

# Bylaws of the Japanese Society for the Study of Xenobiotics (November 1, 2022)

## **1. Bylaws and internal rules for members**

### **1-1) Bylaws on the election of Delegates**

#### Article 1

The Delegates stipulated in Article 14 of the Articles of Incorporation may nominate one candidate for Delegate per year. Separately, the General Affairs Committee may nominate up to two candidates for Delegate per year. The number of Delegates should be around 15–20% of the number of regular members. To be eligible as a candidate, a nominee should, as a general rule, be a regular member who has been a member for at least three years, presented at least three times at academic conferences hosted by the Japanese Society for the Study of Xenobiotics (the “Society”), and been published at least once in a Society publication (DMPK, Pharmacokinetics, Newsletter). Length of membership is to be calculated as the length of time from the date of registration as a regular member until the nomination deadline. Further, if a person does not meet any of the above eligibility requirements other than length of membership, that person can be nominated as a candidate for Delegate if the person is a corporation-affiliated member and a candidate policy statement is submitted.

#### Article 2

When recommending candidates for Delegate, the prescribed documents are to be submitted to the President within the time limit specified by the Board of Directors. Delegates are required to actively participate in the activities and general operations of the Society.

#### Article 3

The President shall appoint the nominated candidates to the position of Delegate subject to a resolution of the Board of Directors and after obtaining the approval of the General Assembly. The Board of Directors shall direct the General Affairs Committee, headed by one of the Directors, to perform preliminary screening of each candidate’s membership history, research history, research achievements, contributions to the Society, and presentations made at the Society’s academic conferences and work published in the Society’s journals. The General Affairs Committee shall also take into account the number of members and number of Delegates as a proportion of all members and report the results of its preliminary screening to the Board of Directors.

#### Article 4

The selected new candidates for Delegate are approved as new Delegates by a majority vote of all Delegates.

#### Article 5

Each Delegate’s term of office lasts until the conclusion of the annual General Assembly meeting for the business year ending within two years of his/her appointment, as stipulated in Article 14 of the Articles of Incorporation.

### **1-2) Bylaws on the selection of Honorary Members**

## Article 1

As a general rule, a person may be considered eligible for selection as an Honorary Member under Article 6 of the Articles of Incorporation if he/she is 65 years of age or older (at the start of the business year), meets any of the criteria below, and has received the recommendation of a Director.

1. When selecting a domestic member to be an Honorary Member

- 1) A person who has served as President or who has served two or more terms, combined, as a Director or an Auditor
- 2) A person who has received a Society award or an equivalent award
- 3) A person who has contributed to the Society's development and advancement over many years as a Delegate (formerly councilor) of the Society

2. When selecting a non-member to be an Honorary Member

- 1) A person who has received an award of equivalent or greater standing than a Society award
  - 2) A person who has made a special contribution to the Society's development and advancement
3. When selecting a non-Japanese national to be an Honorary Member

A person who has received an award of equivalent or greater standing than a Society award and who has made a special contribution to the advancement of pharmacokinetics

## Article 2

Honorary Members are selected according to the Society's internal rules on the selection of Honorary Members prescribed elsewhere.

### **1-2-1) Internal rules on the selection of Honorary Members**

#### Article 1

An Honorary Member is a person who has made a special contribution to the advancement of pharmacokinetics, regardless of whether the person is a member of the Society, and who is approved by the General Assembly subsequent to a resolution by the Board of Directors made in light of the person either being subject to preliminary screening by the General Affairs Committee based on the recommendation of a Director or being recommended by the General Affairs Committee. The Society does not set a quota on the number of Honorary Members.

#### Article 2

As a general rule, honorary memberships are awarded once a year to a small number of people.

#### Article 3

As a general rule, honorary memberships are awarded at an academic conference of the Society.

### **1-3) Bylaws concerning Supporting Members**

Supporting Members are granted the following privileges to enable them to understand the activities of the Society.

#### Article 1

Whereas non-member admission fees apply to members of a Supporting Member who attend an Annual Meeting or Short Course held by the Society, one person per supporting membership unit will be treated as a Regular Member. In addition, for the purposes of this provision, no headcount limit applies to Supporting Members holding four or more supporting membership units. Further,

Supporting Members holding eight or more supporting membership units, in addition to being exempt from any headcount limit on fee discounts, will receive free admission for up to three persons to both Annual Meetings and Short Courses.

Article 2 Supporting Members may place job advertisements on the Society's website free of charge.

#### **1-4) Bylaws on membership dues**

##### Article 1

In addition to the provisions of Article 8 of the Articles of Incorporation, Society membership dues and the like are governed by these bylaws.

##### Article 2

Regular Members, Student Members, and Supporting Members must pay the following membership dues within one month of the start of each new business year.

- 1) Regular Members: 8,000 yen
- 2) Student Members: 4,000 yen
- 3) Supporting Members: 50,000 yen per supporting membership unit (for one or more units)

##### Article 3

Annual dues cannot be split into separate payments.

##### Article 4

If a Regular Member or Student Member submits a membership withdrawal notice, the member must pay the membership dues for the relevant period.

##### Article 5

Unlike changes to bylaws in general, changes to these bylaws may, as an exception, be modified by a resolution of the General Assembly after being decided on by the Board of Directors.

#### **1-5) Bylaws on the eligibility of Regular Members and Student Members**

##### Article 1

Regular Members and Student Members must pay their membership dues within one month of the start of each new business year, and if such a member's dues remain overdue for one month, the member will lose his/her eligibility to view the members-only website and the academic journal (Drug Metabolism and Pharmacokinetics) for that period, and a payment reminder will be sent to the member. In addition, the member will be deemed to be a non-member when attending Annual Meetings and Short Courses. Once the member's membership dues for the fiscal year have been paid, the member will be eligible to view the academic journal and will be treated as a member.

##### Article 2

As stipulated in Article 12(3) of the Articles of Incorporation, a Regular Member or Student Member whose membership dues are overdue for three years will be removed from the membership registry and disqualified from membership.

### Article 3

If a former member who was removed from the membership registry seeks readmission, the person must pay membership dues for the period as well as any overdue membership fees, and a letter of recommendation from a Delegate and a statement of reasons for readmission must be submitted to the Society. The Board of Directors assesses and approves readmissions.

### Article 4

As stipulated in Article 11 of the Articles of Incorporation, a person who has been expelled from the Society by a resolution of the annual General Assembly meeting is disqualified from membership. Former members so expelled may not be readmitted.

### Article 5

The Board of Directors shall discuss any other special measures separately when needed.

## **1-6) Bylaws on membership suspensions and notices of foreign residency of Regular Members and Student Members**

### Article 1

As stipulated in Article 8 of the Articles of Incorporation, the Society will permit a two-year suspension of membership in the case of “studying abroad”, “working abroad”, “treatment for long-term illness” and “maternity/childcare leave”. Members applying for a suspension must, in advance, submit a notice of suspension (prescribed elsewhere) to the Secretariat and report this to the General Affairs Committee. However, Delegates are not permitted to suspend their memberships.

### Article 2

Members are exempt from paying membership dues during the term of their membership suspensions. When resuming membership, members shall submit a notice of resumption to the Secretariat.

### Article 3

During the term of a member’s suspension, the member is deemed to be a non-member and will be unable to view Society journals. The member is also deemed to be a non-member when attending Annual Meetings and Short Courses. With respect to applications for any of the Society’s awards, membership suspension periods will not count toward length of membership.

### Article 4

If a member residing abroad for the purpose of “studying abroad” or “working abroad” submits a “notice of foreign residency” (prescribed elsewhere) and pays his/her membership dues, his/her membership will continue during that time. The “notice of foreign residency” is handled by the Secretariat and reported to the General Affairs Committee.

### Article 5

The General Affairs Committee shall discuss any other special measures separately when needed.

## **2. Bylaws and internal rules concerning officers**

## **2-1) Bylaws on the election of the President, Vice President, Directors, and Auditors**

These rules govern the election of Directors and Auditors referred to in Article 27 of the Articles of Incorporation. The election of Directors and the Vice President (next successive President) is governed by the internal rules on the election of Directors and the internal rules on the election of the Vice President, both prescribed elsewhere, and Directors are elected subject to the approval of the General Assembly.

### **Article 1**

A majority of the Directors are to be elected by the Delegates by direct election from among the Director candidates selected by the Director Candidate Selection Committee, and appointed by the General Assembly. The selection and election of candidates is governed by the internal rules on the election of Directors, prescribed elsewhere. Directors can only be elected by election for up to two consecutive terms.

If a runner-up in the election by Delegates is named as a President-appointed Director referred to in Article 3 below, that runner-up is included in the Elected Director count for the calculation of the majority referred to in this Article.

### **Article 2**

The Annual Meeting Chair and the Short Course (SC) Executive Committee Chair are to be selected following a resolution to that effect by the Board of Directors and subject to the approval of the General Assembly. The President, the Annual Meeting Chair, the Next Annual Meeting Chair, the SC Executive Committee Chair, and the Next SC Executive Committee Chair are assigned the role of Executive Director.

### **Article 3**

The President may, after consultation with the Board of Directors as necessary, appoint additional Directors within the quota prescribed in Article 27 of the Articles of Incorporation. Persons so nominated become a Director subject to a resolution of the General Assembly.

### **Article 4**

The terms of office of the Chairman, Directors, and Auditors are governed by Article 31 of the Articles of Incorporation. However, the term of office of the DMPK editor-in-chief is, as a general rule, four years. The directorial term of office of a person elected as Annual Meeting Chair or SC Executive Committee Chair is the approximately two-year period from the conclusion of the annual General Assembly meeting held two years before the annual General Assembly meeting for the business year in which the Annual Meeting or SC he/she chairs is held until the annual General Assembly meeting for the business year in which the Annual Meeting or SC he/she chairs is held.

### **Article 5**

Elected Directors and President-appointed Directors may, as a general rule, serve up to a combined three terms consecutively. In the case of the DMPK editor-in-chief, who is elected by the Directors and, as a general rule, serves a four-year term, each four-year period is counted as one term. The directorial term of an Executive Director serving as the President, the Annual Meeting Chair, the Next Annual Meeting Chair, the SC Executive Committee Chair, or the Next SC Executive Committee Chair is not included in the calculation of consecutive terms of office.

### **Article 6**

The President selects two candidates for the position of Auditor, and these selections are ratified subject to a resolution of the Board of Directors and then the approval of the General Assembly.

#### Article 7

The total number of Directors who can be counted as another Director's spouse or relative within the third degree of relationship (including those who have a special relationship with the Director as specified by Cabinet Order), with the Director himself/herself included in that sum, must not exceed one-third of the total number of Directors.

### **2-1-1) Internal rules on the election of Directors**

#### Article 1

The Director Candidate Selection Committee is composed of five members, being the Vice President and four Directors appointed by the Vice President (the President also qualifies as a Director), and the Vice President serves as committee chair.

#### Article 2

Director candidates are selected from among the Delegates according to the recommendation of a Director (as a general rule, two recommendations per Director), self-recommendation, a general recommendation (based on the recommendation of three Delegates), and the recommendation of the Director Candidate Selection Committee. With respect to Director recommendations, it is desirable for a Director in charge of a committee (committee chair) to recommend at least one person from that committee. The Director Candidate Selection Committee may select additional Director candidates as necessary. In such cases, a minimum of one candidate is to be taken from each of three blocks: universities, hospitals, and corporations. Persons who are 65 years of age or older on the first date of the business year in which they would take office are not eligible to stand for election.

#### Article 3

When seeking to recommend a Director candidate, the recommender is to first confirm the wishes of the recommendee.

#### Article 4

After the details of candidates document (candidates' current affiliation/position, policy statement) is published, the election is held by bloc voting with 11 votes per Delegate.

#### Article 5

The Director Candidate Selection Committee shall decide on any other matters as necessary.

### **2-1-2) Internal rules on the election of the Vice President (next successive President)**

#### Article 1

All Directors selected by election are considered candidates for the position of Vice President.

#### Article 2

Once each candidate has given a policy statement, the Vice President is to be elected by a simple vote of two-thirds or more of the Elected Directors. If a Director who is absent at the time of voting submits an absentee vote in advance to the Secretariat, the vote will be considered valid.

### Article 3

If no Director receives a majority of votes in the first round of voting, a final vote is held between the top two vote-getters (or among the appropriate number if there is more than one second-place vote-getter), and this process continues until a Director receives a majority of votes. However, absentee Directors may not vote in this process. If a final vote results in an equal number of votes, the President shall appoint the Vice President.

### Article 4

The Vice President becomes the President without standing in the following business year's directorial election.

## **3. Bylaws and internal rules on operations**

### **3-1) Bylaws on establishment of the Secretariat**

#### Article 1

The Society shall have a Secretariat to handle its clerical affairs.

#### Article 2

The Secretariat will have one Head of Secretariat and a small number of Secretariat members.

#### Article 3

In addition to supervising the Secretariat, the Head of Secretariat shall be responsible for the management of the books and other documents concerning the operation of the Society. The appointment, compensation, and duties of the Head of Secretariat and members of the Secretariat are determined by Board of Directors resolutions.

#### Article 4

All or a portion of the Secretariat's functions may be delegated. To whom functions are delegated is decided by Board of Directors resolutions.

#### Article 5

The Secretariat shall endeavor to keep the Society operating smoothly under the direction of the President and the Directors.

#### Article 6

Members may, pursuant to Article 56 of the Articles of Incorporation, inspect the books and documents kept by the Secretariat.

### **3-2) Bylaws on the organization of the Japanese Society for the Study of Xenobiotics Annual Meeting**

#### Article 1

The Japanese Society for the Study of Xenobiotics Annual Meeting (the "Annual Meeting") is an academic conference held pursuant to Article 4 of the Society's Articles of Incorporation.

#### Article 2

The Annual Meeting is held, as a general rule, once a year between September and December

inclusive.

#### Article 3

The Annual Meeting Chair is selected based on a recommendation of the President, and subject to a resolution of the Board of Directors and then the approval of the General Assembly. The Chair's term of office lasts from the time of his/her selection until the reports of the business and the settled accounts of the Annual Meeting are approved by the General Assembly.

#### Article 5

The Annual Meeting Chair may form an Organizing Committee. The Annual Meeting Chair shall chair the Organizing Committee and, as necessary, request the presence of the President and Directors at the committee. The Organizing Committee shall discuss the following matters and must obtain approval for its decision from the Board of Directors.

- (1) Date and venue of Annual Meeting
- (2) Planning and theme of Annual Meeting
- (3) Call for abstracts
- (4) Selection of speakers and moderators for special lectures, keynote speeches, etc.
- (5) Program
- (6) Attendance fees
- (7) Other important matters related to the Annual Meeting (presentations in English etc.)

#### Article 6

At the request of the Board of Directors, the Annual Meeting Chair may incorporate the following into the program.

- (1) Symposiums proposed by academic societies (internationalization symposiums, drug discovery symposiums, etc.)
- (2) Symposiums organized under Director's initiative sessions
- (3) Young researchers symposiums
- (4) Public lectures (but the circumstances of the Annual Meeting are to be taken into account)
- (5) Round tables (but the circumstances of the Annual Meeting are to be taken into account)

#### Article 7

If a General Assembly meeting is to be held during an Annual Meeting, the Annual Meeting Chair shall determine the schedule, venue, and equipment of the General Assembly meeting and obtain the approval of the Board of Directors. Pursuant to Article 20 of the Articles of Association, the President shall chair the meeting. The Annual Meeting Chair shall moderate the meeting. Meetings held during an Annual Meeting are subject to the direction of the Board of Directors.

### **3-3) Operational bylaws on Short Courses run by the Japanese Society for the Study of Xenobiotics**

#### Article 1

Japanese Society for the Study of Xenobiotics Short Courses (SCs) are held as one of the types of academic conferences referred to in Article 4 of the Articles of Incorporation.

#### Article 2



As a general rule, the SC Executive Committee Chair shall hold a SC once a year to coincide with the Annual Meeting.

#### Article 3

The themes of a SC are to be primarily selected from fields related to pharmacokinetics and should contribute to drug development by pharmaceutical companies, but preference may be given to other themes that are academically important if there is a pressing need.

#### Article 4

The SC Executive Committee Chair is to be selected based on the recommendation of the President and subject to a resolution of the Board of Directors and then the approval of the General Assembly. The Chair's term of office lasts from the time of his/her selection until the reports of the business and the settled accounts of the Annual Meeting are approved by the General Assembly.

#### Article 6

The SC Executive Committee Chair shall organize the SC Executive Committee to plan and run the SC he/she is in charge of. The SC Executive Committee Chair shall lead the planning and running of the SC together with the other SC Executive Committee members.

#### Article 7

The SC Executive Committee consists of the SC Executive Committee Chair, the Next SC Executive Committee Chair, the Annual Meeting Chair, and SC Executive Committee members appointed by the SC Executive Committee Chair from pharmaceutical companies, universities, national institutions, and the like. The Chair shall also, as necessary, request the presence of the President and Directors on the committee.

#### Article 8

The SC Executive Committee Chair is first recommended as the Next-Next SC Committee Chair by the Board of Directors from among the SC Executive Committee members, and is subsequently selected subject to a resolution of the Board of Directors and then the approval of the General Assembly. Upon the expiration of the SC Executive Committee Chair's term, the Next SC Executive Committee Chair assumes the position of SC Executive Committee Chair.

#### Article 9

The SC Executive Committee Chair's term of office lasts from the date of his/her appointment until the reports of the business and the settled accounts of the SC he/she was in charge of have been approved.

#### Article 10

The SC Executive Committee shall discuss and decide on any questions not provided for in these operational bylaws.

### **3-4) Bylaws on committees**

#### Article 1

The Society may establish multiple committees and working groups (WGs) to facilitate its efficient

operation.

#### Article 2

The committees for general affairs, finances, DMPK editorial, and newsletter editorial are permanent committees. Other committees and WGs are established based on proposals by the President and subject to approval by the Board of Directors.

#### Article 3

The President shall appoint the chair of each committee or WG from among the Directors with the approval of the Board of Directors.

#### Article 4

The chair of each committee or WG shall select the members of the committee or WG from among Society members who are knowledgeable in the relevant area of competence, and shall obtain the approval of the Board of Directors. The chair of a committee or WG may call for committee/WG member candidates from among the Delegates.

2. The chair of a committee or WG may, as necessary and with the approval of the Board of Directors, appoint advisors to the committee/WG. Advisors may advise the chair.

#### Article 5

As a general rule, each Society member may be a member of up to one committee or WG, and the Board of Directors shall moderate and decide on such appointments. Delegates are, as a general rule, required to accept a request to be appointed as a committee/WG member.

#### Article 6

The chair of each committee or WG, in running the committee/WG, shall hear the opinions of the committee/WG members, summarize the proposals, and submit them to the Board of Directors.

2. The chair of each committee or WG may, only when necessary as part of committee/WG operations, hear opinions from Society members who are not members of the committee/WG. The chair of each committee and WG is obligated to report to the Board of Directors.

#### Article 7

The President, Vice President (next successive President), and the chairs of each committee and WG shall work together to set out the roles, objectives, and performance (including self-assessments of performance toward objectives) of each respective committee and WG.

### **3-5) Bylaws on focus groups**

#### Article 1

The Society may establish multiple focus groups (“FGs”) to conduct focused discussion on topics of academic importance and provide some direction for the Society as an academic society.

#### Article 2

FGs are established based on the proposal of a Director and consent of the President, subject to the approval of the Board of Directors. FGs may be established at any time. An FG shall conduct its activities for, as a general rule, a period of one year from its establishment, and it may continue its activities with the approval of the Board of Directors.

#### Article 3

The President shall appoint each FG chair from among the Delegates with the approval of the Board of Directors.

#### Article 4

The chair of each FG shall select its members from among Society members who are experts in the FG's theme with the approval of the Board of Directors. The chair of a FG may call for FG member candidates from among the Delegates.

#### Article 5

As a general rule, each Society member may be a member of up to one FG, and the Board of Directors shall moderate and decide on such appointments. Delegates are, as a general rule, required to accept a request to be appointed as a FG member.

#### Article 6

As a general rule, the results of FG discussions are presented to the Board of Directors and then presented at the Annual Meeting, published in DMPK, and disclosed publicly on the Society's website etc.

### **3-6) Bylaws on conflicts of interest (COI) with respect to presentations made as part of the Japanese Society for the Study of Xenobiotics' business**

#### Article 1

The Japanese Society for the Study of Xenobiotics requires its activities to be socially responsible and ethical. These bylaws are prescribed for this purpose with respect to the activities of the Annual Meeting and the Society's Short Courses (SCs). The purpose of these bylaws is to ensure that the Japanese Society for the Study of Xenobiotics fulfills its social obligations by appropriately managing its members' conflicts of interest, and by appropriately facilitating the publication of research results as well as their broader dissemination while maintaining neutrality and impartiality. The bylaws set out the basic thinking of the Japanese Society for the Study of Xenobiotics' thinking on conflicts of interest with respect to its members and other parties, and require persons to properly disclose (self declare) their own conflicts of interest and comply with these bylaws when participating in Society business or presenting or publishing information in connection with Society business.

#### Article 2

The publication or other disclosure of research results should be based purely on scientific data and insight derived therefrom, with the public interest taken into account.

#### Article 3

This applies to presenters at the Annual Meeting and presenters at SCs.

#### Article 4

A person to whom this applies must disclose a conflict of interest when presenting or publishing with respect to any of items (1) to (9) below if any of the below criteria are exceeded. The declarant himself/herself is responsible for his/her self-declarations and the content thereof.

(1) Positions held as an officer, advisor, or employee of a corporation, incorporated entity, or

- for-profit organization (when income associated with a position is 1 million yen or more and including when the person is a corporate researcher with a position as a graduate student)
- (2) Shares held in a company (when annual profit from the shareholdings is 1 million yen or more)
- (3) Patent royalties received from a corporation, incorporated entity, or for-profit organization (when they total 1 million yen or more)
- (4) Daily allowances for time and effort paid by a corporation, incorporated entity, or for-profit organization to attend (present/publish at) the conference (the person receives lecture fees, gratuities, etc. of 500,000 yen or more per year from one such entity)
- (5) Manuscript fees paid by a corporation, incorporated entity, or for-profit organization for the writing of pamphlets etc. (when 500,000 yen or more is received from a single entity in a year)
- (6) Research grants provided by a corporation, incorporated entity, or for-profit organization (when 2 million yen or more is received from a single entity in a year)
- (7) Research grants (contracted research, joint research, donations, etc.) provided by a corporation, incorporated entity, or for-profit organization (when 2 million yen or more is received from a single entity in a year)
- (8) Endowed courses sponsored by a corporation, incorporated entity, or for-profit organization
- (9) Travel expenses other than for the above (when totaling 50,000 yen or more per year from one entity), receipt of gifts and the like, acceptance of **visiting researchers** etc.

#### Article 5

When presenting research results at an academic conference or a SC, the presenter shall, at the time of the presentation, disclose any conflicts of interest with respect to the implementation of the research. Such disclosures should be made with reference to the following examples. If the presenter is a corporation-affiliated graduate student, he/she shall indicate both the corporate and university affiliations at the time of presentation.

“OOO is an employee of Company XXX”

“OOO is engaged in joint research with Company XXX”

“OOO has received or is receiving lecturing fees from Company XXX”

“OOO is affiliated with an endowed course of Company XXX”

#### Article 6

The Annual Meeting Chair and the WC/SC Executive Committee Chair may take steps such as verifying that a presentation of research results at a meeting complies with these bylaws and stopping a presentation that is in violation of the bylaws. In such cases, the scheduled presenter is to be promptly notified of the decision and the reason for it.

#### Article 7

The Japanese Society for the Study of Xenobiotics Board of Directors has the authority to deliberate on actions that violate these bylaws, and if an action is judged to be a serious noncompliance, it may put all or some of the following measures into effect for a time depending on the degree of noncompliance.

(1) Prohibit any presentation at all meetings held by the Japanese Society for the Study of Xenobiotics

(2) Prohibit the publication of papers in publications of the Japanese Society for the Study of Xenobiotics

(3) Prohibit a person from being appointed President, Director, or Auditor of the Japanese Society

for the Study of Xenobiotics

(4) Prohibit participation in appointments to Japanese Society for the Study of Xenobiotics committees

(5) Suspend a person's eligibility to be a Member Under the Association Act, or prohibit a person from becoming a Member Under the Associations Act, of the Japanese Society for the Study of Xenobiotics

(6) Suspend a person's eligibility to be a member, or prohibit a person from becoming a member, of the Japanese Society for the Study of Xenobiotics

#### Article 8

A person subject to such a measure may appeal to the Japanese Society for the Study of Xenobiotics. If the President of the Japanese Society for the Study of Xenobiotics accepts an appeal, he/she shall instruct the members of the General Affairs Committee to reconsider the matter. Once the matter has been reconsidered, and after consultation by the Board of Directions, the person will be notified of the outcome.

### **3-7) Bylaws concerning the Board of Directors**

#### Article 1

The President may request that a non-Director attend Board of Directors meetings as an observer, and may request opinions and reports from that person.

#### Article 2

Observers have an obligation to keep the content of meetings confidential.

#### Article 3

If a non-Director attends a meeting as an observer, the purpose and need for the observer's attendance is to be reported to the General Assembly of Delegates.

### **4. Bylaws and internal rules on awards**

#### **4-1) Bylaws on the selection of JSSX Fellows**

##### Article 1

The Society maintains a JSSX Fellow ("Fellow") designation system. The Fellow designation is awarded to individuals and is intended to honor Society members who have a broad and distinguished track record of achievements domestically and/or internationally and who are expected to continue to contribute to the Society. This is part of the Society's effort to fulfill its social mission of contributing to pharmaceutical development and healthcare through research, education, and administrative action related to pharmacokinetics, and the designation is awarded in this manner in view of the Society having members with diverse backgrounds who come from a broad range of fields in industry, academia, and government and in view of the Society being a supporter of lively activity on an international level. The Fellow designation can therefore be used in perpetuity.

##### Article 2

The designation is awarded, as a general rule, to a small number of people once per year.

#### Article 3

Recipients of the Fellow designation are selected pursuant to the internal rules on the selection of Fellows, prescribed elsewhere. The President, upon receiving the Selection Committee's report on the results of the selection process based on the internal rules, shall consult with the Board of Directors to determine the designation recipients.

#### Article 4

The award of Fellow designations is to take place at the Annual Meeting.

### **4-1-1) Internal rules on the selection of Fellows (JSSX Fellows)**

#### Article 1

Fellows are selected from among Society members recommended by a current Director, former Director, or Fellow of the Society based on an open call for such recommendations. However, non-Japanese nationals need not necessarily be a Society member to be a recommendee.

#### Article 2

The Selection Committee (the "Committee") consists of at least five members selected by the Board of Directors. However, recommenders and recommendees are not eligible to be Selection Committee members.

#### Article 3

The Selection Committee Chair is appointed by the Board of Directors.

#### Article 4

The Selection Committee Chair shall chair the committee and participate in its proceedings, and report the results of the selection process to the President. The President, upon receiving the report on the results of the selection process, shall consult with the Board of Directors to determine the designation recipients.

### **4-2) Bylaws on Society Awards**

Based on Article 4(3) of the Articles of Incorporation, the Society has established the JSSX Award (The Japanese Society for the Study of Xenobiotics Award), the JSSX Award for Young Scientists (The Japanese Society for the Study of Xenobiotics Award for Young Scientists), the JSSX Kitagawa Memorial Award for Dedication to Drug Discovery, the JSSX Award for Young Scientists with Dedication to Drug Discovery, and the JSSX Award for Distinguished Services (The Japanese Society for the Study of Xenobiotics Award for Distinguished Services).

#### **4-2-1) Bylaws on JSSX Award selections**

##### Article 1

The Society has established the JSSX Award to recognize the achievements of members who have contributed to the progress and development of pharmacokinetics research in Japan.

##### Article 2

The award consists of award certificates and supplementary prize(s).

#### Article 3

Award recipients are to have five or more years of continuous membership and have made outstanding achievements with respect to the matters referred to in Article 1. Length of membership is to be calculated as the length of time from the date of registration as a member until the deadline for award recommendations.

#### Article 4

The award is awarded once a year, and, as a general rule, up to one award is awarded at that time.

#### Article 5

Award recipients are selected pursuant to the internal rules on JSSX Award selections, prescribed elsewhere.

#### Article 6

The President, upon receiving the report of the results of the selection process pursuant to Article 5, shall consult with the Board of Directors to determine the award recipients.

#### Article 7

The JSSX Award is presented at the Annual Meeting. In addition, the award recipient, as a general rule, shall give an acceptance speech at the Annual Meeting.

### **4-2-1-2) Internal rules on JSSX Award selections**

#### Article 1

JSSX Award recipients are to be selected from among members recommended by a Society Delegate or Honorary Member based on an open call for such recommendations.

#### Article 2

The Selection Committee (the "Committee") consists of at least five members selected by the Board of Directors.

#### Article 3

The Selection Committee Chair is appointed by the Board of Directors.

#### Article 4

The Selection Committee Chair shall chair the committee and participate in its proceedings, and report the results of the selection process to the President. If the selection process identifies no suitable recipients, the Chair will report this to the President also.

### **4-2-2) Bylaws on JSSX Award for Young Scientists selections**

#### Article 1

The Society has established the JSSX Award for Young Scientists to promote and encourage research by young researchers who have made notable contributions to the advancement of pharmacokinetics research in Japan and who are expected to continue contributing in the future.

#### Article 2

The award consists of an award certificate and supplementary prize(s).

#### Article 3

Award recipients are to be researchers who have three or more years of continuous membership, who have made outstanding achievements with respect to the matters referred to in Article 1, and who are expected to continue to make contributions in the future, and they are to be under the age of 46 as of April 1 of the year in which they are recommended. Length of membership is to be calculated as the length of time from the date of registration as a member until the deadline for award recommendations.

#### Article 4

Up to three such awards are awarded once a year.

#### Article 5

Award recipients are selected pursuant to the internal rules on JSSX Award for Young Scientists selections, prescribed elsewhere.

#### Article 6

The President, upon receiving the report of the results of the selection process pursuant to Article 5, shall consult with the Board of Directors to determine the award recipients.

#### Article 7

The JSSX Award for Young Scientists is presented at the Annual Meeting. In addition, award recipients, as a general rule, shall give an acceptance speech at the Annual Meeting.

### **4-2-2-1) Internal rules on JSSX Award for Young Scientists selections**

#### Article 1

JSSX Award for Young Scientists recipients are to be selected from among members recommended by a Society Delegate or Honorary Member based on an open call for such recommendations.

#### Article 2

Potential recipients must have presented or been published at the Society's Annual Meeting or in a Society journal within the past five years.

#### Article 3

The Selection Committee (the "Committee") consists of at least five members selected by the Board of Directors.

#### Article 4

The Selection Committee Chair is appointed by the Board of Directors.

#### Article 5

The Selection Committee Chair shall chair the committee and participate in its proceedings, and report the results of the selection process to the President. If the selection process identifies no suitable recipients, the Chair will report this to the President also.

### **4-2-3) Bylaws on JSSX Kitagawa Memorial Award for Dedication to Drug Discovery selections**

#### Article 1

The Society has established the JSSX Kitagawa Memorial Award for Dedication to Drug Discovery to



recognize the achievements of members who have made noted contributions to the creation of drugs, and their application in healthcare, at corporations and to pharmacokinetics research related thereto.

#### Article 2

The awards consist of award certificates and supplementary prize(s).

#### Article 3

Award recipients are to have five or more years of continuous membership and have made outstanding achievements with respect to the matters referred to in Article 1. Length of membership is to be calculated as the length of time from the date of registration as a member until the deadline for award recommendations.

#### Article 4

As a general rule, up to one such award is awarded once a year.

#### Article 5

Award recipients are selected pursuant to the internal rules on JSSX Kitagawa Memorial Award for Dedication to Drug Discovery selections, prescribed elsewhere.

#### Article 6

The President, upon receiving the report of the results of the selection process pursuant to Article 5, shall consult with the Board of Directors to determine the award recipient.

#### Article 7

The JSSX Kitagawa Memorial Award for Dedication to Drug Discovery is awarded at the Annual Meeting. In addition, award recipients, as a general rule, shall give an acceptance speech at the Annual Meeting.

### **4-2-3-1) Internal rules on JSSX Kitagawa Memorial Award for Dedication to Drug Discovery selections**

#### Article 1

Recipients of the Kitagawa Memorial Award for Dedication to Drug Discovery are to be selected from among members recommended by a Society Delegate or Honorary Member based on an open call for such recommendations.

#### Article 2

The Selection Committee (the "Committee") consists of at least five members selected by the Board of Directors.

#### Article 3

The Selection Committee Chair is appointed by the Board of Directors.

#### Article 4

The Selection Committee Chair shall chair the committee and participate in its proceedings, and report the results of the selection process to the President. If the selection process identifies no suitable recipients, the Chair will report this to the President also.

#### **4-2-4) Bylaws on JSSX Award for Young Scientists with Dedication to Drug Discovery selections**

##### Article 1

The Society has established the JSSX Award for Young Scientists with Dedication to Drug Discovery to promote and encourage young researchers in relation to the creation of drugs, and their application in healthcare, at corporations and in relation to pharmacokinetics related thereto.

##### Article 2

The award consists of an award certificate and supplementary prize(s).

##### Article 3

Award recipients must have three or more years of continuous membership, and with respect to the matters referred to in Article 1, (1) have contributed to building, streamlining, and/or clarifying the decision criteria of evaluation systems for pharmacokinetics studies in the area of drug research and development, (2) have contributed to the characterization of new drugs through the elucidation of their properties and to the differentiation of new drugs from existing drugs, **or** (3) have contributed to the proper use of drugs in clinical settings, and be expected to continue to make contributions in the future, and be under 46 years of age as of April 1 of the year in which they are recommended for the award.

Length of membership is to be calculated as the length of time from the date of registration as a member until the deadline for award recommendations.

##### Article 4

As a general rule, up to three such awards will be awarded once a year.

##### Article 5

Award recipients are selected pursuant to the internal rules on JSSX Award for Young Scientists with Dedication to Drug Discovery selections, prescribed elsewhere.

##### Article 6

The President, upon receiving the report of the results of the selection process pursuant to Article 5, shall consult with the Board of Directors to determine the award recipients.

##### Article 7

The JSSX Award for Young Scientists with Dedication to Drug Discovery is to be presented at the Annual Meeting. In addition, award recipients, as a general rule, shall give an acceptance speech at the Annual Meeting.

#### **4-2-4-1) Internal rules on JSSX Award for Young Scientists with Dedication to Drug Discovery selections**

##### Article 1

JSSX Award for Young Scientists with Dedication to Drug Discovery award recipients are to be selected from among members recommended by a Society Delegate or Honorary Member based on an open call for such recommendations.

##### Article 2

The Selection Committee (the "Committee") consists of at least five members selected by the Board

of Directors.

#### Article 3

The Selection Committee Chair is appointed by the Board of Directors.

#### Article 4

The Selection Committee Chair shall chair the committee and participate in its proceedings, and report the results of the selection process to the President. If the selection process identifies no suitable recipients, the Chair will report this to the President also.

### **4-2-5) Bylaws on JSSX Award for Distinguished Services selections**

#### Article 1

The Society has established the JSSX Award for Distinguished Services to recognize members who have made outstanding achievements in the operation and development of the Society or in the promotion and understanding of pharmacokinetics research.

#### Article 2

The award consists of an award certificate and supplementary prize(s).

#### Article 3

Award recipients are to have 10 or more years of continuous membership and have made outstanding achievements with respect to the matters referred to in Article 1. Length of membership is to be calculated as the length of time from the date of registration as a member until the deadline for award recommendations.

#### Article 4

Recipients of a JSSX Award or JSSX Kitagawa Memorial Award for Dedication to Drug Discovery are not eligible.

#### Article 5

As a general rule, up to one such award is awarded once a year.

#### Article 6

The award recipient is selected pursuant to the internal rules on JSSX Award for Distinguished Services selections, prescribed elsewhere.

#### Article 7

The President, upon receiving the report of the results of the selection process pursuant to Article 6, shall consult with the Board of Directors to determine the award recipient.

#### Article 8

The JSSX Award for Distinguished Services is presented at the Annual Meeting. In addition, the award recipient, as a general rule, shall give an acceptance speech at the Annual Meeting.

### **4-2-5-1) Internal Rules on JSSX Award for Distinguished Services selections**

#### Article 1

The JSSX Award for Distinguished Services award recipient is to be selected from among members

recommended by a Society Delegate or Honorary Member based on an open call for such recommendations.

#### Article 2

The Selection Committee (the “Committee”) consists of at least five members selected by the Board of Directors.

#### Article 3

The Selection Committee Chair is appointed by the Board of Directors.

#### Article 4

The Selection Committee Chair shall chair the committee and participate in its proceedings, and report the results of the selection process to the President. If the selection process identifies no suitable recipients, the Chair will report this to the President also.

### **4-3) Bylaws on Best Poster Award selections**

#### Article 1

To encourage and advance research on pharmacokinetics, the Society has established the Best Poster Award in JSSX Annual Meeting to recognize outstanding research presentations from among the posters presented at the Annual Meeting of the Japanese Society for the Study of Xenobiotics (the “Annual Meeting”).

#### Article 2

The awards consist of award certificates etc.

#### Article 3

The award recipients are selected from among those submissions for Best Poster Award made in response to the call for abstracts for poster presentations at the Annual Meeting. When making a submission, the submitted is to select one relevant field from among: (1) basic research field (content centered on basic research related to pharmacokinetics), (2) applied research field (content centered on applied research related to pharmacokinetics, including pharmaceuticals and clinical research), and (3) corporate research (content related to basic and drug discovery research related to pharmacokinetics conducted mainly at a corporation).

#### Article 4

Best Poster Awards for each field are awarded to two or more posters from that field, with approximately 10 awards given in total.

#### Article 5

Award recipients are selected pursuant to the internal rules on Best Poster Award selections, prescribed elsewhere.

#### Article 6

Best Poster Awards are presented at the Annual Meeting. The person who responded to the questions of the Best Poster Award Selection Committee shall take receipt of the Best Poster Award as representative (Award Winners’ Representative).

#### Article 7

The Society will invite Award Winners' Representatives to the next Annual Meeting free of charge to encourage further devotion to study and research.

#### **4-3-1) Internal rules on Best Poster Award selections**

##### Article 1

The Best Poster Award recipients are selected from among submissions for Best Poster Award at the Japanese Society for the Study of Xenobiotics Annual Meeting (the "Annual Meeting").

##### Article 2

The Selection Committee (the "Committee") is composed of the following members. The number of members will be adjusted based on the submissions received.

- (1) Committee Chair: 1 person
- (2) Committee members from pharmaceutical universities or research institutes: 9 persons
- (3) Committee members from medical facilities (hospitals etc.): 9 persons
- (4) Committee members from corporations: 9 persons
- (5) A small number of other persons as deemed necessary by the Committee Chair

##### Article 3

The Selection Committee is appointed by the Board of Directors. The Committee members are selected by the Committee Chair, subject to the approval of the Board of Directors.

##### Article 4

The term of office of the Committee Chair and the Committee members is two years, without prejudice to reappointment.

##### Article 5

The Selection Committee will first screen submissions for relevance to the field for which they were submitted, and then conduct a review (primary review) based on the abstracts. The Selection Committee members shall score abstracts assigned by the Committee Chair on (1) the importance of the research objectives, (2) the quality of the research methods, and (3) the validity and impact of the results, conclusions, and insights. Based on the Selection Committee members' scores, the Committee Chair shall select finalists from each research field (roughly amounting to up to 10% or up to 20 of the Best Poster Award submissions). The Committee Chair shall report the results to the Selection Committee and to the Annual Meeting Organizing Committee Chair.

##### Article 6

The Selection Committee shall decide on the Best Poster Awards from among the poster finalists. Selection Committee members shall view the posters when the finalist posters are presented, ask questions of the presenter, and allocate a score. During the Annual Meeting, the Committee shall meet to discuss the results of the Committee Members' scores and determine the Best Poster Awards for each research field.

##### Article 7

The clerical affairs of the Committee will be handled by the Annual Meeting Secretariat.

#### **4-4) Bylaws on DMPK Award selections**

##### Article 1

To encourage and advance research related to pharmacokinetics, the Society has established the DMPK Award to recognize outstanding research among papers published in Drug Metabolism and Pharmacokinetics (“DMPK”), a publication of the Society.

##### Article 2

As a general rule, the award is awarded for outstanding papers (1st–3rd place) from among papers published in DMPK magazine the year before the year of award, with the 1st-placed paper being recognized as Best Paper.

##### Article 3

The DMPK Award for Best Paper consists of an award certificate and supplementary prize(s) and is awarded to all authors of the winning paper.

##### Article 4

Awarded papers are selected pursuant to the internal rules on DMPK Award selections, prescribed elsewhere.

##### Article 5

The President, upon receiving the report of the results of the selection process pursuant to Article 4, shall consult with the Board of Directors to determine the awarded papers.

##### Article 6

DMPK Awards are presented at the Annual Meeting.

#### **4-4-1) Internal rules on DMPK Award selections**

##### Article 1

DMPK Award winners are selected from among papers published in DMPK in the relevant year.

##### Article 2

The Selection Committee is to be chaired by a DMPK Editorial Committee member, and the Selection Committee invites outstanding paper recommendations from the DMPK editorial staff (editor-in-chief, co-editors, and the Editorial Advisory Committee).

##### Article 3

The DMPK Editorial Committee Chair shall chair and participate in the proceedings of the Selection Committee and, from among the recommended papers, shall select the 1st- to 3rd-place papers.

##### Article 4

The DMPK Editorial Committee Chair shall report the 1st- to 3rd-place papers along with the results of the selection process to the President.

#### **5) Supplementary provisions**

##### Article 1

Subject to certain exceptions prescribed elsewhere, changes to these bylaws are to be made by a resolution of the Board of Directors.

#### Article 2

Persons who have paid annual membership dues for the first business year (2016) during the period before the transition to an incorporated association will hold membership from the date of the Society's establishment until December 31, 2016. For the 2017 business year and beyond, persons who pay annual membership dues will hold membership during the relevant business year.