

The Bylaws of the Constitution of the Hokkaido Association for Japan Exchange and Teaching (hereinafter, "HAJET")

(Revised July, 2006)

ARTICLE I: MEMBERSHIP AND DUES

1. Membership shall be granted upon payment of national Association for Japan Exchange and Teaching (hereinafter "AJET") dues and prefectural HAJET dues.
2. There will be 2 HAJET membership years. One from August 1 to July 31 and the other from May 1 to April 30. People may join HAJET at any time; they will be assigned to a membership period depending on when they join, i.e. if they join before May, they will be in the August category, if they join after May 1, but before August, they will be in the May year.
 - a. Members who join after the commencement of the membership year cannot claim retroactive benefits, such as Polestar mailings or membership discounts.
3. There are three types of HAJET membership:
 - a. Full membership shall be open to all participants on the JET Programme;
 - b. Joint membership shall be open to all married persons on the JET Programme. Joint members shall pay the dues for and receive the benefits of one (1) full member. Joint members shall vote together as one (1) full member; and
 - c. Affiliate Associate membership shall be open to individuals interested in the JET Programme, language teaching in Japan, or the stated purposes of HAJET, but who are not JET Programme participants. Except for their inability to vote at the national level, Affiliate Associate members shall be accorded all the other rights and benefits of HAJET members.
4. Dues shall be set on a yearly basis by the Prefectural Council (hereinafter "PC") in accordance with the financial needs of the association.
5. Should a member rescind his or her membership early, no refund of dues shall be given, except with the unanimous approval of the PC.

ARTICLE II: DUTIES OF THE PC

6. The Executive Committee, as defined in ARTICLE III, Section 5 of the Constitution, operates HAJET's daily affairs under the authority of the PC.
7. The duties of the Prefectural Representative (hereinafter "PR") include the following:
 - a. to maintain direct contact with the local and national administrative bodies and disseminate information between these bodies and HAJET members;
 - b. to prepare initial correspondence for newcomers, before their arrival in Hokkaido;
 - c. to serve as the primary public representative of HAJET members;

- d. to chair PC and general membership meetings;
 - e. to represent HAJET members to:
 - i. National AJET;
 - ii. Host institutions;
 - iii. Hokkaido government;
 - iv. The Council of Local Authorities on International Relations (hereinafter CLAIR);
 - v. Mombukagakusho (Japanese Ministry of Education, Culture, Sports, Science and Technology) ;
 - vi. Gaimusho (Japanese Ministry of Foreign Affairs);
 - vii. Shoumushou (Japanese Ministry of Public Management, Home Affairs, Posts and Telecommunications); and
 - viii. Nationality liaisons;
 - f. to organize and launch new and ongoing HAJET projects; and
 - g. to appoint coordinators to head special needs and projects.
8. The duties of the Vice Prefectural Representative (hereinafter "VPR") include the following:
- a. to oversee ongoing HAJET business;
 - b. to organize and coordinate general membership meetings;
 - c. to assist the PR in his/her duties;
 - d. to compile and distribute the "HAJET Annual Report";
 - e. to fulfill the PR's duties in his/her absence.
9. The duties of the Treasurer include the following:
- a. to maintain the financial records of HAJET;
 - b. to submit quarterly financial reports to the membership via the HAJET newsletter;
 - c. to draft a budget, which upon PC approval, shall be presented to the HAJET membership;
 - d. to organize a directory of all HAJET members to be submitted to national AJET; and
 - e. to submit national AJET dues to the national AJET Treasurer.
10. The duties of the Secretary include the following:
- a. to maintain an accurate record of all HAJET projects, events, minutes, and correspondence to ease and facilitate the transfer of executive office;
 - b. to prepare and distribute necessary mailings;

- c. to maintain an accurate mailing list of all HAJET members and host institutions;
- d. to take minutes at all PC and general membership meetings and distribute these to the members (by publication in the newsletter);
- e. to have the minutes from general membership meetings translated into Japanese and to distribute those minutes to all host institutions who provided funding for their employees to attend the general membership meeting; and
- f. to compile and distribute the HAJET Directory.

11. The duties of the Newsletter Editor include the following:

- a. to compile and mail the HAJET newsletter;
- b. to exercise editorial discretion; and
- c. to distribute election material and information as stated in ARTICLE VI, Section 34(e) and ARTICLE VII, Section 65.

12. The duties of the Social Coordinator include the following:

- a. to compile and distribute information about social events (mainly through publication in the HAJET newsletter);
- b. to assist in the coordination and organization of social events and cultural activities for HAJET members;
- c. to coordinate and organize a yearly fund-raiser (typically the HAJET sponsored Sapporo Snow Festival tours); and
- d. to assist with the planning and implementation of general meetings.

13. The duties of the Publications Coordinator include the following:

- a. to solicit and oversee the compilation and/or revision of HAJET of publications, both old and new;
- b. to oversee the printing of HAJET publications;
- c. to maintain appropriate stockpiles of HAJET publications;
- d. to provide information regarding HAJET publications to all AJET members (via newsletters, National publications and at conferences) and other interested persons;
- e. to oversee the sales and distribution of HAJET publications and when applicable, any other HAJET merchandise;
- f. to assist the VPR and the Secretary with the printing of their respective publications; and
- g. to oversee the compilation, printing and distribution of the annual Newcomer's Manual.

14. The duties of the Regional Representatives include the following:

- a. to represent their constituents at PC meetings;

- b. to serve as a liaison between the PC and HAJET members;
- c. to equally represent JET and non-JET members in their region;
- d. to submit articles to the HAJET newsletter, reporting on regional events and activities;
- e. to maintain phone and fax communication (and when applicable, email communication) in their region;
- f. to organize local meetings, workshops and seminars; and
- g. to ensure that a welcoming event for newcomers occurs in each region.

15. The duties of the Non-JET Representative include the following:

- a. to represent their constituents at PC meetings;
- b. to encourage non-JET membership; and
- c. to administer to the special needs of non-JET HAJET members

16. The duties of the Musical Coordinator include the following:

- a. to oversee and coordinate the production of the annual HAJET musical (hereinafter "the musical");
- b. to choose scripts and music for the musical;
- c. to appoint such persons as he/she deems necessary for the production of the musical - for example, a director, choreographer, treasurer, lighting and stage managers, costume coordinator, and publicity coordinator;
- d. to promote involvement in the musical to HAJET members;
- e. to hold auditions;
- f. to draft a budget and submit it to the PC for discussion and approval;
- g. to organize rehearsals;
- h. to arrange for facilities in which to hold the musical performance(s);
- i. to advertise and promote the musical;
- j. to sell tickets to the musical;
- k. to maintain ongoing financial records of all disbursements and sources of income related to the musical and to submit a final report regarding the same to the PC at the conclusion of the musical; and
- l. to report to the PC generally re: musical issues when requested.

17. The duties of the Hokkaido English Challenge (HEC) Coordinator include the following:

- a. to oversee and coordinate the production of the Hokkaido English Challenge (hereinafter HEC);

- b. to appoint such persons as he/she deems necessary to assist in the production of the HEC - for example, a financial assistant, publicity coordinator and camp supervisor;
- c. to publicize and promote the HEC amongst Junior and Senior High School teachers and students and Boards of Education in Hokkaido;
- d. to draft a budget and submit it to the PC for discussion and approval;
- e. to establish a timeline and procedures for the competition;
- f. to receive entries and entry fees;
- g. to arrange for judging of the competition and awarding of prizes;
- h. to ensure the organization and presentation of the English Summer Camp;
- i. to maintain ongoing financial records of all disbursements and sources of income related to the HEC and to provide a final report of the same to the PC upon conclusion of the HEC competition in May. (The report should reflect an entire HEC year and will therefore contain financial information related to the previous year's summer camp and perhaps disbursement of previous year's prizes - i.e. the homestay); and
- j. to report to the PC generally re: HEC matters when requested.

18. The duties of the Website Coordinator include the following:

- a. to oversee and coordinate the production of the HAJET homepage;
- b. to solicit contributions for the website from the PC and HAJET members; and
- c. to report to the PC generally re: website matters when requested.

19. The duties of the Librarian include the following:

- a. to collect, house and maintain a HAJET Library in an orderly fashion;
- b. to compile and distribute an accurate HAJET Library List to all HAJET members on a yearly basis; preferably via the HAJET newsletter, the HAJET webpage, e-mail and/or other convenient means;
- c. to distribute upon request HAJET Library books and materials to HAJET members and to re-collect said books and materials in a timely and organized fashion;
- d. to expand the breadth of the HAJET Library collection through donations of books and related materials that will be potentially useful or interesting to HAJET members;
- e. to promote and advertise use of the HAJET Library among HAJET members;
- f. to arrange with the following year's Librarian the transfer of the HAJET Library and all related records and materials to the new location; and
- g. to report to the PC generally regarding library matters when requested.

ARTICLE III: PC MEETINGS AND MOTIONS

20. PC Meetings shall be chaired by the PR. In the PR's absence, the VPR shall chair the meeting.
21. A PC motion may be submitted by any PC member at any time.
22. Outside of PC meetings, a PC motion must be approved in the following manner:
- a. The motion must be distributed in writing to all PC members.
 - b. At least two thirds (2/3) of voting PC members must respond (yea, nay or abstention) to constitute a quorum.
 - c. Two thirds (2/3) of the quorum are required to approve any motion.
23. At any time during a PC motion, any PC member may request the PC motion be made a "Super Motion". This request must be seconded by two additional PC members to become a Super Motion.
- a. Super Motions must be presented to the entire membership.
 - b. One third (1/3) of HAJET members constitutes a quorum for any Super Motion.
 - c. Super Motions must be approved by mail or at a general meeting.
 - d. Two thirds (2/3) of the quorum are required to approve any Super Motion.
24. Transportation costs for the incoming PC's first PC meeting shall be reimbursed. Such reimbursement is conditional upon the member:
- a. using the least expensive method of transportation reasonable in the circumstances (i.e. carpooling, non-toll roadways, etc.); and
 - b. submitting proof of actual costs, by way of receipts, to the Treasurer.
25. At the end of the fiscal year, if there is a surplus in the "transportation budget" (which is not needed to offset a deficit in some other category of the budget), claims may be made for transportation costs to any other PC meetings. Such refund is conditional upon the following:
- a. the PC member was not funded by their Board of Education to attend the meeting;
 - b. the PC member used the least expensive method of transportation reasonable in the circumstances (i.e. carpooling, non-toll roadways, etc.); and
 - c. proof of actual costs, by way of receipts, must be presented to the Treasurer. Further, any "year-end" refund shall be to a maximum of 50% and shall be on a pro-rated basis among the PC members making a claim, depending on the funds available.

ARTICLE IV: GENERAL MEETING PROCEDURES

26. The duties of the executive committee are:
- a. to prepare an agenda approved by the PC;
 - b. to prepare executive proposals and reports; and

- c. to submit minutes of the meeting to the HAJET newsletter and distribute copies to all members of the executive committee.

27. The PR, or in his/her absence the VPR, shall moderate the meeting in accordance with HAJET operational procedures.

28. The meeting shall proceed as follows:

- a. The meeting will be called to order.
- b. The Secretary will take minutes of the proceedings which include:
 - i. counting the members to determine whether a quorum (one third of the membership) has been established;
 - ii. counting and recording votes - yeas, nays and abstentions; and
 - iii. recording starting and finishing times of the meeting.
- c. The Secretary will ratify the minutes of the previous meeting with the following motion: "I hereby pledge that the minutes of the meeting in (location) on (date) are a true and accurate record of those proceedings and make a motion that those minutes be adopted as printed in the (date) issue of the (name of the HAJET newsletter)".
- d. The agenda will be presented and members may propose topics for discussion under New Business, to be discussed after executive reports and proposals.
- e. The appropriate people will report on continuing HAJET matters, including PC reports.
- f. The executive committee will present its proposals and super motions.
- g. With a quorum established, super motion procedures are as follows:
 - i. motions are presented;
 - ii. membership may discuss the motion;
 - iii. the motion may be amended or withdrawn by the executive committee; and
 - iv. the motion is put to a vote:
 - A. approval of two thirds of the quorum is required for the motion to pass, otherwise
 - B. the motion is defeated; proceedings continue.
- h. With no quorum present, motion procedures are as follows:
 - i. the motion is presented in the HAJET newsletter; and
 - ii. a postal or email vote is taken.
- i. Members may present their proposals under the heading of New Business as follows:
 - i. motions are presented;

- ii. presenter's motions must be seconded by another HAJET member directly after presentation. Motions not seconded are defeated;
- iii. membership may discuss the motion;
- iv. the motion may be amended or withdrawn by presenter; and
- v. the motion is put to a vote:
 - A. approval of two-thirds of the quorum is required for the motion to pass, otherwise
 - B. the motion is defeated and proceedings continue.
- j. Members are offered the opportunity for further discussions on new or existing topics not already included in the agenda under the heading of Business Arising. These discussions follow the same outline as New Business. Motions must be presented in accordance with Section 27(h).
- k. Executive Committee offers its final comments.
- l. The meeting is adjourned.

ARTICLE V: ELECTION PROCEDURES

29. All HAJET PC members shall be elected by secret ballot.

30. The following HAJET officers shall be elected by postal or electronic ballot:

- a. Prefectural Representative;
- b. Vice Prefectural Representative;
- c. Treasurer;
- d. Secretary;
- e. Newsletter Editor;
- f. Social Coordinator;
- g. Publications Coordinator;
- h. Regional Representatives;
- i. Non-JET Representative;
- j. Website Coordinator; and
- k. Librarian

31. The following HAJET officers shall be elected at the HAJET Summer General Meeting:

- a. Musical Coordinator;
- b. HEC Coordinator.

32. All matters pertaining to the election of HAJET officers shall be referred to the Election Coordinator.

ARTICLE VI : ELECTIONS

33. The election shall only be open to HAJET members.

34. For the purposes of the election, a one-third quorum of votes must be received.

35. The election shall take place in the following manner:

- a. September-November: At the first HAJET meeting of the JET year, and in the first newsletter to follow this meeting, the proposed election of those positions outlined in ARTICLE V, Section 29 shall be announced and explained by the current PC. Nomination dates, December 1st to 31st, shall also be announced. The election must take place between February 7th and 15th. An Election Coordinator shall also be elected at this meeting. The Election Coordinator must be a HAJET member and must not seek any elected position as a HAJET officer.
- b. December 1st: Nominations are opened by the Election Coordinator.
- c. December 31st: Nominations are closed by the Election Coordinator.
- d. January 1st - 31st: Candidates may submit publicity to the Newsletter Editor. The Election Coordinator submits a list of candidates, schedules and explanation of election procedures to the Newsletter Editor. The Election Coordinator prepares an electronic ballot or a postage prepaid, return postcard ballot and submits them to the Newsletter Editor.
- e. February 1st: The Newsletter editor prepares the newsletter, including the announcement of candidates, election schedule and explanation, candidates publicity and the ballot (if applicable). This issue must be completed and mailed by February 7th.
- f. February 7th - 15th: The Election Coordinator receives the votes.
- g. February 15th: The Election Coordinator closes the election. Postcards must be postmarked no later than February 15th to be valid.
- h. February 15th - 28th: The candidates and current PC are notified of the results. These results are published in the following newsletter.
- i. February - March: At the first HAJET meeting following the election, the outgoing PC shall deal with all "old" business and shall then introduce the newly elected officers. The incoming PC assume their duties at the commencement of the "new" business portion of this meeting.

36. The Election Coordinator shall be granted certain discretionary powers whereby he/she may alter certain of the dates stipulated above. Any such alteration shall only be effective if it meets the following criteria:

- a. it is thought to be reasonable and fair;
- b. it is well publicized, in advance to the entire membership; and
- c. the closing date for elections remains February 15th.

NOMINATIONS

37. Nominations for those officers elected by ballot shall open on December 1st and close on December 31st.
38. Any member of HAJET may be nominated for a post.
39. With the exception of the positions of Regional Representatives and Non-JET Representative, any member of HAJET may nominate another member for a post.
40. Candidates for Regional Representative may only be nominated by members living in their designated region.
41. Candidates for Non-JET Representative may only be nominated by Non-JET members.
42. A member may be nominated for one, some or all of the posts.
43. A member may nominate him or herself for a post.
44. All nominations must be accepted in person.
45. Upon acceptance of nomination, the Election Coordinator shall make available to the candidate a copy of this article.
46. Nominations must be accepted or declined within three days of the close of nominations.
47. A member may accept a nomination for one, and only one, post.

CAMPAIGNING

48. Candidates may campaign from January 1st - 31st.
49. Publicity is the responsibility of the candidate.
50. No remuneration will be allocated for the production or distribution of publicity.
51. Publicity may be published in the first edition of the new calendar year of the HAJET newsletter. It is the responsibility of the Newsletter Editor to distribute this issue by February 7th.
52. It is the candidate's responsibility to ensure that any publicity submitted meets the editor's standards. All candidates shall be bound by the same requirements.
53. All publicity shall promote the candidate. No reference shall be made to other candidates or potential candidates.
54. If a candidate fails to meet the Newsletter submission deadline and still wishes to distribute publicity, it is the sole responsibility of that candidate to do so.

VOTING

55. Only HAJET members shall be eligible to vote.
56. HAJET funds will be made available for the Election Coordinator to purchase postage paid postcards, which will have the ballot printed on one side. In the event of a by-election, costs will be incurred by the PC in power at the time of the by-election.
57. Candidates' names shall be listed, in random order.

58. There shall be an option to vote for a candidate, an alternative candidate if one exists, or to vote for none of the candidates. This, in effect, is a vote to reopen nominations.
59. The ballots shall be distributed in the first issue of the HAJET newsletter of the new year.
60. It is the Election Coordinator's responsibility, in conjunction with the Newsletter Editor, to distribute the ballots to the membership.
61. It is the responsibility of the membership to return the ballots to the Election Coordinator by the close of elections.
62. No responsibility will be taken by the Election Coordinator for ballots which fail to arrive or fail to meet the deadline.
63. The elected candidate for each post must receive a majority of votes, i.e., more than any other candidate. If no candidate receives a majority, nominations shall be reopened for the post by the Election Coordinator and elections, conducted in accordance with this article, will be held until a candidate is successful in receiving a majority of votes.
64. Elections that result in a tie will be determined at the next General Meeting by a show of hands.

ELECTION OF REGIONAL REPRESENTATIVES AND THE NON-JET REPRESENTATIVE

65. The Election Coordinator shall not be required to distribute regional or membership specific ballots. As a result, the election of Regional Representatives and the Non-JET Representative rely, in part, on membership honesty.
66. It shall be stipulated (and hopefully adhered to) that only members living within a designated region may vote for candidates running for election for the position of Regional Representative of that region. For the benefit of members, regional maps shall be included in the election information.
67. Similarly, it shall be stipulated (and hopefully adhered to) that only Non-JET members shall vote for candidates running for election for the position of Non-JET Representative.

ARTICLE VII: SUMMER MEETING ELECTIONS

68. In the edition of the Polestar immediately prior to the summer meeting, the Elections Coordinator shall announce the upcoming election and shall call for nominations for those positions outlined in ARTICLE V, Section 30 above.
69. Nominations shall be made in accordance with ARTICLE VI, Sections 36-46 above.
70. The Elections Coordinator shall determine a convenient date for the close of nominations.
71. Prior to voting, candidates will be allotted 10 minutes each at the summer meeting to address the general membership. All campaigning shall be conducted in accordance with ARTICLE VI, Sections 48, 49, 51 and 52 above.

72. The Elections Coordinator shall ensure that ballots are distributed to all HAJET members present at the summer meeting.

73. Voting shall occur after the candidates' speeches.

74. The Elections Coordinator shall collect the ballots, tally the votes and announce the results prior to the conclusion of the summer meeting.

ARTICLE VIII: REMOVAL OF OFFICERS

Removal from office:

75. Officers or representatives must be removed for one or more of the following reasons:

- a. Malfeasance - improperly carrying out their duties. This may be viewed as a breach in the trust given to them by their constituents.
- b. Nonfeasance - failure to carry out their duties. Failure to fulfill the duties of their office as outlined in ARTICLE II, by inaction, neglect or failure to meet solid deadlines.
- c. Misfeasance - using their position to pursue goals that are contrary to their occupational duties or HAJET's interests. Misfeasance may be defined as abusing authority and can include, but will not be limited to:
 - i. misuse of HAJET funds;
 - ii. using or attempting to use collective bargaining techniques with an employer; and/or
 - iii. action aimed at undermining HAJET (i.e. secession, noncompliance, etc.).
- d. Inappropriate actions of a(n) (public) employee as described in HAJET members' working contracts. These actions are generally those that are contrary to the law or employment agreements.

76. Project coordinators must be removed for the reasons stated under Article IV, Section IX (A), by a two thirds majority vote of the PC.

77. The membership of a HAJET member must be revoked for actions aimed at undermining HAJET (i.e. improperly using HAJET funds, wide scale circulation of HAJET material to non-members, etc.) by a two-thirds majority vote of the PC.

PROCEDURE

78. HAJET members wishing to bring proceedings against an officer or representative must adhere to the following procedure:

- a. Contact the individual in writing and inform them of their intentions.
- b. Inform a member of the PC in writing of the charges they wish to file, including specific allegations and the names of a minimum of three other HAJET members within the respective region (i.e. block, prefecture, region) who support these actions. The allegations may also be introduced by at least two members of the PC.

79. Failure to meet the above requirements shall render any action invalid.

80. Proceedings against an officer or representative must be coordinated by the Block Representative. The quorum shall be 80% of HAJET members. Any actions must be supported by a super-majority of two thirds plus.

81. Should an officer leave office more than six months prior to the end of their term, elections shall be held according to the HAJET election procedures herein. In the interim, the PC will fill the vacancy.

ARTICLE IX: BUDGET PROCEDURES

82. The budget year commences on March 1st and terminates on February 31st.

83. The budget must be presented as a PC motion and approved by the PC.

84. The approved budget must be published in the first newsletter following approval and shall be presented at the first general membership meeting following approval.

85. In the event that the PC inherits a cash surplus from its predecessor, the Council may authorize expenditure of this surplus (or any portion thereof), up to a maximum of 200,000 yen, in its current year's budget. Such surplus expenditure shall be indicated on the budget outline for the year as a form of "inflow".

86. The proposed budget shall be set by the executive committee and shall include the following:

- a. The HAJET newsletter;
- b. ongoing projects;
- c. new projects;
- d. executive committee and regional representative expenses including:
 - i. correspondence; and
 - ii. official travel aside from HAJET general meetings;
- e. general membership meetings;
- f. regional and sub-regional meetings; and
- g. election costs.

87. All unanticipated expenses not included in the approved budget must have prior approval of the PC.

88. Priority for HAJET claims shall be on a first in first out basis. Simultaneous claims will be paid out on a pro-rated basis.

89. All claims must be made within 30 days of expenditure.

90. A budget deficit is unacceptable.

ARTICLE X: NEWSLETTER

91. The newsletter shall be compiled and distributed 10 times per year. Namely, at the following times: September, October, November, December/January, February, March, April, May, June and July/August.

92. The newsletter shall, whenever possible, be restricted to a maximum of 64 pages in length.
93. An exception to this page limit shall be granted for those newsletter issues which include special submissions from the PC in relation:
- a. to the 3 HAJET General Meetings; or
 - b. to other HAJET events for which the PC feels it is necessary to submit a large volume of material for publication.
In these circumstances, extra pages submitted by the PC need not be counted in the usual 64 page limit.
94. In an effort to encourage people to join HAJET, the September issue of the newsletter shall be sent to every ALT and CIR in Hokkaido, regardless of their HAJET membership.
95. Any name changes of the HAJET newsletter must be passed through the PC.

ARTICLE XI: LIBRARY

96. The HAJET Library shall exist for the purpose of providing useful and/or interesting books and other related materials to HAJET members. These said books and materials shall, unless otherwise deemed by the PC on a select basis, be gathered strictly by donation and shall generally aid the teaching abilities and resources, study and learning, or pleasure of HAJET members.
97. Any HAJET member in good standing may check out any available item in the Library for a reasonable period of time. The member and the Librarian shall determine the best way to exchange the item(s), whether by mail service, personally at a HAJET meeting or other meeting, or otherwise. A "reasonable period of time" shall be loosely enforced by the Librarian and based on the following guidelines:
- a. not extending for a period encompassing two or more HAJET meetings;
 - b. not for a period more than a month if the same book(s) and/or material(s) have been requested by another HAJET member;
 - c. not extending beyond the period of the member's residence in Hokkaido and/or membership of HAJET; and
 - d. not overlapping the tenures of two HAJET Librarians. This means that at the winter meeting when a new Librarian is elected, members must return all checked-out books and materials at or before that time.
98. In the event that the HAJET Library grows too large to be reasonably managed and transported by the Librarian, the PC may approve that the Librarian trim the Library to a more reasonable size. Removal of books shall be at the discretion of the Librarian and based on the following guidelines:
- a. by removing books and materials that are duplicates;
 - b. by removing books and materials that are unlikely to be used by members;
 - c. by removing books and materials that are already broadly represented by similar titles within the same genre; and

- d. by removing books and materials that are in an excessively poor physical condition.

In the event that any books and materials in decent condition are removed from the Library, the Librarian shall seek, with the approval of the PC, an alternative interested place or places to donate the materials. Such places might include (but are not limited to) other organizations committed to language or cultural exchange or city, town, or school libraries.

ARTICLE XII: ANNUAL REPORT

99. HAJET shall publish an annual report in Japanese.

100. The annual report shall outline HAJET events throughout the year, the budget and financial information, the PC, supporting host institutions and other relevant information.

101. The annual report shall be distributed (preferably by direct mailing) to all host institutions in Hokkaido who employ an ALT or CIR (regardless of status as a HAJET member).

ARTICLE XII: MISCELLANEOUS

102. HAJET shall annually publish a "Newcomer's Manual". This manual shall be distributed to all new JETs at the airport when newcomers arrive or at the Sapporo Orientation in August. It is the duty of the Publications Coordinator to oversee the compilation, printing and distribution of this publication.

103. HAJET shall annually publish "The Hokkaido ALT/CIR Directory - sponsored by HAJET". This directory shall include contact information (names, home and work addresses, phone numbers and email addresses) for all Assistant Language Teachers (hereinafter "ALT") and Coordinators for International Relations (hereinafter "CIR") in Hokkaido (members and non-members, JET and private) and any other people living in Hokkaido who have given their consent. This is the Secretary's responsibility and he/she will, with the help of PC members and to the best of his/her ability, compile and distribute this directory.

104. In addition to the Regional Welcome Parties, HAJET shall fund various projects and meetings throughout Hokkaido which aim to promote its mission of furthering English education and internationalization and of providing a professional and social network to its members. To this end, a set of "Funding Guidelines" as set out in [Appendix B](#) have been adopted. These guidelines shall be used when considering funding requests to HAJET from any individual or group.