

## **Gifu AJET Constitution [PROPOSAL v1.2]**

### **Preamble**

We, the members of the Gifu Association of Japan Exchange and Teaching (Gifu AJET), in order to establish a community that promotes camaraderie, supports professional growth, and fosters cultural exchange, hereby enact and establish this constitution.

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### **Article I: Name & Mission Statement**

#### Section 1

The organization's official name shall be the Gifu Association of Japan Exchange and Teaching (Gifu AJET).

#### Section 2

Mission Statement:

The mission of Gifu AJET is to foster a successful working relationship between JET Programme sponsors and JET Programme participants in Gifu. Gifu AJET promotes community and peer fellowship, provides support and resources, and acts as the representative body of JET participants within Gifu.

### **Article II: Purpose**

The Gifu AJET is a volunteer organization affiliated with the National Association for Japan Exchange and Teaching (National AJET) as a prefectural chapter, and by extension, affiliated to the Japan Exchange and Teaching (JET) Programme. Gifu AJET aims to:

- A. Assist members in adapting to life in Japan.
- B. Encourage continuous professional development.
- C. Act as a cultural bridge between foreign nationals living in Japan and their communities.
- D. Actively represent Gifu AJET nationally.
- E. Serve as an intermediary between members and respective local and national administrative bodies.

## **Article III: Membership**

### Section 1

Full Membership is defined as a membership status with the reserved right to vote on referendums, amendments, elections, and any other matters presented by the Gifu AJET Council that requires a member vote. Full Members are reserved the right to file a petition.

### Section 2

All current JET Programme participants who are assigned to Gifu as their JET placement are eligible for Full Membership to Gifu AJET.

- i. Full Membership is conferred automatically to the above individuals unless a membership fee or due structure is in place.
- ii. Full Membership does not expire unless a membership fee or due structure is in place.

### Section 3

JET Alumni and Non-JET community members residing in Gifu Prefecture are eligible for Full Membership to Gifu AJET.

### Section 4

Associate Membership is defined as a member who can receive member status, but does not have voting or petitioning rights.

### Section 5

Any individual who is not a current JET assigned to Gifu Prefecture and residing outside of Gifu Prefecture is eligible for Associate Membership. Associate Membership is renewable on an annual basis.

### Section 6

Membership shall be deemed Official upon application requiring the Member's full name and valid contact information; and when any membership fee or due obligation, if applicable, has been fulfilled. All information provided by a Member shall be kept private by the Gifu AJET Council unless otherwise noted by that Member.

### Section 7

Membership shall be open to all persons in approval of and agreement with the Gifu AJET Constitution & Mission Statement, and it shall not be denied to any person based on any other criterion.

## **Article IV: The Gifu AJET Council**

The Gifu AJET Council shall represent the members of AJET in its prefecture to National AJET. The Gifu AJET Council shall consist of the Executive Officers and Appointed Officers. Each council member shall have one (1) vote; however, the President shall only vote in the case of a tie. The Gifu AJET Council shall be the chief policy-making body for the administration of Gifu AJET and any policies should be consistent with its constitution and the Constitution of AJET. In addition, the Council shall represent JET Programme participants, and define the privileges of its membership consistent with the purposes of AJET. The Gifu AJET Council may also establish committees as deemed necessary.

## **Article V: Executive Officers and Appointed Officers**

### Section 1

Gifu AJET shall have two distinct types of officers:

- i. Executive Officers
- ii. Appointed Officers

### Section 2

The Executive Officers shall be the President, Vice President, and the Treasurer. Executive Officers shall oversee the operation of the Gifu AJET Council, making decisions between Gifu AJET Council meetings that are consistent with the Constitution and Bylaws of AJET. Executive Officers shall recommend policies to and coordinate the agendas of the Gifu AJET Council. Executive Officers shall have various other duties and responsibilities as outlined in the Bylaws. Decisions made by Executive Officers on behalf of the Council are subject to review by the Gifu AJET Council.

### Section 3

The President, Vice President, and the Treasurer shall be elected by the Gifu AJET membership. An Executive Officer shall serve for a one-year term. These three positions comprise the Executive Committee.

### Section 4

Appointed Officers shall be appointed for a one-year term, unless otherwise specified in the Bylaws, to perform specific tasks as set out by the Gifu AJET Council.

- i. Appointed Officers can be either nominated by a Full Member or self-nominated. Appointment of the nominated individual requires a majority vote (over 50%) of Gifu AJET Council members.
- ii. Appointed Officers will have titles, duties, and responsibilities defined in the Bylaws.
- iii. New positions may be created and new appointments made based on the needs of AJET by Gifu AJET Council.

### Section 5

For eligibility to be elected as an Executive Officer, one must be a current JET Programme participant with time remaining in contract for the duration of the elected term, must have Full Membership to Gifu AJET, and remain in good standing.

### Section 6

Appointed Officer eligibility criteria may be defined by the Executive Officers. This criteria must be published online via Gifu AJET's web page and social media and in its bylaws.

## **Article VI: Board of Advisors**

### Section 1

The Board of Advisors advises and supports the Executive Officers in their duties. The Board also assists in continuity and transition between electoral terms.

### Section 2

The number of people on the Board of Advisors can consist of ideally five (5), but not more than seven (7), and shall be selected, as vacancies occur, by the Executive Committee and current Board of Advisor members.

### Section 3

Anyone is eligible to serve as an Advisor to the Board. However it is recommended that individuals with background and relationship to entities including, but not limited to, the JET Programme and its participants, Gifu Prefecture, and AJET are considered for the role.

### Section 4

Members of the Board of Advisors have no voting rights apart from Full Membership privilege where applicable.

### Section 5

There is no limit to terms served by advisors, however a term renewal agreement must be made between the renewing advisor and the Executive Committee.

### Section 6

One (1) Board of Advisors position is reserved for the respective AJET Block Representative (Block 5).

## **Article VII: Meetings**

### Section 1

Meeting Types: Gifu AJET shall hold regular in-person and virtual meetings.

### Section 2

Quorum and Notifications

- i. Quorum shall be achieved when at least one (1) Executive Officer and at least two-thirds (2/3) of the Council are present.
- ii. Two (2) days' notice is required for organizing a meeting, unless two-thirds (2/3) of the Executive Committee votes in favor of waiving this notice.

## **Article VIII: Terms of Office**

- A. Elections for all positions on the Executive Committee shall be held annually.
- B. Terms of office shall begin on April 1 following the respective election and end on the following March 31 (one (1) calendar year).
- C. Vacancies in the Executive Committee shall be filled according to procedures outlined in the Constitution.
- D. There are no limits to terms for Executive Officer or Appointed Officer positions so long as the candidate fulfills the previously defined eligibility criteria.

## **Article IX: Elections**

### Section 1

The Gifu AJET Council shall hold annual elections for the elected positions of the Gifu AJET Council. Elections follow the Japan fiscal year (April 1 to March 31) and are to conclude no later than April 1, but may conclude earlier.

## Section 2

The following procedure will take place to form an Election Committee:

- i. The Vice President shall be the Elections Officer. The Vice President shall establish an Election Committee with the approval of the Gifu AJET Council.
- ii. The Election Committee will assist in the counting of ballots and the establishment of the election process.
- iii. In the event that the Vice President intends to run in the elections, an Elections Officer shall be appointed by the Gifu AJET Council. Members of the Election Committee may not run for office.
- iv. The Election Committee shall determine various other election rules including the date of elections, in conjunction with and subject to the AJET Constitution and Bylaws.

## Section 3

Voting for the elected positions of the Gifu AJET Council shall be conducted online by the Elections Officer and Website Administrator. The Elections Officer and Website Administrator must keep any private information they receive confidential.

## Section 4

In the event of a council vacancy outside of an election cycle, the Executive Officers shall appoint an appropriate person from the membership of Gifu AJET. This member must be approved by a majority vote (more than 50%) of the voting members of the Gifu AJET Council.

## **Article X: Resignations, Removals, Vacant Seats, and Membership Revocation**

### Section 1

A Gifu AJET Council member who wishes to resign from the Gifu AJET Council may do so by submitting their resignation in writing, by letter or e-mail, to the Executive Officers.

### Section 2

A Gifu AJET Council member that is found to be delinquent in their duties may be removed from the Gifu AJET Council. Should they have been found to be in breach of their AJET Agreement or have failed to uphold their duties as a Gifu AJET member as stated in the AJET Constitution and Bylaws, the Gifu AJET Council member may be brought up for review if any of the following has occurred:

- i. They have been warned twice in writing, via letter or email by the Executive Officers.
- ii. A motion has been brought against them by at least one Executive Officer.
- iii. A petition has been signed by at least one-fifth (1/5) of the Gifu AJET membership.

For a review to take place, the person in question must be notified of the action two (2) weeks in advance by registered mail. Notification may also take place by email, provided the council member confirms receipt of the message. The council member must be given the opportunity to address these concerns with the Gifu AJET Council, including at least two Executive Officers.

They may then be removed by:

- iv. A unanimous vote by voting members of Gifu AJET Council, except for the person under review. Abstentions will not count as negative votes. This may be overturned by a signed petition of at least two-fifths (2/5) of voting Gifu AJET members. Or
- v. A petition of at least two-fifths (2/5) of voting Gifu AJET members, except for the person under review.

### Section 3

The Executive Officers shall appoint an appropriate person from the membership of Gifu AJET to replace the departing Council member for the remainder of the fiscal year. This member must be approved by a vote of more than fifty percent (50%) of the voting members of the Gifu AJET Council.

### Section 4

The procedure in Section 3 also applies in the event that a seat on the Council is vacant for reasons other than resignation or removal.

### Section 5

Membership may be revoked in the case of a member committing actions that are not in agreement with the Gifu AJET Constitution & Mission Statement. The process for revocation follows the same processes outlined in Article X, Section 2i-v. Upon issuance, individuals with revoked membership are barred from Gifu AJET functions and events. The individual may apply for repeal of revocation one calendar year after their revocation was enacted to reinstate membership. Revocation does not expire unless the repeal is approved. Approval requires majority of more than 50% of voting Gifu AJET Council members.

### Section 6

Council removal and Membership revocation can take place concurrently so long as removal and revocation are clearly stated as the purpose of the disciplinary action from the outset.

## **Article XI: Finances**

### Section 1

A membership fee may be applied. The Gifu AJET Council reserves the right to enact, change, and/or remove a fee structure. Members will be given a one (1) month advance notice of any changes and a fee schedule and notice will be sent electronically to all members, and be published online via Gifu AJET's web page and social media.

### Section 2

Event financing shall be through Event Attendance Fees, announced before each event.

### Section 3

Financial transparency shall be maintained, with financial reports shared with the membership annually.

### Section 4

A monthly Treasury report must be maintained by the Gifu AJET Council. Members may file a formal request for these reports and the request must be fulfilled within one (1) month from the date of the request.

## **Article XII: Amendments to the Constitution**

### Section 1

Amendments to this Constitution may be proposed to the membership of Gifu AJET if the amendment:

a. Has been put forth to the Gifu AJET Council in a motion by an Executive Officer and approved by a two-thirds (2/3) vote of the voting members of the Gifu AJET Council; or

b. Has been submitted to the President in a petition signed by at least five percent (5%) or the Gifu AJET membership.

#### Section 2

To be ratified, any proposed amendments must be posted in full with the ballot and approved by two-thirds (2/3) of the votes received in an online ballot of the Gifu AJET membership, provided at least ten percent (10%) of the membership votes.

#### Section 3

If the vote of the membership fails to meet quorum, an amendment may be ratified by a three-fourths (3/4) majority of the voting members of the Gifu AJET Council.

The proposed amendments must be posted for (3) weeks for comments prior to the Gifu AJET Council's final vote on the proposed amendment. The proposed amendments must be published in full on the Gifu AJET web page, and advertised to the membership on social media and any listserv before the beginning of the three week period.

If there is a petition of at least ten percent (10%) of members Gifu AJET membership that oppose the amendment, then the amendment will not be passed.

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