one vote.

Sec. 2. Resolutions at the General Meeting shall be decided by a majority vote of the attendees, and tie votes shall be decided by the chairperson.

#### Article 14

The following matters should be submitted in ordinary General Meetings for receiving approval.

- (1) Business plans and budgets
- (2) Business reports and settlements of accounts
- (3) Inventories of assets
- (4) Other matters approved as necessary by the Steering Committee

#### Article 15

A summary of the proceedings of and the matters decided at General Meetings shall be presented in the bulletin.

The chairperson shall prepare the minutes of General Meeting, and at least two attendees shall sign and seal the minutes, which shall be safely kept by the Representative.

#### Article 16 - Regular Meetings

This Forum holds two or more Regular Meetings (individually referred to as a Meeting of the Japan OLED Forum or just a Meeting) every year. The Execution Committee Chairperson is selected by the Steering Committee from among the Steering Committee members and the regular members.

#### Article 17 - Fees

Membership fees are for one year and are as follows.

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|-----------------------|---|
| (1) Special member    | No fee                                    |
| (2) Regular member    | ¥5,000                                    |
| (3) Management member | ¥300,000 or more in increments of ¥50,000 |
| (4) Support member    | ¥50,000 or more in increments of ¥50,000  |
| (5) Student member    | ¥2,000                                    |

Any fee incurred during the sending or transfer of membership fees shall be paid for by the payor and not deducted from

the membership fees.

Paid annual membership fees will not be returned for any reason.

#### Article 18 - Accounting

The expenditures of this Forum shall be paid from membership fees, donations, fruits obtained from them, and other income. The fiscal year shall start on April 1 every year and end on March 31 of the following year.

#### Article 19 - Changes in the Forum Bylaws

These Forum Bylaws are proposed by the Steering Committee and can be changed by a resolution at a General Meeting.

#### Article 20 - Supplementary regulations

Detailed regulations necessary to enforce these Forum Bylaws can be established upon passing of a resolution by the Steering Committee and reporting of the regulations at a General Meeting.

Additional clause: These Forum Bylaws come into force from June 23, 2016.