

By-Laws

For the Japan Formation Evaluation Society,

A Chapter of SPWLA

Amended on September 1996

Amended on September 2007

Amended on September 2020

PREAMBLE

The Name of this organization is the Japan Formation Evaluation Society (JFES), a chapter of the Society of Petrophysicists and Well Log Analysts (SPWLA).

The purpose of the JFES, a Chapter of SPWLA is, in general, the same as stated in Article IV of the SPWLA Amended Articles of Incorporation as well as reservoir characterization for any subsurface energy resource, and specifically to advance the science of formation evaluation. The JFES is responsible to, and subject to, the Amended Articles and By-Laws of the parent SPWLA. In keeping with this declaration, to guide and regulate the JFES, the following By-Laws stand approved and adopted:

ARTICLE I – OFFICE AND DUTIES

Officers of the JFES are: President, First Vice President, Vice President Technology, Vice President Membership, Secretary, Secretary for IT, Treasurer, Directors and the immediate Past President (one term immediate after retirement). The President and Vice Presidents shall be professional members of the parent SPWLA.

Section 1

The President shall:

- a. Provide the JFES with strategic leadership and guidance and perform duties which pertain to the direction of the JFES.
- b. Preside meetings of the JFES.
- c. Appoint all temporary committees and chairpersons.
- d. Call special elections.
- e. Entertain the idea to submit a bid proposal for the purpose of hosting an annual SPWLA Symposium. Formal bids should be presented to the Board of Directors of the SPWLA during the fourth quarter of the calendar year.

Section 2

The First Vice President shall:

- a. Preside at all meetings in the absence of the President.
- b. Be responsible to manage the schedule of any activity hosted by the JFES

- c. Maintain communication with the parent SPWLA through the assigned Director-at-Large for the JFES, and by a formal report (on standard form) within thirty (30) days after each Chapter meeting.
- d. Forward a list of officers elected for the next term to the SPWLA Business Office before the Annual Business Meeting, which is held at the annual SPWLA Symposium.
- e. Recommend members and chairpersons of various committees.
- f. Be the liaison with the parent SPWLA, the other chapters and the other technical societies.

Section 3

The Vice President Technology shall:

- a. Be responsible for the technical programs in the Symposium Committee.
- b. Encourage participation in technical activities, such as making presentations at Chapter meetings, submitting abstracts to the SPWLA Technological Committee for possible presentation of a paper at the annual SPWLA Symposium, and submitting papers to *Petrophysics*.

Section 4

The Vice President Membership shall:

- a. Be responsible to manage the membership of the JFES.
- b. Define and maintain the member benefits of the JFES.
- c. Encourage membership in both the JFES and the parent SPWLA.
- d. Maintain an up-to-date membership list of the JFES, including name and email address.
- e. Arrange the quarterly board meeting place of the JFES.

Section 5

The Secretary shall:

- a. Preside at Chapter meetings in the absence of both the President and Vice Presidents.
- b. Give written notice of meetings to eligible members.
- c. Prepare and keep the minutes of regular and special meetings of the JFES.
- d. Communicate with JFES members by issuing *JFES Newsletter*.
- e. Transmit a brief summary of regular meetings to the SPWLA Business Office for publication in *SPWLA Today*.

Section 6

The Secretary for IT shall:

- a. Maintain and update the JFES website.
- b. Support symposium IT related matters.
- c. Conduct other IT-related matters to support JFES' activities.

Section 7

The Treasurer shall:

- a. Collect all dues and other obligations to the JFES.
- b. Make disbursements and transact other financial business authorized by the JFES.
- c. Make the annual financial report on March and at other times upon request of the President.
- d. Prepare the annual budget on March.
- e. Keep ongoing orderly financial records for the JFES.

Section 8

The Directors shall:

- a. Participate in the activities of the Executive Committee as directed by the President.
- b. Share the tasks to manage the JFES activities as discussed in the board meetings.
- c. Be members of the Symposium Committee of the JFES.

Section 9

All officers shall:

- a. Host the quarterly meeting once a few years.
- b. Encourage participation in technical activities, such as making presentations at quarterly meetings, submitting abstracts to the SPWLA Technical Committee for presentation of a paper at the annual SPWLA Symposium, and submitting papers to *Petrophysics*.
- c. Familiarize themselves with JFES By-Laws upon taking office.
- d. Adhere to JFES By-Laws in conducting Chapter business.

ARTICLE II – TERM OF OFFICE

The term of office for all officers shall be two years. The term shall begin the first day following the Annual Business Meeting of the JFES and end at the close of the next Annual Business Meeting. The maximum term for each officer except for Director shall be 3 terms, a total of 6 years.

ARTICLE III – MEETINGS

Section 1

Chapter meetings shall be held at least quarterly at a time and place designated by the First Vice President.

Section 2

Chapter Executive Committee meetings (“Board Meeting”) shall be held at least quarterly. A meeting will be valid if at least five members are present. Decisions are made by absolute majority vote of

those present. In case of the further online discussion being required, the vote will be done by email.

Section 3

As extension of chapter meeting, technical symposium shall be held annually (“Annual Symposium”), to exchange and expand our understanding of technical topics relating the JFES’ interest.

Section 4

The President may call special meetings at other times.

ARTICLE IV – MEMBERSHIP

Any person with an interest in the study of well logging and formation evaluation shall be eligible to become a member of the JFES. The JFES members are defined as the members of the parent SPWLA who endorses the JFES as a chapter regardless of the membership type of SPWLA.

ARTICLE V – ELECTION OF OFFICERS

Section 1

Election of the officers is held by mail after the Spring Chapter meeting for every two years.

Section 2

A written notice containing the slate of nominees as provided by a Nominating Committee shall be mailed to all Chapter members not later than ten (10) days prior to the date of election. Additional nominations of any qualified candidate can be made provided that the nominator has prior consent of the candidate.

Section 3

Elections shall be by secret ballot. Each member shall be allowed one vote for each office. The candidate receiving a majority of votes shall be elected to each office. For the case of tie vote election, secret runoff election by current JFES Officers will be carried out as exhaustive ballot. In the case of no multiple candidates for each office, the nominees listed in the slate will be approved as the new officers in the Annual Business Meeting of the JFES.

Section 4

If the office of President is vacated for any reason, the First Vice President shall succeed to the office of President; the Executive Committee (see Article VII, Section 1) shall then appoint a First Vice President from the qualified membership to serve the balance of the term. If any other office is vacated, the Executive Committee shall appoint a qualified member to that office for the balance of the term. The Executive Committee has authority to add new Director for maintaining the JFES’s activities.

ARTICLE VI – FINANCE

Section 1

The annual budget prepared by the Treasurer shall be discussed and approved by the Executive Committee on March. Each expense in the annual budget shall be reported to the Treasurer. For expenses out of the budget, the President shall have the authority to approve them up to 100,000JPY. Beyond this amount, the expense must be approved by the Executive Committee.

Section 2

Dues and/or membership fees may be levied by recommendation of the Executive Committee and as approved by a majority vote of the qualified membership of the JFES. Dues shall become delinquent two months after being approved, and members in arrears shall be classified as “not in good standing”.

Section 3

Should the JFES be dissolved for any reason, any remaining funds and assets will be donated to the SPWLA Educational Fund, Inc., to be used for educational purposes.

ARTICLE VII – COMMITTEES

Section 1

The Executive Committee shall consist of all current officers, as specified in Article I. This committee shall conduct whatever business of the JFES the President deems necessary.

Section 2

Temporary committees may be appointed by the President to act on Chapter business. The tenure of any temporary committee may be specified by the President, but in all cases temporal committees will automatically be dissolved at the end of the term of office of the JFES Officers.

Section 3

The Symposium Committee shall be organized for an Annual Symposium of the JFES. The President and the First Vice President of the JFES shall be the Chairman and the Vice Chairman of the Symposium Committee respectively. The Vice President Technology is responsible for the technical programs and lead the Symposium Committee. Officers of the JFES shall be appointed responsibility of Finance, IT, Sponsorship, Proceedings, Slide Center, International coordination, Facilities/Posters, Award/Gift, Award/Count, Entertainment, Review, and Registration by the Chairman.

Section 4

The Meeting Activity Committee shall be responsible for any social activities accompanying with the Annual Symposium of the JFES.

Section 5

Permanent committees may be established by a majority vote of the members present at any Chapter Executive Committee meeting as defined in Article III above. Members of permanent committees shall be appointed annually by the President.

Section 6

The Nominating Committee shall be appointed by the President at least one month (30 days) prior to the JFES deadline for issuing an election ballot (see Article V above). The committee shall consist of at least three (3) members in good standing of the JFES. The purpose of this committee is to nominate two (2) or more qualified members for each office of the JFES. The tenure of this committee shall terminate with the presentation of the ballot.

ARTICLE VIII – SECURITY OF INFORMATION

Section 1

None of the technical information arising from the meetings and discussions can be considered confidential. It is the responsibility of each person to contribute or withhold information according to the authorization delegated to him by his company or institution.

Section 2

Any personal information corrected under the activities of the JFES shall be protected and preserved as the confidential information and shall not be disclosed to any third parties.

ARTICLE IX – AMENDMENTS

Amendments to these By-Laws must be approved by the Board of Directors of the SPWLA. Amendments to these By-Laws may be proposed by a committee appointed by the President of the JFES or by the Executive Committee, or by petition in writing by ten members of the JFES. All such amendments must be submitted by mail to all Chapter members in good standing for approval by vote. A two-thirds majority of the votes cast shall be required for submission of the amendment to the SPWLA Board of Directors. Any proposed amendment obtaining a two-thirds majority vote will be sent by Chapter President to the assigned Director-at-Large for SPWLA Board of Directors approval, with a letter of petition explaining the need for the amendment.