

**Hokkaidō Association for Japan Exchange and Teaching (HAJET)**  
**Constitution**  
*(Revised August, 2019)*

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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 to achieve success.*

**II. PURPOSE**

**A. Help facilitate adjustment to life in Japan.**

**B. Encourage members to continue to enhance their professional practice.**

**C. Act as a cultural bridge between foreign nationals living in Japan and their communities at large.**

**D. Actively represent HAJET nationally.**

**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 three types of memberships. The PC determines 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 three types of

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

memberships are:

- a) 1-Year Membership
- b) Lifetime Membership
- c) Honorary Membership

#### **B. Prefectural Council**

1. The Prefectural Council (PC) is HAJET's governing body
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) Maintain a level of transparency with regards to budget matters and PC actions in an appropriate and timely manner
4. The PC consists of three branches. The PC members in these three branches are the default quorum for all PC decisions.<sup>2</sup>
  - a) Executive Committee
    - (1) President
    - (2) Vice President
    - (3) Treasurer
    - (4) Secretary
  - b) Regional Representatives
    - (1) Northern Region Representative
    - (2) Central Region Representative
    - (3) Southwestern Region Representative
    - (4) Eastern Region Representative
    - (5) Sapporo Representative
  - c) Operations Positions
    - (1) "Polestar" Editor-in-Chief
    - (2) Social Coordinator
    - (3) Publications Coordinator
  - d) PC Members-at-large:
    - (1) PC Members-at-large aid in tasks that are deemed beyond the scope of the acting PC's duties and expertise. There is no requirement that these positions be consistently filled.
    - (2) 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 their duties. In this situation, the President will specify who may participate in the vote.

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

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

1. HAJET must hold no fewer 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 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

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<sup>2</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.

## **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

## **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:**

#### **B. 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.**

#### **C. PC discussion and decision:**

- 1.The PC may consider the proposed amendment(s) through a discussion via email, a closed online forum, or in person at a PC meeting. If the discussion occurs via email or on a closed online forum, the debate/discussion may last no longer than five days, not including national holidays.
- 2.After a motion to vote followed by a second motion to vote, the PC (and any PC Members-at-large whose votes are required) will have two days to vote.
- 3.Two-thirds of the PC (including any PC Members-at-large whose votes are 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.
- 4.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 an otherwise designated web forum.
- 5.The General Membership may then have the opportunity to discuss the proposals either online or at a HAJET meeting.
  - a) If carried out online:
    - (1) The designated method (i.e., web forum, email, 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[se] motions to vote.
    - (2) To determine quorum, the Secretary will take the average of attendees at the last three HAJET member meetings.<sup>3</sup> This average will serve as quorum. Votes are recorded as “yes,” “no,” or “abstain.” A simple majority 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.
  - b) If carried out at a HAJET meeting:
    - (1) An appropriate amount of time must be scheduled for discussion of the proposal by those in attendance at the HAJET Meeting
    - (2) To determine quorum, the Secretary will take the average of attendees at the last three HAJET member meetings.<sup>4</sup> This average will serve as 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.

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<sup>3</sup> The Vice President will perform this duty if the Secretary is absent.

<sup>4</sup> The Vice President will perform this duty if the Secretary is absent.

- (3) 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 these motions to vote. A simple majority is ~~all that is~~ needed to decide a vote.
- (4) After the vote is tallied and decided, it may not be voted on again for six months. Following this point, the proposal must undergo the entire process again, starting with the initial step of submitting it to the PC for review and discussion.
- c) The results of the vote must be publicized
  - (1) By default, all results are effective immediately following the vote, though the PC reserves the right to postpone initializing 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. PREFECTURAL COUNCIL 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) 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) If the role of the President is left vacant, the Vice President automatically takes over responsibility.
- c) 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) Draft an annual budget to be reviewed at the currently elected PC's first valid PC meeting

#### **4. Secretary**

- a) Maintain an accurate record of all HAJET projects, events, and correspondence to ease and facilitate the transfer of executive office.

### **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. Foster a sense of regional community and facilitate regional social interaction among HAJET members

### **C. Operations Positions**

#### **1. "Polestar" Editor-in-Chief**

- a) Determine the distribution frequency of the "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, Hokkaido Board of Education and the Hokkaido Prefectural Government sponsored meetings

### 3. Publications Coordinator

- a) Solicit and oversee the compilation, revision, and publication of HAJET publications
- b) Act as Editor-in-Chief of the “Hokkaido Newcomers’ Guide” (HNG)

## VII. NOMINATION & ELECTION PROCEDURES

A. **Executive Committee** (President, Vice President, Treasurer, and Secretary), **Regional Representatives** (Northern Region Representative, Central Region Representative, Southwestern 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) Non-members may also be nominated, provided they join HAJET in the event they are elected. Nominations are to be sent directly to the Election Officer. Non-HAJET members may not nominate themselves.
- b) In principle, all nominees for positions in HAJET’s Prefectural Council should be ALTs, CIRs, or SEAs
- c) Nominees may only run for one position whether it is as a PC Member or a PC Member-at-large post
- d) 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 forfeit the position
- c) Voting will close in February, 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 must be done immediately following the first round. All decisions should be made by March 1st
- 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 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. Nomination Procedure

- a) Any HAJET member may nominate a candidate for the PC’s consideration.
- b) Non-members may be nominated provided they become members upon taking office. Nominations are to be sent directly to the Election Officer via email.

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

## 2.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 [for discussion] 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 needed to approve a vote

3.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 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.

## 4.Exception - 1<sup>st</sup> Year Representative:

- a) Volunteers for the 1st 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 will be sent directly to the Election Officer. Non-HAJET members may not nominate themselves.
  - (3) All nominees should be ALTs or CIRs or SEAs
- c) Election Procedure
  - (1) 1st Year Representative may only receive votes from new first year HAJET members
  - (2) Voting will be conducted online and the 1st Year Representative should be appointed by the Fall General Membership Meeting.
  - (3) A simple majority is needed to decide a vote, however quorum for the vote is two-thirds ( $\frac{2}{3}$ ) of the new first year HAJET members.

## 5.Exception – Translator

- a) Because of the skill-set required, applicants for the translator position should submit examples of their work to the current translator for review. The current translator should approve of the applicant before they can be appointed to the PC.

# VIII. FILLING VACANT POSTS & REMOVAL OF OFFICERS

A. Any member of the HAJET Prefectural Council may be removed 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>5</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 resources, such as discretionary funds, merchandise, and member information.
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 becomes Secretary<sup>6</sup>
2. Executive members maintain any voting privileges granted to them by their previous positions, 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. An accuser must inform the President via email of the charges they wish to file. In the case that the charges are against the HAJET President, the Vice President will be notified instead. Allegations must be specific, and included in the email.
2. A minimum of two HAJET general members must support these actions and be named in the email.
3. All members of the HAJET Prefectural Council (PC Members & PC Members-at-large) will discuss the matter with the two accusers and the defendant(s). This discussion can take place in either in an online forum/email (lasting no longer than five days) or in person at a meeting in which two-thirds of the whole HAJET Prefectural Council is in attendance. In either case, the discussion should last~~ing~~ the appropriate amount of time for honest discussion, as the HAJET Prefectural Council 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 Prefectural Council must vote. A simple majority will decide the vote.
5. If the vote passes the whole HAJET Prefectural Council, the question will then be put to the General HAJET membership. The PC will present the matters of the case via a medium they deem fit.
6. After the matter is discussed amongst the HAJET membership in an online forum or email (lasting no longer than five days) or in person. There must be a motion to vote, a second motion to vote, followed by a vote. A simple majority decides the vote.

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<sup>5</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>6</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.

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**

- 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 a minimum of one-third of the whole HAJET Prefectural Council. A simple majority decides the vote.
- C. HAJET should maintain financial transparency and release financial reports at least once per year.