

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

ARTICLE I: NAME & PURPOSE

Section 1: Name

This organization shall be known as the Association for Japan Exchange and Teaching (AJET) – Tokushima Chapter, hereafter referred to as Tokushima AJET.

Section 2: Purpose

As outlined in Article II, Section 1 of the National AJET constitution, the purpose of this organization is as follows:

“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.”

Therefore, the goal of Tokushima AJET is to undertake locally the stated purpose of the AJET National Council, which is to “promote community and peer fellowship, provide support and resources, and act as the representative body of JET participants.”

The organization shall work closely with the Tokushima Prefectural Office and the AJET Block 8 Representative to disseminate information from the JET Programme to participants in the prefecture.

Tokushima AJET also aims to facilitate cultural exchange through local engagement and encourage good relations between JET participants and the Tokushima community at large.

ARTICLE II: MEMBERSHIP & DUES

Section 1: Membership

Membership of Tokushima AJET shall consist of all current JET Programme participants in Tokushima Prefecture, hereafter referred to as Tokushima AJET members and Tokushima AJET community.

Section 2: Dues

There are no local or national dues.

ARTICLE III: EXECUTIVE COMMITTEE

Section 1: Officers

Leadership of this organization shall be vested in up to five (5) Officers comprising an Executive Committee responsible to the entire membership to uphold this constitution. Each year’s Tokushima AJET Executive Committee shall establish an internal structure of officer roles and division of responsibilities. The committee shall delegate the specific roles and duties to each officer in accordance with community needs and personnel ability. Upon agreement of internal structure, the Executive

Committee shall draft an organizational outline and publish it as Appendix A to this document within one (1) calendar month of the beginning of the new term.

All executive officers shall jointly work towards the fulfillment of the purpose of the organization as expressed in Article I.

Officers shall be responsible for their duties as outlined in Appendix A. This includes, but is not limited to, the following examples: the planning and oversight of social, charitable, educational, or other events for the Tokushima AJET community; the provision of support and resources for the Tokushima AJET community; the dissemination of vital information as necessary from the prefectural office or the Block 8 Representative.

Section 2: Eligibility

Officers must be a current JET Programme participant that recontracted to the JET Programme for the year following selection as an Officer.

Section 3: Election

Intent to run for the Executive Committee shall be accepted in the form of a one-page personal statement to be emailed and posted to social media platforms prevalent within the Tokushima AJET community for all members to see. The platform shall be made available for no less than two (2) calendar weeks prior to the general vote.

During those two weeks, a briefing/info session/communication must take place between the incumbent Executive Committee and all applicants. This briefing should serve to communicate the responsibilities and rules placed upon the Tokushima AJET Executive Committee.

The Executive Committee shall comprise of up to five (5) individuals, hereafter referred to as "Officers". Three (3) Officers shall be elected each spring by Tokushima AJET members by a majority vote using an online ballot. These elections are to conclude no later than April first (1st).

Members of the incumbent Executive Committee, prior to the election, may then appoint up to two (2) more Executive Committee Officers from the remaining pool of candidates. If the Executive Committee does not exercise this power of appointment, the candidates ranked fourth (4th) and fifth (5th) in the spring election will automatically receive appointment to the Executive Committee. If the Executive Committee only exercises appointment to fill one (1) of the remaining two slots, the remaining slot will go to the candidate with the highest amount of votes, starting from the 4th ranked candidate. Whether through appointment or election, there shall be no more than five (5) officers in the executive committee for the following year.

Elections shall be run by Elections Officers, who shall be responsible for: the receipt and publishing of candidates' personal statements; the impartial tallying of votes; and the announcement of the election results. Elections officers shall be all incumbent Executive Committee Officers, excluding those officers running for re-election. The incumbent Executive Committee Officers may appoint additional Elections Officer(s) as necessary, provided those individuals appointed are not running for an Executive Committee position.

Section 4: Term of Office

Officers of the Executive Committee shall serve for a term of approximately one year.

The start date of the new term year for the incoming executive committee shall be set by the incumbent Executive Committee Prior to the spring election to begin after the last weekend in May or the first weekday after the annual AJET Games Touch Rugby Tournament, whichever is deemed more appropriate.

If any resignations, removals, or vacancies of positions make it difficult for the incoming Executive Committee to begin within the previously mentioned period, then the start date may be set to a different period by the incumbent Executive Committee. However, it must be set within a period that would allow the start date of the incoming Executive Committee of the following year to begin after the last weekend in May or the first weekday after the annual AJET Games Touch Rugby Tournament, whichever is deemed more appropriate.

The maximum term length for an individual is two (2) years. The two years may be served consecutively or non-consecutively. An Officer is not entitled to a second year, and must undergo the election process for a second year in the same manner as other candidates.

ARTICLE IV: RESIGNATIONS, REMOVALS, VACANCIES

Section 1: Resignations

An Officer who wishes to resign from the Executive Committee may do so by submitting their resignation in writing, by letter or e-mail, to all of the other Officers. Notification of the Officer's resignation must be emailed and posted to social media platforms prevalent within the Tokushima AJET community by the remaining Officers.

Section 2: Removals

An Officer that is found to be delinquent in their duties may be removed from the Executive Committee. The Officer may be given an official warning if they have failed to upload their duties as stated in the AJET Constitution and any of the following has occurred:

- a. A motion has been brought against them by at least one Officer.
- b. A petition has been signed by at least one-fifth (1/5) of the Tokushima AJET community

If the Officer in question is found to be delinquent in their duties again, a review may take place. The Officer must be notified of the review at least one (1) week in advance. Notification may take place by email, provided the Officer in question confirms receipt of the message. The Officer being reviewed must be given the opportunity to discuss the concerns with the Executive Committee.

They may then be removed by:

- a. A unanimous vote by the Executive Committee, except for the Officer under review. Abstentions will not count as negative votes. This may be overturned by a petition signed by at least two-fifths (2/5) of the Tokushima AJET community .
- b. A petition signed by at least two-fifths (2/5) of the Tokushima AJET community.

Section 3: Filling Vacancies

In the case of a vacancy, the remaining Officers shall assume the responsibilities of the vacant post until it has been filled.

If a vacancy occurs in the Executive Committee within the first two months of the term, the remaining Officers may choose to appoint an Officer from the pool of candidates from the previous election. If the vacancy is not filled by said appointment process, or if the vacancy occurs after the first two months of the new term, it shall be filled by a special election.

The remaining Officers shall announce a vacancy as soon as possible, and set a date for the special election. The special election shall be decided by a majority vote via online ballot. Intent to run for the Executive Committee shall be accepted in the form of a one-page personal statement to be emailed and posted to social media platforms prevalent within the Tokushima AJET community for all members to see. The platform shall be made available for no less than one (1) calendar week prior to the general vote. The special election shall conclude within one (1) calendar month of the announcement of the vacancy.

ARTICLE V: MEETINGS

Section 1: Executive Committee

The Tokushima AJET Executive Committee shall hold meetings in person or through conference calls. Group discussions and voting may also be held online via email, instant messaging, or similar services. The procedure for meetings shall be established by each year's Executive Committee.

Section 2: General membership

Dissemination of information, solicitation of feedback, or any other correspondence with the general membership of the chapter may occur via--but is not limited to--the following channels: in person, through postal services, online via email, the Tokushima AJET websites, or social media.

ARTICLE VI: AMENDMENTS

Section 1: Proposal

Amendments to this Constitution may be proposed to Tokushima AJET members for consideration if it:

1. Has been put forth by a an Officer and approved by at least a three-fifths (3/5) vote of the Executive Committee; or
2. Has been submitted to the Executive Committee in a petition—physical or electronic—supported by at least twenty percent (20%) or fifteen (15) Tokushima JET members, whichever is less.

Section 2: Ratification

To be ratified, any proposed amendments must be posted online in full, with a ballot and subsequently be approved by two-thirds (2/3) of the votes received by Tokushima AJET members, provided at least twenty percent (20%) of the Tokushima AJET members vote.

Section 3: Votes which fail to meet quorum

- If the vote of the Tokushima AJET membership fails to meet quorum, an amendment may be ratified by a four-fifths (4/5) majority of the Executive Committee.

- The proposed amendments must be posted for (3) weeks to allow for community discussion prior to the Executive Committee's final vote on the proposed amendment.
- The Executive Committee shall establish an organized forum to hear community feedback and answer questions about the proposed amendment. Acceptable forums may be in person or online, so long as the method allows for free expression.
- The proposed amendments must be published in full and advertised to the membership on prevalent social media and the Tokushima AJET website before the beginning of the three-week period.
- If there is a petition of at least fifteen (15) Tokushima JET members that oppose the amendment, then the amendment will not be passed.