

CONSTITUTION OF THE ASSOCIATION FOR JAPAN EXCHANGE AND TEACHING (AJET)

Article I: NAME

This organization shall be known as the Association for Japan Exchange and Teaching (AJET), hereafter referred to as AJET. The organization will be known as JET プログラム参加者の会 (JET *puroguramu sankashanokai*) in Japanese.

Article II: PURPOSE

The Association for Japan Exchange and Teaching (AJET) is a volunteer organization affiliated with the Japan Exchange and Teaching (JET) Programme. The purpose of AJET is to foster a successful working relationship between JET Programme sponsors and JET Programme participants. AJET promotes community and peer fellowship, provides support and resources, and acts as the representative body of JET participants.

Article III: MEMBERSHIP

The membership of AJET shall consist of all current participants of the JET Programme.

Article IV: THE AJET NATIONAL COUNCIL

The AJET National Council shall be known as AJET 役員会 (AJET *yakuinkai*) in Japanese. The AJET National Council shall represent the members of AJET to the JET Programme's administering bodies, AJET's partners and other parties. The AJET Council shall consist of the Executive Officers, Block Representatives, Coordinator for International Relations (CIR) Representative and Appointed Officers. Each elected member shall have one (1) vote; however, the Chair shall only vote in the case of a tie. The AJET National Council shall be the chief policy-making body for the administration of AJET and any policies should be consistent with the Constitution of AJET. In addition, the Council shall represent JET Programme participants and define the privileges of AJET membership. The AJET National Council may also establish committees as deemed necessary.

Article V: OFFICERS AND EXECUTIVE OFFICERS

Section 1

AJET shall have two distinct types of officers:

- a. Officers of the AJET National Council. These consist of:
 - i. Executive Officers (voting)
 - ii. Block Representatives (voting)
 - iii. Appointed Officers (non-voting)

Section 2

The Executive Officers shall be the Chair, Vice Chair, and the Treasurer. Executive Officers shall oversee the operation of the AJET National Council, making decisions between AJET National Council meetings that are consistent with the Constitution and Bylaws of AJET.

Executive Officers shall recommend policies to and coordinate the agendas of the AJET National Council. Executive Officers shall have various other duties and responsibilities as outlined in the Bylaws. Decisions made by Executive Officers on behalf of the Council are subject to review by the AJET National Council.

Section 3

The Chair, Vice Chair, and the Treasurer shall be elected by the national membership of AJET.

Section 4

Each Block Representative shall be elected from within his or her block and will be the representative of that block on the AJET National Council.

Section 5

The CIR Representative will be elected from all the CIR members from the JET Programme and will be the representative of CIRs on the AJET National Council.

Section 6

Appointed Officers shall be appointed for a one-year term, unless otherwise specified in the Bylaws, to perform specific tasks as set out by the AJET National Council.

- a. Appointed Officers shall be nominated by the Executive Officers and approved by the voting members of the AJET National Council with a majority vote (over 50%).
- b. Appointed Officers will have titles, duties and responsibilities defined in the Bylaws.

c. New positions may be created and new appointments made based on the needs of AJET.

Section 7

The term of office for all elected AJET National Council Officers shall be one (1) year from June 1st until May 31st.

Article VI: MEETINGS

Section 1

The AJET National Council shall hold meetings through conference calls. Group discussions and voting may also be held via email. The procedure for meetings shall be established by the Executive Officers in conjunction with the AJET National Council.

Section 2

In-person meetings of the AJET National Council may be held if a motion to convene a meeting is proposed by one Executive Officer and is approved by a two-thirds (2/3) vote of the voting members of the AJET National Council

Article VII: ELECTIONS

Section 1

The AJET National Council shall hold annual elections for the elected positions of the AJET National Council. These elections are to conclude no later than April first (1st), but may conclude earlier.

The Vice Chair shall be the Elections Officer. The Vice Chair shall establish an Election

Committee with the approval of the AJET National Council. The Election Committee will assist in the counting of ballots and the establishment of the election process. In the event that the Vice Chair intends to run in the elections, an Elections Officer shall be appointed by the AJET National Council. Members of the Election Committee may not run for office. The Election Committee shall determine various other election rules including the date of elections, in conjunction with and subject to the AJET Constitution and Bylaws.

Voting for the elected positions of the AJET National Council shall be conducted online by the Elections Officer and Website Administrator. The Elections Officer and Website Administrator must keep any private information they receive confidential.

Section 2

In the event of a council vacancy after the election, the Executive Officers shall appoint an appropriate person from the membership of AJET. This member must be approved by a majority vote (more than 50%) of the voting members of the AJET National Council.

Article VIII: RESIGNATIONS, REMOVAL, AND VACANT SEATS

Section 1

An AJET National Council member who wishes to resign from the AJET National Council may do so by submitting his or her resignation in writing, by letter or e-mail, to the Executive Officers.

Section 2

An AJET National Council member that is found to be delinquent in his or her duties may be removed from the AJET National Council. Should they have been found to be in breach of their AJET Agreement (see Appendix A) or have failed to uphold their duties as an AJET National Council member as stated in the AJET Constitution and Bylaws, the AJET National Council member may be brought up for review if any of the following has occurred:

- a. They have been warned twice in writing, via letter or email by the Executive Officers
- b. A motion has been brought against them by at least one Executive Officer.
- c. A petition has been signed by at least one-fifth (1/5) of the AJET membership in that person's constituency.

For a review to take place, the person in question must be notified of the action two (2) weeks in advance by registered mail. Notification may also take place by email, provided the council member confirms receipt of the message. The council member must be given the opportunity to

address these concerns with the AJET National Council, including at least two Executive Officers.

They may then be removed by:

- a. A unanimous vote by the voting members of the AJET National Council, except for the person under review. Abstentions will not count as negative votes. This may be overturned by a signed petition of at least two-fifths (2/5) of that member's constituency.
- b. A petition of at least two-fifths (2/5) of all AJET members in that person's constituency.

Section 3

The Executive Officers shall appoint an appropriate person from the membership of AJET to replace the departing Council member for the remainder of the AJET year. This member must be approved by a vote of more than fifty percent (50%) of the voting members of the AJET National Council.

Section 4

The procedure in Section 3 also applies in the event that a seat on the Council is vacant for reasons other than resignation or removal.

Article IX: AFFILIATED GROUPS

The Executive Council may, on the approval of a two thirds (2/3) majority vote by the AJET National Council, make agreements to cooperate with or support external organizations, provided such actions are pursuant to the AJET Constitution and By-Laws. Engagements with external organizations are subject to annual review by the AJET National Council .

Section 1

AJET Prefectural Chapters and JET Special Interest Groups are fully autonomous external organizations that are independent of National AJET. Relations between National AJET and each individual group shall be limited to specific cooperative activities or offers of support that are determined by mutual agreement between the Executive Officers of these groups and the AJET National Council.

Section 2

The Peer Support Group (PSG) is an autonomous group sponsored by AJET. The PSG shall adopt and abide by a Mission Statement and Operating Regulations consistent with the AJET Constitution and Bylaws. This group shall support JET Programme participants in a manner

consistent with the PSG Mission Statement, Operating Regulations, and the AJET Constitution and Bylaws.

- a. The PSG shall elect a PSG Coordinator.
- b. The PSG will select and train volunteers.
- c. Funding of this group will be provisional upon evaluation by the AJET National Council of the service's current needs and availability of funds.
- d. The Mission Statement and Operating Regulations shall be subject to annual review and approval by the AJET Council.
- e. The PSG shall submit an Annual Report including a budget and schedule of activities for the upcoming year to the AJET National Council by March 31st each year.
 - i. The Annual Report is subject to the approval of the AJET National Council.
 - ii. If the Annual Report is not approved by the AJET National Council, the relationship between PSG and the AJET National Council may be dissolved.

Article X: BYLAWS

The AJET National Council shall create Bylaws for this Constitution for the administration of AJET. To go into effect, a Bylaw shall be proposed through a motion put forth by an Executive Officer and approved by a two-thirds (2/3) vote of the voting members of the AJET National Council.

BYLAW 1

Long-term interactions with external organizations, including but not exclusive to advertising partners, volunteering groups, and community groups (Prefectural Chapters of AJET, SIGs, etc) shall require a Memorandum of Understanding (MOA) detailing the terms of the relationship to be signed by the Chair, the appointed officer responsible for maintaining the relationship (e.g. Director of Volunteering, Director of Advertising, Director of Community and Affiliate Relations, Block Representatives, etc.) and an appropriate executive member of the partner organization. Agreements for cooperation and interaction may not cover a period of more than one year and must be ratified by an official council vote. MOA's may be renewed on mutual agreement between AJET and the external party without an official council vote if the terms of the MOA remain the same.”

Article XI: AMENDMENTS TO THE CONSTITUTION

Section 1

Amendments to this Constitution may be proposed to the membership of AJET if the amendment:

- a. Has been put forth to the AJET National Council in a motion by an Executive Officer and approved by a two-thirds (2/3) vote of the voting members of the AJET National Council; or
- b. Has been submitted to the Chair in a petition signed by at least five percent (5%) or two hundred and fifty (250) of the membership of AJET, whichever is less.

Section 2

To be ratified, any proposed amendments must be posted in full with the ballot and approved by two-thirds (2/3) of the votes received in an online ballot of the AJET membership, provided at least ten percent (10%) of the membership votes.

Section 3

If the vote of the membership fails to meet quorum, an amendment may be ratified by a three fourths (3/4) majority of the voting members of the AJET National Council.

The proposed amendments must be posted for (3) weeks for comments prior to the AJET National Council's final vote on the proposed amendment. The proposed amendments must be published in full on the official AJET website, and advertised to the membership on social media and the listserve before the beginning of the three week period.

If there is a petition of at least one hundred (100) members of the AJET membership that oppose the amendment, then the amendment will not be passed.

Appendix

Appendix 1

AJET Agreement

I, _____, the undersigned, as a member of the Association for Japan Exchange and Teaching (AJET), accept the position of _____ on the AJET National Council, and agree to abide by the following guidelines regarding my conduct during and after my term of office.

I. Council Interactions

- a. I agree to be in regular correspondence with other members of the AJET National Council.
 - i. E-mail is the AJET National Council’s most important form of communication. Council members should check their e-mail daily (Monday-Friday) in order to keep up with group discussions and general council business.*
 - ii. If a council member cannot respond to a correspondence in a timely manner, the sender should be informed that the message was received and when to expect a response.*
- b. I agree to work towards a harmonious council.
 - i. Council members should discuss issues respectfully. All discussions and e-mail correspondence should be approached with an open mind and consideration for others.*
 - ii. Interpersonal issues between council members are best resolved without outside involvement. If necessary, the Executive Officers can function as moderators to help the parties come to an agreement on a given issue.*

II. Council Information

- a. I agree to neither divert, nor attempt to divert business, revenue or clientele from AJET to myself or a third party either during or after my term of office.
- b. I understand that the contacts, information and finances of AJET are solely the property of AJET and the AJET National Council, and are to be used only by the AJET National Council for the purpose of managing AJET. Information includes, but is not limited to, the AJET membership database; AJET social networking accounts; AJET email accounts; AJET listservs; and AJET web pages.

I agree to follow the above guidelines and to work towards being a productive part of the AJET National Council team. I understand that failure to comply with these terms could result in disciplinary action, including removal from the AJET National Council, as outlined in the AJET Constitution.

Signed _____

Date _____

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This constitution is based on available amendments posted on the AJET Website. Some councils did not share their amendments and thus are not included in this document. If you are aware of certain amendments which are not included in this document please contact exec@ajet.net

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