



## ***Japan Exchange & Teaching Programme Alumni Association International (JETAA-International)***

### **Organisational By-laws**

OCTOBER 2009

#### ***Official Name***

The Japan Exchange and Teaching Programme Alumni Association International (JETAA-International).

#### ***Geographical Boundaries***

JETAA-International, in conjunction with CLAIR and the relevant Japanese Ministries, will recognise chapters defined by geographical regions.

#### ***Mission Statement***

##### **Mission**

As the largest global exchange alumni association, JETAA International draws on its diverse membership to enhance ties amongst the peoples of Japan and the participant countries of the JET Programme.

##### **Vision**

- JETAA-I serves as the worldwide communication hub for both Chapters and individual alumni, as well as businesses and organizations throughout the world.
- JETAA-I facilitates the sharing of resources across Chapters, ensuring that JET Programme participants and alumni are able to benefit from the wealth of experience that JETAA members can offer.
- JETAA-I helps promote and develop the JET Programme and its many alumni Chapters through recruitment, training, research and by raising awareness of the JET Programme and Japan.
- JETAA-I harnesses the talents and experience of its diverse membership to benefit Japan and the international community.



## ***Objectives***

- To provide support for and facilitate communications between JETAA chapters
- To promote international awareness
- To serve as a resource for the community
- To act as a liaison body between JETAA chapters and official bodies in Japan and JETAA chapter regions
- To promote and publicise JETAA.

## ***Leadership Structure***

The leadership structure of JETAA-International shall consist of the Executive Committee (Executive Officers and Country Representatives) and the general membership, made up of Chapter Representatives.

## ***Leadership roles***

Representatives at the various levels of the leadership structure of JETAA-International may only be drawn from chapters who are full members of JETAA-International.

### **Chapter Representatives**

A Chapter Representative shall be elected from the current membership of their JETAA chapter by the members of that chapter, in accordance with local chapter procedures. A Chapter Representative shall be responsible for dissemination of information in relation to JETAA-International to the membership of their respective chapter, and for bringing issues of concern raised within their respective chapter to the attention of their Country/regional Representative. A Chapter Representative will also be responsible for providing annual updates on membership numbers and relevant contact details to their Country/regional Representative, for the purpose of ensuring the JETAA-International database is kept up to date.

A proposal to amend JETAA-International by-laws will require the support of two-thirds of the Executive Committee (Executive Officers and Country Representatives) voting to be passed.

The selection of venue for the annual JETAA International Meeting or for the five-yearly International Conference will be by a simple majority of votes of the Executive Committee (Executive Officers and Country Representatives).



### **Country Representatives**

All countries containing at least one regional chapter of twenty (20) or more members shall be eligible to elect a Country Representative. Chapter Representatives shall elect the Country Representative at least eight weeks prior to the annual International Meeting or Conference. This will allow sufficient time for the new Country Representative to be able to participate fully in the annual International Meeting or Conference. In the event there is only one Chapter Representative in a country, that person shall automatically assume the position of Country Representative.

Country Representatives shall not be required to represent more than nine chapters. Countries with ten or more chapters shall have the option of dividing into regions of an equal number of chapters (as far as possible) so that no member of the Executive Committee (i.e. Country Representative) shall represent more than nine Chapters. Decisions regarding the number and boundaries of regions for this purpose shall be made initially by the Executive Committee. Where a country has been divided into regions, the Chapter Representatives within each region shall elect a Country Representative (this should be done in sufficient time for the new Country Representative to be able to participate fully in the annual International Meeting or Conference), with the result being that there may be multiple Country Representatives for a single country. In any case, there may be no more than three (3) Country Representatives from any one country on the Executive Committee at any one time. Country chapters will self determine a National method of establishing a representational district or population.

The Country Representatives' primary role is to ensure effective and timely two-way communication between JETAA-International and their respective countries/regions.

In particular, they are responsible for representing the views of all of their Chapters at International Meetings and Conferences and for disseminating information and decisions from these meetings and conferences back to chapters. They will also undertake other duties as set forth by the Executive Committee. Country Representatives shall be responsible for keeping the Executive Committee apprised of the status of all significant projects and activities within their respective country/region.

Country representatives will undertake other duties as set forth by the Executive Committee, including following the comprehensive guidelines as set out by the JETAA Country Representative Summary of Role, Responsibilities, Selection Process, Tenure & Rotation document (otherwise known as the CR Guidelines paper).

### **Executive Committee**

The Executive Committee shall consist of the Executive Officers and all current Country Representatives. Roles that are the responsibility of the Executive Committee include election of Executive Officers from among the members of the Executive Committee and Chapter Representatives, approval of the annual budget of JETAA-International, authorising expenditure by JETAA-International in excess of



USD three-hundred (300), planning and supervision of the JETAA-International Conference and other defined tasks as appropriate, for example, conducting elections and approval of applications for membership. No more than two (2) of the four (4) Executive Officers may be from the same country. To ensure a representative voice for all JETAA-International member countries, voting within the Executive Committee is on a 'one country representative, one vote basis.

The Executive Committee, which includes the Executive Officers, shall be accountable to the general membership for decisions made by the Committee, including those relating to expenditure. They will be required to produce a report of their activities, [twice per annum] including financial statements, and to make this report available in a timely manner to all JETAA-International member chapters.

Country Representatives are responsible for representing the views of all of their chapters at International Meetings and Conferences and for disseminating information and decisions from these meetings and conferences back to their chapters.

### **Executive Officers**

*Chair:* The Chair is responsible for chairing all meetings of the Executive Committee and Chapter Representatives, acting as the official spokesperson and primary liaison for JETAA-International and undertaking primary liaison with all outside entities, supervising projects and advising and working with the Treasurer to prepare the annual budget and the 12-month Work Plan. The Chair is also responsible for writing the annual Action Plan and ensuring it is achieved and for writing regular Executive reports.

*Vice-Chair:* The Vice-Chair is responsible for providing day-to day supervision of specific projects as directed by the Chair and/or the Executive Committee. The Vice-Chair will assume the duties of the Chair in the event of the Chair's absence. In addition, the Vice-Chair coordinates changes to bylaws, oversees the work of Committees and is responsible for liaison with new and developing chapters.

*Secretary:* The Secretary shall be responsible for facilitating positive, timely and effective communication between chapters and the Executive Committee, and between chapters. This includes the writing of the annual International Meeting or Conference report and the twice-yearly Country Reports. The Secretary may also assume responsibility for other types of communications, such as publicity and promotion where directed by the Chair and/or Executive Committee. The Secretary shall be responsible for maintenance of the JETAA-International database of chapter information and development and maintenance of a JETAA-International membership website. A Webmaster position and job description shall be determined and filled by the Executive Officers and shall serve at the discretion of the Secretary.

*PR Co-ordinator:* The PR Co-ordinator shall be responsible for the general financial management of JETAA-International, including preparation of an annual budget (in consultation with the Chair and the Executive Committee), collection, maintenance and distribution of JETAA-International funds, the publication of periodic financial reports and the dissemination of information regarding financial procedures. This role



also includes the responsibility for managing sponsorship and other fundraising opportunities and for PR and marketing planning.

**Webmaster:** The Webmaster has overall responsibility for the management, content and programming of the Alumni website, in cooperation with the CMS (Content Management System) team. The Webmaster position is an appointed one and has no voting rights, unless the Webmaster is a Chapter Representative or Country Representative. The Webmaster serves at the discretion of the Secretary.

#### *Term of office limit*

Executive Officers may serve a maximum of two consecutive terms in any one position. It shall be encouraged for each Executive Officer to run for two years, with preference for at least one Executive Officer to remain for the purposes of maintaining consistence year after year.

In the event of an Executive Officer position becoming vacant prior to the expiration of the term of office, the remaining members of the Executive Committee shall appoint an interim replacement drawn from the current members of the Executive Committee to assume the duties of that Executive Officer position for the remainder of the term of that office.

## **Procedures**

### **Membership**

Membership of JETAA-International is on a chapter basis and is restricted to chapters recognised by JETAA-International and who continue to operate as 'active' chapters, with at least twenty (20) current members and written chapter bylaws.

Membership is subject to maintenance of a minimum number of twenty (20) JET alumni.

In the case of a JET Alumni chapter existing in a country with fewer than 20 members, where it is the only chapter in a country, Associate Membership may be granted by the Executive Committee, until such time as the 20 member minimum is reached in that country. Associate Members do not pay annual dues and have no voting rights.

Associate Membership may bring the following benefits:

- The use of the JETAA name and/or logo
- Participation in a Regional Conference (where appropriate)
- Support and advice from Country Representatives and Chapter Representatives in other countries
- Access to the International JETAA website ([www.jetalumni.org](http://www.jetalumni.org)) for resources and contact information



Membership may additionally be subject to payment of annual JETAA-International membership dues. Decisions on whether membership dues shall be levied and the level of due shall be the responsibility of the Executive Committee, by a vote in favour of two-thirds majority or greater of the Executive Committee. Sub-chapters shall not be represented in their own right but through their parent chapter. Sub-chapters shall be subject to all requirements and privileges of parent chapters, except voting and attendance at JETAA-International meetings.

New chapters/sub-chapters seeking to become members may apply for membership by submitting to the Executive Committee a copy of their chapter by-laws, current membership list and summary of activities over the last 12 months, together with a covering letter requesting membership. In the case of a membership application being accepted by the Executive Committee, membership of JETAA-International may be subject to payment of annual membership dues.

In the case of a former JET Programme participant residing in a country where there is no recognised JETAA chapter, interim membership on an individual basis may be granted by the Executive Committee until such times as an official JETAA chapter is established in that country. Interim members do not pay annual dues and have no voting rights.

Membership dues shall be determined on an annual basis, in accordance with the budget prepared by the Treasurer and approved by two-thirds majority or greater of the Executive Committee.

Member chapters and sub-chapters of JETAA-International should be committed to providing service related to the JET Programme, establishing professional relationships with other chapters (both member and non-member chapters of JETAA-International), working towards the growth, development and success of JETAA-International whilst at all times maintaining integrity, professionalism, and to represent JETAA both officially and otherwise with the highest standards.

### **Meetings**

The Executive Committee will meet as often as necessary to progress the business of JETAA-International, but in any case at least twice annually. It is preferable that one of these meetings be face-to-face (funds permitting) at the annual JETAA-International Conference or Meeting. Where it is not possible to conduct a meeting face-to-face, it shall be conducted via electronic means, i.e. via teleconference or internet.

An International Meeting may be proposed by the Chair of the Executive Committee or by written request from any Executive Committee member. A proposal to hold a meeting shall be put to the Executive Committee and will proceed upon receiving support from two-thirds majority or more of Executive Committee members.

The Chair is responsible for calling a meeting of the Executive Committee. Upon a meeting being called, the Secretary shall provide written notification to all Executive



Committee members of the date, time, venue and the items to be discussed at the meeting.

As far as possible, the Secretary should aim to make arrangements for meetings that allow maximum participation of Executive Committee members at no or minimal cost to those members.

In the event of an Executive Officer, Executive Committee member, or Chapter Representative failing to complete task or behaving in an inappropriate manner specified within the organisation By-laws or volunteered for, without due cause, funding will not be provided for transport to, or attendance at meetings or conferences. A person may be deemed ineligible by a vote of 50% of the Executive Officers and 50% of the Executive Committee.

Quorum for a meeting of the Executive Committee shall be 75% of current Executive Committee membership, and shall include either the Chair, Vice Chair or both. In the event of the absence of quorum being achieved within 30 minutes of the publicised commencement of the meeting, the meeting shall be suspended until such time as the Chair re-convenes.

In the event of an Executive Committee member being unable to attend an Executive Committee meeting, they may nominate a representative to attend in their place. Such notification should be provided to the Chair at least seven (7) days prior to the advertised date of the meeting, except in the case of unforeseen circumstances e.g. accident, emergency. A nominated representative should preferably be another Country Representative or Chapter Representative from the same country as the absent Executive Committee member, but in any case must be a current member of a current member chapter of JETAA-International of the same country as the respective absent Executive Committee member.

#### *In-person meetings*

The Secretary shall give notice of a meeting of the Executive Committee to Executive Committee members at least six (6) weeks prior to the advertised date of the meeting. The Secretary shall, in consultation with the Chair and Executive Committee members, be responsible for meeting arrangements and advising Executive Committee members at least fourteen (14) days prior to the holding of the meeting. The Executive Officers shall endeavour to ensure that no Executive Committee member is unduly disadvantaged with regard to participation in a meeting by the cost involved in meeting attendance (e.g. airfares, accommodation).

Commencement of the meeting is subject to quorum being reached in terms of Executive Committee members physically present at the meeting venue.

#### *Other meetings*

The Secretary shall give notice of a meeting to Executive Committee members at least twenty-one (21) days prior to the advertised date of a meeting. The Secretary shall, in consultation with the Chair and other Executive Committee members, be responsible for arranging the mechanism by which the meeting will be conducted



(teleconference, internet, etc) and advising Executive Committee members at least fourteen (14) days prior to the meeting. Commencement of the meeting is subject to quorum being reached in terms of Executive Committee members present via a pre-arranged means of live communication, for example teleconference or internet video conference.

## **Elections**

### *Executive Committee (Executive Officers)*

Terms of office for Executive Officer positions shall be for a period of one year, after which all positions become vacant. Eligibility for Executive Officer positions is restricted to Executive Committee members and Chapter Representatives. In the event there is only one candidate for any Executive Officer position, that person shall automatically assume said position as if elected. No individual shall be permitted to hold more than one Executive Officer position at any one time. Once elected, an Executive Officer will have the option of standing down from their Chapter Representative or Country Representative position, in order to fulfil their responsibilities to the Executive Officer post

### *Executive Committee (Country Representatives)*

Terms of office for all positions shall be for a period of one year, after which all positions become subject to re-election. Eligibility for Executive Committee members is restricted to chapter members (JET Alumni) in good standing and who are elected or appointed Country Representatives, duly nominated and elected by a majority of the chapters and members within their country.

### *Conducting Elections*

Elections to fill Executive Officer positions shall be conducted once annually, at the JETAA-International Meeting (or Conference). In the event that there is no Meeting (or Conference) on a given year, elections shall still be held via email. Elections for Executive Committee members (i.e. Country Representatives) shall be held at least eight weeks prior to elections for Executive Officers. The Chair shall be responsible for calling elections within these time frames and informing the Executive Committee when an election has been called. In turn, Country Representatives are responsible for informing Chapter Representatives as soon as an election has been called.

Previous officers shall relinquish their duties and new officers shall assume duties at the completion of an election.

Conduct of elections for Country Representatives shall be the responsibility of the country concerned, but shall be done in a manner consistent with JETAA-International By-laws. Successful candidates shall be notified to the interim election sub-committee within fourteen (14) days following the election being held.



## **Voting**

### *Election of Executive Officers*

In elections of Executive Officers, only current Executive Committee members (Executive Officers and Country Representatives) are eligible to vote. Voting is on a 'one Country Representative, one vote' basis. If a current Executive Officer stands for office again, their role shall not be contested unless their performance is such that the Executive Committee has reason to believe that they should stand down.

In elections of Country Representatives, only current Chapter Representatives within their respective country are eligible to vote. Voting is on a 'one chapter, one vote' basis. Chapter Representatives shall consult with the membership of their chapter prior to voting.

Voting shall be done either in person, via a secret ballot or by e-mail to the Returning Officer.

Voting shall be by a system whereby the candidate receiving the most number of votes shall be declared successful, with voters nominating a single candidate to receive their vote. Votes nominating more than one candidate shall be considered invalid.

### *Proposed changes to by-laws*

Proposed amendments to the by-laws of JETAA-International shall be put to the vote of the Executive Committee (Executive Officers and Country Representatives)\*.

Voting shall be done in person either by secret ballot or by e-mail to the Returning Officer.

Voting on proposed by-law amendments will be based on a referendum-style approach, that is, voting to accept or reject the proposal. Proposed by-law amendments receiving the support of two-thirds or greater of the Executive Committee (Executive Officers and Country Representatives) voting shall be considered passed.

All JETAA-International Executive Committee members shall be provided with written notification of proposed amendments and date of the vote at least six (6) weeks prior to the advertised date for the vote. Country Representatives are expected to seek the views of all of their Chapter Representatives prior to voting.



## **Resources**

*This section is to be superseded pending ratification of a Resources paper*

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All JETAAi members to refer to the following guidelines with regard to all materials relevant to JETAA (local chapters) and JETAAi:

- The use of the local-level JETAA name and/or logo with permission of the relevant Chapter Representative;
- The use of the JETAAi name and/or logo, with permission of at least two members of the JETAAi Executive Committee;
- Marketing Materials (use of Mission Statement & Vision, quotes or any other representation) to be reprinted/relayed/displayed where appropriate and exactly as provided in the JETAAi By Laws. Permission to always be sought by at least two persons of the JETAAi Executive Committee.

## **Workplan**

The Chair, within 8 weeks of being elected, shall submit a 12-month workplan for approval by two-thirds majority or greater of the Executive Committee. In the event that the workplan does not receive the support of two-thirds majority or greater of the Executive Committee, the Chair will submit a revised workplan within fourteen (14) days to the Executive Committee for approval. If the revised workplan fails to receive two-thirds majority or greater support from the Executive Committee, an Interim Committee shall be established to redraft the workplan. The Interim Committee shall consist of between four (4) and six (6) Executive Committee members and shall be required to present the re-drafted plan to the Executive Committee for approval by two-thirds majority or greater within six (6) weeks of the interim Committee's establishment. Following the approval of the re-drafted workplan, the Interim Committee shall be dissolved.

## **Removal of members**

Executive Officers can be impeached in their capacity as Executive Officers by a two-thirds or greater vote of all Executive Committee members in the case of a serious breach of the JETAA-International organisational by-laws, or by three-quarters or greater vote of Chapter Representatives in the case of an issue of "no confidence" for whatever reason.

Executive Committee members may be impeached in their capacity as Country Representative by a two-thirds or greater vote of the Executive Committee in the case of a serious breach of the JETAA-International organisational by-laws or by three-quarters or greater vote of Chapter Representatives within their respective country in the case of an issue of "no confidence" for whatever reason. For example, removal as



Country Representative may result from inappropriate and or illegal behaviour, such as, but not limited to:

- Abuse of any form of communication within or outside of the sphere of JETAAi;
- Conduct considered unprofessional, subversive, threatening or harassing in nature;
- Misrepresentation;
- Illegal behaviour

JETAA-International, its Executive Officers or Executive Committee have no authority to impeach individual Chapter Representatives in their capacity as Chapter Representatives, but may recommend further investigation of an issue. Individual chapters have the authority and responsibility to address situations where their Chapter Representative has breached their respective chapter by-laws and/or has lost the confidence of the general membership of their respective chapter.

Member chapters may be removed from JETAA-International for intentionally misrepresenting information to the Executive Committee, conduct counter to objectives and image of JETAA-International, or not paying membership dues in a timely fashion. Removal requires a two-thirds majority or greater vote of all of the Executive Committee and/or three-quarters or greater vote of all Chapter Representatives.

**JETAA-International**  
**October 2009**