

Japan Accreditation Council for Medical Education
Articles of Incorporation Enforcement Regulations No. 3
Rules for the Operation of the Executive Board

(Purpose)

Article 1: These rules are based on Article 34 of the Articles of Incorporation of Japan Accreditation Council for Medical Education (hereinafter referred to as "this corporation"), and aim to determine the matters, such as organization and operation, related to Executive Board and to ensure its smooth operation.

(Composition)

Article 2: The Executive Board shall be composed of all the Directors elected at the General Assembly.

(Holding)

Article 3: There are two types of Executive Board meeting: Ordinary Executive Board meetings and Extraordinary Executive Board meetings.

2. The Ordinary Executive Board Meeting shall be held twice in each business year, in May and November.

3. The extraordinary Executive Board meeting shall be held when any of the following items apply.

- (1) When the Chairman deems it necessary
- (2) When a director other than the Chairman requests the Executive Board meeting on a matter that is the purpose of the Executive Board
- (3) When the Executive Board meeting is convened by the director who made the request in the previous item, because a notice to convene the meeting within 2 weeks of the request is not issued within 5 days of the request
- (4) When Auditor requests the Chairman of the Executive Board to convene the Executive Board meeting, or when a meeting is convened by Auditor according to Article 101, Paragraph 3 of the Act on General Incorporated Associations and General Incorporated Foundations, because a director is found to have committed or is likely to commit a wrongful act, or because a fact that violates laws, regulations, or the articles of incorporation or a remarkably inappropriate fact is found

(Convening)

Article 4: The Executive Board shall be convened by the Chairman of the Executive Board, except in the cases of Item 3 and the latter part of Item 4 of Paragraph 3 in the previous article.

2. Board meetings may be held without going through the convening procedure if all directors and auditors agree.

(Chairperson)

Article 5: The Chairperson of the Executive Board meeting shall be the Chairperson of the Executive Board.

2. Notwithstanding the preceding paragraph, the Chairperson of the Executive Board meeting immediately following the election of all directors shall be decided by mutual vote of the directors in attendance.

(Quorum)

Article 6: Board meetings may not be held unless a majority of directors who are eligible to vote are present.

(Attendance of related parties)

Article 7: Based on resolution at the Executive Board meeting, attendance of the parties related to the agenda may be requested to attend, and their opinions may be solicited.

(Method of resolution)

Article 8: Except as stipulated by law, the Articles of Incorporation, or these Rules, resolutions at the Executive Board meeting shall be made by a majority of directors in attendance with the presence of a majority of directors,

2. Directors who have a specific interest in the resolutions at the Executive Board meeting may not vote on those resolutions.

(Authority)

Article 9: The Executive Board shall perform the following duties.

- (1) Permission of admission of regular members and supporting members
- (2) Approval of the corporation's business plan and income/expenditure budget
- (3) Approval of the corporation's business report and financial statements
- (4) Selection of director candidates (Article 2 of the Officer Regulation)
- (5) Selection of auditor candidates (Article 5 of the Officers Regulation)
- (6) Revision of the Rules for the Operation of the Executive Board
- (7) Revision of the Basic Rules for the Operation
- (8) Revision of the Evaluation Business Basic Regulations
- (9) Appointment of the Chief of the Management Division

- (10) Appointment of the Chief of the Evaluation Division
- (11) Appointment of chairs and members of various committees
- (12) Establishment, amendment, or repeal of rules and regulations
- (13) Cancellation of the "accreditation" of the universities that have been judged to be in conformity
- (14) Determination of the evaluation fees
- (15) Decision on the business execution of the Corporation
- (16) Supervision of Directors' execution of the duties
- (17) Selection and dismissal of the Representative Director and Executive Directors
- (18) Selection of the Executive Director

(Minutes)

Article 10: Minutes of the Executive Board meetings shall be prepared in writing or electronic form, including the following items:

- (1) Date, time, and location
- (2) Names of Directors who attended the Executive Board meetings
- (3) Name of the Chairperson
- (4) Summary of the proceedings and their results
- (5) Other matters stipulated by law

2. The Chairperson and Auditors who attended the Executive Board meetings shall sign and affix their names and seals to the minutes.

(Revision of rules)

Article 11: These rules may be amended by a resolution at the Executive Board meeting.

Supplementary Provisions

These rules shall come into effect on December 11, 2015.