

**Hokkaidō Association for Japan Exchange and Teaching (HAJET)**  
**Constitution**  
*(Revised October, 2015)*

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**I. NAME & MISSION STATEMENT**

**A. The organization's official name is Hokkaidō Association for Japan Exchange and Teaching (HAJET)<sup>1</sup>**

**B. Mission Statement:**

*HAJET's mission is to support its membership in all the areas of foreign language education, internationalization, and cultural exchange. By promoting both a professional and social network, HAJET endeavors to create a positive, diverse, and dynamic membership dedicated to the exchange of ideas and the promotion of its values. Such values are essential to creating and maintaining a link between HAJET members and the local community. Through the sponsorship, funding, and support of educational, cultural, and international events, HAJET seeks to deepen the importance of a globalized community within Hokkaidō.*

**C. HAJET's Core Values:**

*Fostering a favorable attitude toward foreign relations.*

*Working together to leave a positive impact on our communities.*

*Continually striving to find new ways for achieving success.*

**II. PURPOSE**

**A. Help facilitate adjusting to life in Japan in the following, but not limited, ways:**

- 1. Provide a social and emotional network for its members
- 2. Volunteer at conferences held by the Hokkaidō Board of Education (Hokkaidō BOE) and the Hokkaidō Prefectural Government by providing conference speakers.  
Historically these have been two conferences annually:
  - a. Sapporo Orientation (The Orientation for new Japan Exchange and Teaching (JET) Programme)<sup>2</sup>
  - b. Skills Development Conference (The Hokkaidō Regional JET Programme Mid-Year Conference)<sup>3</sup>
- 3. Publish the "Hokkaidō Newcomers' Guide" (HNG) once annually to be distributed at the orientation for new JET Programme participants
- 4. Publish the HAJET newsletter, "Polestar," and distribute it monthly to members in

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<sup>1</sup> Jeto puroguramu sankasha no kai JET プログラム参加者の会, Hokkaidō shibu 北海道支部

<sup>2</sup> Regional Representatives have traditionally presented region-specific orientations for new-comers.

<sup>3</sup> HAJET has enjoyed a strong relationship with the Hokkaidō BOE, which has been integral to our success.

electronic form

5. Organize five regional welcome parties for new arrivals in late summer/early fall (to coincide with new JET arrivals).

**B. Encourage members to continue to enhance their professional practice in the following, but not limited, ways:**

1. Provide professional support to its members by participating at Hokkaidō BOE sponsored conferences
2. Organize three HAJET General Membership Meetings annually, which have traditionally been early November, late February/ early March, and June/July

**C. Act as a cultural bridge between foreign nationals living in Japan and their communities at large for the following, but not limited to, purposes:**

1. The promotion of internationalization and intercultural interaction in local schools and within our communities
2. Supporting independent projects designed by members that further cultural and language exchange

**D. Actively represent HAJET nationally by cooperating with the National Association for Japan Exchange and Teaching (AJET)**

**E. Act as an intermediary, when appropriate, between members and their respective local and national administrative bodies**

### **III. STRUCTURE**

#### **A. General Membership**

1. Fundamentally, HAJET membership is open to anybody who is in line with HAJET's mission and organization goals
2. There are four types of memberships. The PC decides the cost of the respective memberships. Regarding the vote for changing membership costs: all PC Executive Committee members, Operations Positions members, Regional Representatives, and all members-at-large must be included in determining the quorum. The four types of memberships are:
  - a. 1-year membership
    - 1) There are no refunds under any circumstances
    - 2) For renewal purposes a 1-yr Membership starts on the 1<sup>st</sup> of the following month, though member benefits take effect immediately
    - 3) Upgrading from a 1-year membership to a Lifetime membership is possible, but costs more than buying two (2) 1-year memberships. This is meant to be an incentive for members to become Lifetime members initially.
  - b. Lifetime Membership
    - 1) There are no refunds under any circumstances
  - c. Spouses and dependents over the age of 18 must purchase individual memberships. Dependents under the age of 18 may not become members.
  - d. Honorary Member
    - 1) Honorary Membership may be awarded as either a 1-year or Lifetime Membership
    - 2) Honorary 1-year memberships may be granted by a vote conducted by the PC not including the PC members-at-large
    - 3) Honorary Lifetime Memberships may be granted by a vote by the General Membership

#### **B. Governing Body**

1. HAJET's governing body is referred to as the Prefectural Council (PC)
2. The PC is the primary administrative and decision making body of HAJET
3. The PC's duties include, but are not limited to, the following:

- a. Allocate funds to cover a yearly budget for operating fees and program expenses
  - b. Approve project proposals for community events designed by members
  - c. Collect membership dues in order to fund HAJET operating fees and program expenses
  - d. Maintain a level of transparency with regards to budget matters and PC actions in an appropriate and timely manner
  - e. Conduct PC meetings, in person, a minimum of three times a year to discuss HAJET matters and administer HAJET more effectively
  - f. Volunteer for and apply to be guest speakers at Sapporo Orientation for new-coming ALTs
4. The PC consists of three branches. The PC members in these three branches are the default quorum for all PC decisions.<sup>4</sup> Therefore, it is the duty of each member of these three branches to vote in each and every PC decision.
- a. Executive Committee
    - 1) President
    - 2) Vice President
    - 3) Treasurer
    - 4) Secretary
  - b. Regional Representatives
    - 1) Northern Region Representative
    - 2) Central Region Representative
    - 3) South Western Region Representative
    - 4) Eastern Region Representative
    - 5) Sapporo Board of Education Representative
  - c. Operations Positions
    - 1) “Polestar” Editor-in-Chief
    - 2) Social Coordinator
    - 3) Publications Coordinator
5. PC Members-at-large:
- Note: On occasion, PC members-at-large will have one vote each in matters directly relating to the operation of their duties. The respective PC members-at-large will only be counted for a quorum when they are called on to vote in matters directly relating to the function of their duties. In this situation, the President will specify who may participate in the vote and the Secretary will record this in the record.*
- a. 1<sup>st</sup>-year Representative
  - b. Musical Coordinator
  - c. Hokkaidō English Challenge (HEC) Coordinator
  - d. Hokkaidō English Challenge (HEC) Camp Coordinator
  - e. Bookseller
  - f. Elections Coordinator
  - g. Public Relations Coordinator
  - h. Project Outreach Coordinator
  - i. Website Administrator
  - j. Polestar Designer

#### **IV. GENERAL MEMBERSHIP MEETINGS & PC MEETINGS**

##### **A. General Membership Meetings**

1. HAJET must hold no less than three meetings for the General Membership per year
2. For the meeting to be regarded as official, two-thirds (2/3) of the average attendance

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<sup>4</sup> To maintain impartiality in PC voting matters, the President should refrain from voting, unless the President’s vote is needed to break a tie or if needed for quorum.

counted at the previous three (3) General Meetings must be in attendance

3. Either the President or the Vice President must be in attendance to officiate the meeting

#### **B. PC Meetings**

1. The PC is to hold meetings on no less than three separate occasions throughout the year
2. Two-thirds of the PC must be present for the meeting to fulfill this requirement
3. Members-at-large are not counted for quorum at PC meetings
4. Either the President or the Vice President must be in attendance to officiate the meeting
5. PC meetings may be held simultaneously with General Membership Meetings or other such events.

### **V. AMENDMENTS TO THE CONSTITUTION**

#### **A. Any HAJET member may propose additions or alterations to this Constitution. The procedure for adding to or altering the Constitution is as follows:**

1. The proposed additions or alterations must be submitted electronically to the PC in the exact form in which it is to appear in the Constitution
2. PC discussion and decision:
  - a. The PC may consider the proposed amendment(s) through a discussion via e-mail, a closed online forum, or in person at a PC meeting. If the discussion occurs via e-mail or on a closed online forum, the debate/discussion may last no longer than five days, not including national holidays.
  - b. After a motion to vote followed by a second motion to vote, the PC (and any PC Members-at-large whose vote is required) will have two days to vote
  - c. Two-thirds of the PC (including any PC Members-at-large whose vote is required) must either cast a vote of “yes,” “no,” or “abstain.” A simple majority is all that is needed to decide a vote. If two-thirds do not vote, the decision process at the PC level must be repeated.
  - d. If the proposed amendment is approved by the PC, the PC must then distribute the proposed amendment electronically accompanied by a justification of the changes to all HAJET members via “Polestar” or by a designated web forum.
  - e. The General Membership may then have the opportunity to discuss the proposals either online or at a HAJET meeting
    - 1) If carried out online:
      - a) The designated method (i.e., web forum, e-mail, etc.) will be open for no longer than five days, followed by a motion to vote, a second motion to vote, and finally a two day voting period. Any member may make the motions to vote.
      - b) To determine quorum, the Secretary will take the average of attendees at the last three HAJET member meetings.<sup>5</sup> This average will be quorum. Votes are recorded as “yes,” “no,” or “abstain.” A simple majority is all that is needed to decide a vote. If quorum is not reached for the vote, the decision process beginning at the General Membership level must be repeated.
    - 2) If carried out at a HAJET meeting:
      - a) An appropriate amount of time must be scheduled for discussion of the proposal by those in attendance at the HAJET Meeting
      - b) To determine quorum, the Secretary will take the average of attendees at

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<sup>5</sup> The Vice President will perform this duty if the Secretary is absent.

the last three HAJET member meetings.<sup>6</sup> This average will be quorum. Votes are recorded as “yes,” “no,” or “abstain.” A simple majority is all that is needed to decide a vote. If quorum is not reached for the vote, the decision process beginning at the General Membership level must be repeated.

- c) Voting on the proposal will then be conducted by a show of hands after a motion to vote followed by a second motion to vote. Any member in attendance may make the motions to vote. A simple majority is all that is needed to decide a vote.
  - d) After the vote is tallied and decided, it may not be voted on again for six months at which point, the proposal must undergo the entire process again, starting with the initial step of submitting it to the PC for review and discussion
- 3) The results of the vote must be publicized via HAJET’s website and/or through “Polestar”
  - 4) By default, all results are effective immediately following the vote, though the PC reserves the right to postpone initializing a when the actions of the vote go into play. In such cases the date on which the proposed changes go into effect must be publicized.

## **VI. GOVERNING BODY DUTIES & RESPONSIBILITIES**

### **A. Executive Committee**

1. President
  - a. Play mainly an administrative role, delegating responsibility to the rest of the PC and Members-at-large when appropriate
  - b. Contribute a monthly article to “Polestar” addressing the HAJET community, and a welcome letter to the new JETs in the HNG
  - c. Either the President or the Vice President must be in attendance to validate PC meetings and General Member meetings.
2. Vice President
  - a. Organize and coordinate the three annual General Membership Meetings as well as the three PC meetings
  - b. Compile and distribute electronically the “HAJET Annual Report” to all HAJET members currently residing in Hokkaidō
  - c. If the role of the President is left vacant, the Vice President automatically takes over responsibility.
  - d. Either the President or the Vice President must be in attendance to validate PC meetings and General Member meetings.
3. Treasurer
  - a. Maintain precise, up-to-date, and easily accessible financial records of all of HAJET’s operations
  - b. Collect membership dues
  - c. Submit a financial report reflecting any current financial activities via “Polestar.” Doing so in the May, August, November, and February editions is strongly suggested, though four reports annually is the requirement
  - d. Draft an annual budget to be reviewed at the currently elected PC’s first valid PC meeting
  - e. Submit any required membership information and dues to AJET
4. Secretary
  - a. Organize and distribute an up-to-date HAJET Member Directory (traditionally

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<sup>6</sup> The Vice President will perform this duty if the Secretary is absent.

after all five regional welcome parties have been held, but as a rule: once annually)

- b. Organize an up-to-date directory of members' respective BOEs and Contracting Organizations (COs)
- c. Maintain an accurate record of all HAJET projects, events, and correspondence to ease and facilitate the transfer of executive office
- d. Organize, prepare, and distribute any necessary mailings (i.e. to BOEs, COs, etc.)
- e. Record the minutes of all meetings and PC proceedings. If necessary, the minutes from General Membership meetings should be translated into Japanese and distributed to those any host institutions that provide funding for their ALTs/CIRs to attend the general membership meeting.

#### **B. Regional Representatives**

1. Represent their fellow members at PC meetings and in making decisions at the PC level on behalf of their region, paying special attention to equally representing JET and Independent ALT members in their region
2. Submit articles frequently to "Polestar," reporting on regional events and activities
3. Organize local meetings, workshops, and seminars and integrate new-coming JETs into Hokkaidō life
4. Coordinate at least one regional welcome party for new arrivals in late summer/early fall
5. Develop a regional sense of community and facilitate regional social interaction among HAJET members

#### **C. Operations Positions**

1. "Polestar" Editor-in-Chief
  - a. Compile material for and distribute monthly editions of "Polestar" electronically to HAJET members and make available to both members and non-members online at [hajet.org](http://hajet.org)
  - b. Monitor vendors whose paid ads appear in "Polestar" and assist in soliciting new vendors
  - c. Appoint a designer whose role is to help with compiling and producing "Polestar"
2. Social Coordinator
  - a. Assist Regional Representatives with the organization and planning of the five regional welcome parties, if necessary
  - b. Assist the Vice President with coordinating an *enkai* for each of the General Membership meetings and, when appropriate, Hokkaidō BOE sponsored meetings
  - c. Actively submit information about local public and private social and cultural events to "Polestar" (i.e., events being organized as well as recaps on HAJET sponsored events)
  - d. Coordinate and organize at least one yearly HAJET fundraiser (i.e., the Sapporo Snow Festival tour)
3. Publications Coordinator
  - a. Solicit and oversee the compilation, revision, and publication of HAJET publications
  - b. Maintain an inventory of HAJET publications to be sold at events that HAJET is participating in (primarily Tokyo Orientation and Sapporo Orientation)
  - c. Act as Editor-in-Chief of the "Hokkaido Newcomers' Guide" (HNG) by:
    - 1) Compiling new submissions and editing/revising past submissions
    - 2) Formatting the HNG layout
    - 3) Printing an appropriate amount of HNGs for newly arrived JET Programme participants to be distributed at Sapporo Orientation<sup>7</sup>

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<sup>7</sup> When possible, a small number of HNGs should be saved for newly arrived Independent ALTs that

#### **D. PC Members-at-large**

1. 1<sup>st</sup>-year Representative
  - a. Act as a bridge between HAJET and new coming JETs
  - b. Contribute monthly articles to “Polestar”
  - c. Occupy a learning position in the PC. The 1<sup>st</sup>-year Representative ideally learns how the PC operates and then runs for a permanent PC position
2. Musical Coordinator
  - a. Choose scripts and music for the musical
  - b. Appoint a Musical Committee (i.e., director, choreographer, treasurer, lighting and stage managers, costume coordinator, and publicity coordinator)
  - c. Coordinate auditions
  - d. Draft a budget and submit it to the PC for discussion and approval
  - e. Secure the use of appropriate facilities in which to stage the musical performance(s)
  - f. Maintain accurate financial records reflecting all expenditures as well as money raised by ticket sales or any other types of fundraisers<sup>8</sup>
  - g. Conduct fundraising events in order to maintain a healthy financial standing and ensure a successful future for the HAJET Musical
  - h. Frequently keep the General membership abreast of HAJET Musical goings-on via “Polestar” (i.e., matters such as Musical Committee appointments, casting, script and score selection, etc.)
3. Hokkaidō English Challenge (HEC) Coordinator
  - a. Oversee and coordinate the successful execution of the Hokkaidō English Challenge (HEC)
  - b. Appoint members to an HEC Committee as appropriate (i.e., treasurer, publicity coordinator, and camp supervisor)
  - c. Publicize and promote the HEC in a timely manner amongst junior high schools, senior high schools, and BOEs via e-mail, posters, and other appropriate means
  - d. Draft a budget and submit it to the PC for discussion and approval
  - e. Establish a timeline and clear procedures for the competition selection process
  - f. Manage HEC applicants and maintain communications between the HEC Committee and applicants/participants
  - g. Maintain ongoing financial records (perhaps via an HEC Committee Treasurer) of all transactions related to HEC. The Coordinator must also present a final report reflecting the successes and shortcomings of the program as well as a detailed financial report upon conclusion of the HEC competition in May.
  - h. Conduct fundraising events in order to maintain a healthy financial standing and ensure a successful future for HEC
  - i. Submit quarterly reports and update the PC regularly on HEC affairs
  - j. Is appointed by May 1<sup>st</sup> by the PC
4. Hokkaidō English Challenge (HEC) Camp Coordinator
  - a. Organize and execute the annual English Summer Camp for HEC participants
  - b. Create all necessary camp documents (i.e. the camp information package, volunteer application, Board of Education request package, Government follow-up package)
  - c. Manage camp volunteers onsite at HEC Camp
  - d. Maintain regular correspondence with the PC in relation to camp

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become HAJET members. Anyone other than newly arrived JET Programme participants and new Independent ALT HAJET members who would like a current copy of the HNG may order one and pay an appropriate amount of money as determined by the Publications Coordinator.

<sup>8</sup> One member of the Musical Committee should be designated to function as a treasurer.

5. Bookseller
  - a. Maintain a functioning bookstore for fundraising for the benefit of HAJET
    - 1) Compile an electronic list of books available via the HAJET website from which members may reserve books they wish to purchase
    - 2) Reserved books are to be held until pick-up at the earliest convenient time for the two parties involved (customer and bookseller)
    - 3) Books can be reserved by anyone, although books will be sold to HAJET members at a lower price than non-members
    - 4) Design methods to shed damaged books or books of seemingly little interest from the inventory and likewise devise means of acquiring new holdings
    - 5) Arrange for the transfer of the bookstore holdings with both the predecessor and successor along with any inventory or financial records
    - 6) Prices are to be determined immediately after the new PC takes office, and should be approved by the PC council
  - b. Promote and advertise the bookstore by maintaining an active involvement at HAJET sponsored events
  - c. Contribute articles to the "Polestar" at least four times a year on bookstore-related interests (i.e., review of books from bookstore holdings, current book events, etc.)
  - d. DVDs can be donated and resold through the bookstore as well
  - e. Appointed by the newly elected PC immediately after the new PC takes office
6. Elections Coordinator
  - a. May be self-nominated or nominated by any HAJET member
  - b. Appointed by the PC by vote for an approximate 12-month term
  - c. Advertise election schedules, election guidelines, and candidates profiles to the HAJET membership via "Polestar," [hajet.org](http://hajet.org), or other acceptable means
  - d. Officiate voter quorum, validates votes, and inform the President of the election results, who in turn makes the official announcement
  - e. Collaborate with the Website Administrator to carry out online voting polls
  - f. Should be appointed by the newly elected PC by May 1st
7. Project Outreach Coordinator
  - a. Act as a liaison between charities and NPOs carrying out work in less economically developed parts of Asia
  - b. Disseminate information on respective charities/NPOs to HAJET members via contributions to the "Polestar" (4, annually)
  - c. Raise funds via contests, social events, etc., for said projects and reports the outcome of the respective fundraiser to both the PC and to the HAJET Membership via "Polestar"
8. Public Relations Coordinator
  - a. Disseminate HAJET current events and HAJET project updates to local media such as, but not limited to, the following: BOEs, local Hokkaidō newspapers, radio stations, [hajet.org](http://hajet.org), members' hometowns' local newspapers, etc.
  - b. Collaborate with the translators, when necessary, for putting out Japanese-language announcements
9. Website Administrator
  - a. Oversee and coordinate the HAJET homepage and web forum
  - b. Solicit contributions for the website from the PC and HAJET members, when appropriate
  - c. Report to the PC generally regarding website matters when requested
  - d. Maintain current information about HAJET activities
  - e. Appointed by the PC upon the newly elected PC's election in the spring
10. Polestar Designer

- a. Appointed by the Editor, if they deem the position necessary
- b. Responsible for timely layout and publication of the Polestar in assistance to the acting Polestar Editor; the position may remain vacant if it is considered unnecessary by the Editor

## **VII. NOMINATION & ELECTION PROCEDURES**

### **A. Executive Committee** (President, Vice President, Treasurer, and Secretary), **Regional Representatives** (Northern Region Representative, Central Region Representative, South Western Region Representative, Eastern Region Representative, and the Sapporo Board of Education Representative), **and Operations Committee** (“Polestar” Editor-in-Chief, Social Coordinator, and Publications Coordinator)

#### 1. Nomination Procedure

- a. Nominations open December 1<sup>st</sup> and close on December 31<sup>st</sup>. If nominated, nominees must accept or reject their nominations by December 31<sup>st</sup>.
- b. Non-members may also be nominated, provided they join HAJET in the event they are elected. Nominations should be sent directly to the Election Officer. Non-HAJET members may not nominate themselves.
- c. In principle, all nominees for positions in HAJET’s governing body should be ALTs or CIRs
- d. Nominees may only run for one position whether it is as a PC Member or a PC Member-at-large post
- e. Regional Representatives may be nominated by any HAJET member, though voting for the candidate may only be done by those members living in the respective region

#### 2. Election Procedure

- a. Regional Representatives may only receive votes from members living in their respective region
- b. Regional Representatives must live within the region they represent during the duration of their office, or else resign the position
- c. Voting will be conducted online and will close by February 15<sup>th</sup>, allowing for approximately two weeks to vote
- d. A simple majority is needed to decide a vote, however quorum for the vote is the average number of participants at the three HAJET General Membership Meetings prior to the vote
- e. If a second round of voting is necessary to decide an election, it should be done immediately following the first round. All decisions should be made by March 1<sup>st</sup> so that the new PC may carry on with their duties as quickly as possible.
- f. Should an Executive Officer, Regional Representative, or Operations Committee Member leave office more than six months prior to the end of their term, elections shall be held according to the HAJET election procedures in a quick and timely fashion. However, a shorter nomination period and shorter voting period may be necessary for the PC to carry out its functions appropriately.

### **B. Members-at-large**

- 1. The following Members-at-large positions are to be appointed by the new PC immediately upon taking office in the spring (preferably by the first PC meeting, definitely before the summer General Membership Meeting):
  - a. 1<sup>st</sup>-year Representative
  - b. Musical Coordinator
  - c. Hokkaidō English Challenge (HEC) Coordinator
  - d. Hokkaidō English Challenge (HEC) Camp Coordinator
  - e. Bookseller
  - f. Elections Coordinator

- g. Public Relations Coordinator
  - h. Project Outreach Coordinator
  - i. Website Administrator
  - j. Polestar Designer
2. Nomination Procedure
    - a. Any member may nominate a candidate for the PC's consideration.
    - b. Non-members may be nominated provided they become members upon taking office. Nominations should be sent directly to the Election Officer via e-mail. Non-HAJET members may not nominate themselves.
    - c. Nominees may only hold one office whether as a PC Member or a PC Member-at-large post
  3. Election Procedure
    - a. Upon receiving nominations for the Members-at-large positions, the PC will discuss the candidates, and vote. If done over email, the discussion will last no longer than 5-days, followed by a 2-day voting period. If done at an official PC meetings, an appropriate amount of time is all that is required.
    - b. A simple majority vote by all members of the PC (Executive Committee, Operations Positions, Regional Representatives, and any Members-at-large currently in office) is all that is needed to approve a vote
  4. Members-at-large who leave office more than six months prior to the end of their term will be replaced following the same voting process and in a quick and timely fashion. However, allowing for a shorter nomination period and shorter voting period may be necessary for the PC to carry out its functions appropriately.
  5. Exception - 1<sup>st</sup>-year Representative:
    - a. Volunteers for the 1<sup>st</sup>-year Representative position will be recruited at the five regional welcome parties
    - b. Nomination Procedure
      - 1) Nominations open the day after the final regional welcome party and close within two weeks.
      - 2) Non-members may also be nominated, provided they join HAJET in the event they are elected. Nominations should be sent directly to the Election Officer. Non-HAJET members may not nominate themselves.
      - 3) All nominees should be ALTs or CIRs
    - c. Election Procedure
      - 1) 1<sup>st</sup>-year Representative may only receive votes from new first year HAJET members
      - 2) Voting will be conducted online and the 1<sup>st</sup>-year Representative should be installed by the Fall General Membership Meeting.
      - 3) A simple majority is needed to decide a vote, however quorum for the vote is  $\frac{2}{3}$  of the new first year HAJET members.

## **VIII. FILLING VACANT POSTS & REMOVAL OF OFFICERS**

**A. Any member of the HAJET Governing Body is susceptible to removal from office.**

**B. "Six Month Rule:"**

1. If a PC member vacates their post or is removed *within 6 months* of taking office, the PC will gather nominations from the general membership and hold a general election allowing for the new PC member to hold all rights appointed to the given position.
2. If a PC member vacates their post or is removed *after 6 months* of taking office, the PC will gather nominations from the general membership and hold a PC vote. The new PC member will not hold the voting rights allotted to the position and will hold the office

as a *temporary* PC member.<sup>9</sup>

**C. Causes for removal include but are not limited to:**

1. Failure to carry out their duties. Failure to fulfill the duties of their office as outlined in the Constitution, by inaction, neglect, or failure to meet critical deadlines
2. Using their position to pursue goals that are contrary to their occupational duties or HAJET's interests
3. Misuse of HAJET funds
4. Any action, public or private seen as harmful to the future success of HAJET, its programming, or its reputation

**D. Executive Position Line of Succession:**

1. In the event of a vacant post amongst the Executive positions, positions will be filled in the following manner with the exception of the Treasurer:
  - a. Vice President becomes President
  - b. Secretary becomes Vice President
  - c. A Regional Representative may move up to become Secretary<sup>10</sup>
2. Executive members maintain their voting privilege despite assuming a new Executive position. This includes a case in which a Regional Representative becomes the Secretary.

**E. Procedure for Removing a PC Member**

1. Inform the President via e-mail of the charges they wish to file. In the case that the charges are against the HAJET President, then notify the Vice President. Allegations must be specific and be included in the e-mail.
2. A minimum of two HAJET members must support these actions and be named in the e-mail
3. All members of the HAJET Governing Body (PC Members & PC Members-at-large) will discuss the matter with the two accusers and the defendant(s) either in an online forum/e-mail (lasting no longer than five days) or in person at a meeting in which two-thirds of the whole HAJET Governing Body is in attendance (lasting the appropriate amount of time for honest discussion as the HAJET Governing Body deems fit).
4. After the five day period of online discussion or after the in-person meeting regarding the charges, there must be a motion to vote, then a second motion to vote, followed by the vote. Two-thirds of the whole HAJET Governing Body must vote. A simple majority will decide the vote.
5. If the vote passes the whole HAJET Governing Body, the question will then be put to the General HAJET membership. The PC will present the matters of the case via a mode they deem fit (i.e. in "Polestar," an online forum, or in person at a General Membership Meeting at which the average number of attendees of the three prior General Membership Meetings is present).
6. After the matter is discussed amongst the HAJET membership in an online forum or e-mail (lasting no longer than five days) or in person (lasting the appropriate amount of time for honest discussion as the HAJET Governing Body deems fit) there must be a motion to vote, a second motion to vote, followed by a vote. A simple majority decides the vote.
7. The appropriate steps may be made to fill in a vacancy caused by a vote resulting in removal from office

**IX. MATTERS CONCERNING HAJET'S OPERATIONS BUDGET**

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<sup>9</sup> If the position in question is an appointed position, the PC can freely appoint a replacement. The temporary replacement must then be confirmed by a vote amongst all PC members, *excluding* the outgoing officer. A passing vote is a simple majority of quorum.

<sup>10</sup> In the event a Regional Representative moves up into the Executive position of Secretary, the Six Month Rule will be applied to fill the vacant position.

- A. The budget year commences on March 1<sup>st</sup> and terminates on the last day of February of the following year.**
- B. The budget must be motioned for and voted on by one-third of the whole HAJET Governing Body. A simple majority decides the vote.**
- C. The approved budget must be published in the earliest possible edition of “Polestar”**
- D. The proposed budget shall be set by the Treasurer. Input from both PC Members and PC Members-at-large should be taken into account when appropriate.**
- E. The Treasurer should take into account, but not be limited by the following, when drafting the budget:**
  - 1. “Polestar” operating fees
  - 2. Projects inherited from the previous PC
  - 3. Potential new community-level projects proposed by HAJET members
  - 4. Miscellaneous fees PC Members and PC Members-at-large may accrue such as but not limited to:
    - a. Official travel aside from HAJET general meetings
    - b. General membership meeting expenses
    - c. Regional meeting expenses
  - 5. All expenses not included in the approved budget must have prior approval of the PC before they are allocated
  - 6. Priority for HAJET claims shall be on a first in, first out basis
  - 7. All claims must be made within 30 days of the expenditure