

The Constitution of the Hokkaido Association for Japan Exchange and Teaching (HAJET)

(Revised July, 2006)

ARTICLE I: NAME

1. The name of the organization shall be the Hokkaido Association for Japan Exchange and Teaching (hereinafter "HAJET").

ARTICLE II: PURPOSE

2. HAJET is a nonprofit organization whose purposes are as follows:
 - a. to help its participants adapt to lifestyles in Japan;
 - b. to provide professional and social support networks for its members by:
 - c. to organize meetings for the exchange of :
 - i. cultural information;
 - ii. international perspectives promoting internationalization; and
 - iii. teaching ideas;
 - d. to publish a newsletter;
 - e. to promote internationalization in Japan by supporting projects which further cultural and language exchange;
 - f. to act as an advisor, link and negotiator between participants and various local and national administrative bodies, including:
 - . National AJET;
 - i. host institutions;
 - ii. the Hokkaido government;
 - iii. Jichitaikokusaikakyokai - The Council of Local Authorities on International Relations (hereinafter "CLAIR");
 - iv. Mombukagakusho - Ministry of Education, Culture, Sports, Science and Technology;
 - v. Gaimusho - Ministry of Foreign Affairs;
 - vi. Soumushou - Ministry of Public Management, Home Affairs, Posts and Telecommunications; and
 - vii. Nationality liaisons.

ARTICLE III: STRUCTURE

3. HAJET consists of the general members and elected representatives and officers.
4. The Prefectural Council (hereinafter "PC") is the primary decision making body of HAJET. The PC's duties include the following:
 - a. to oversee and administer all HAJET business;
 - b. to approve the yearly budget;
 - c. to study and approve national, block and local project proposals;
 - d. to provide for the funding of projects when applicable;
 - e. to set HAJET dues according to the financial needs of the organization;

- f. to advise and oversee the executive committee;
 - g. to keep the membership informed of HAJET business;
 - h. to meet at least three times a year;
 - i. to publish a newsletter; and
 - j. to fulfill HAJET's purposes, as stated in Article I, to the best of its ability.
5. The PC consists of:
- a. Regular voting members (who shall have one (1) vote each):
 - i. Executive Committee:
 - A. Prefectural Representative (hereinafter "PR");
 - B. Vice Prefectural Representative ("VPR");
 - C. Treasurer;
 - D. Secretary;
 - E. Newsletter Editor;
 - F. Social Coordinator; and
 - G. Publications Coordinator.
 - H. Website Coordinator
 - ii. Regional Representatives (see Appendix A):
 - A. North;
 - B. Central;
 - C. South West; and
 - D. South East.
 - b. Special voting members (who shall have one (1) each in matters directly relating to the operation of their duties as outlined in the HAJET Bylaws Article II. In ambiguous circumstances the decision will be made by the voting members of the PC by a vote if necessary. Special voting members will only be counted for a quorum when they are called on to vote as noted above).
 - i. Non-JET representative: The Non-JET representative is a special voting member as non-JET members are represented in general voting matters by the Regional Representatives. This is an inclusive measure, as the Non-JET members are considered a part of their respective regions, rather than a separate entity, divorced from the remainder of HAJET members;
 - ii. Musical Coordinator;
 - iii. English Challenge Cup (hereinafter "ECC") Coordinator; and
 - iv. Librarian
6. The PC shall establish policies consistent with the purposes of HAJET and for the efficient administration of HAJET.

ARTICLE IV: MEETINGS

- 7. The PC shall hold at least 3 PC meetings throughout the year. The PC shall achieve quorum for those meetings with at least two thirds (2/3) of the voting members present, including either the PR or VPR. Two thirds (2/3) of the quorum are required to approve any PC motion.
- 8. HAJET shall hold at least 3 General meetings per year. Quorum at a General meeting shall be achieved with the presence of at least one third (1/3) of the membership. Approval of two thirds (2/3) of the quorum is required in order for any motion to be passed at a General meeting.
- 9. For the purposes of calculating two thirds (2/3) or one third (1/3), both at PC meetings and at General Membership meetings, rounding off to the nearest whole person (either up or down) shall be permitted. For example, at a PC meeting, in the case of 11 voting members, 7.3 persons

constitute quorum. Therefore, rounding down to 7 persons shall be sufficient to constitute quorum. Conversely, two thirds (2/3) of 7 persons is 4.6 persons and therefore, 5 persons shall be required to approve a PC motion where 7 council members are present.

- a. If a PC position is vacant and no interim member has been appointed, that position will not be counted in the sum to determine a quorum.

ARTICLE V: ELECTIONS

10. HAJET shall hold annual elections. The PC shall determine various Election Rules and shall include such provisions in the Bylaws to this Constitution.

ARTICLE VI: BYLAWS

11. The PC shall create Bylaws to this Constitution for the efficient administration and operation of HAJET. To become effective, a Bylaw shall be proposed on a motion **put forward by a member of the PC**, at either a PC or General Member meeting, and approved on a vote by the appropriate majorities at either of those meetings. A special email vote may also be taken. Replies amounting to 2/3 will constitute a quorum for PC votes. One third will constitute a quorum for a general member vote. In such an email vote the deadline to vote will be two weeks from the day when the motion is emailed out to PC or General members.

ARTICLE VII: AMENDMENTS TO THE CONSTITUTION

12. Any HAJET member may at any time propose (an) amendment(s) to this Constitution.
13. The proposed amendment(s) shall be submitted to the PC in writing in exactly the form it will appear in the newly revised Constitution.
14. The PC shall consider the proposed amendment(s) and vote upon its acceptance.
15. If the proposed amendment(s) is approved by the PC, the PC shall then distribute the proposed amendment (in writing) to all HAJET members via the newsletter, by special mailing, or by special emailing.
16. Discussion of the proposed amendment(s) shall occur. Discussion shall include:
 - a. in the presence of a quorum, at a general meeting, time specifically designated for discussion of the proposed amendment(s); or
 - b. a publishing of two issues of the HAJET newsletter following the distribution, in writing, of the proposed amendment(s), wherein members shall be free to debate the merits of the proposal(s); or
 - c. the sending out of two separate emails no less than a week apart following the distribution, in writing, of the proposed amendment(s), wherein members shall be free to debate the merits of the proposal(s)
17. To become effective, the proposed amendment(s) must be approved by the general members either at a General Meeting or by special postal or email ballot, following the guidelines for voting on motions as set out in the Bylaws to this Constitution.