

New England Japan Exchange & Teaching Program Alumni Association
(NEJETAA)
Bylaws

Organizational By-laws

These by-laws were adopted on November 6th, 2013 by a simple majority vote of NEJETAA members. The following comprehensive bylaws replace any and all existing governing documents for NEJETAA.

ARTICLE I - GENERAL

Section 1.1 Name: The name of this organization shall be The New England Japan Exchange and Teaching Program Alumni Association (NEJETAA). This association may also be known as the Japan Exchange and Teaching Alumni Association of New England.

Section 1.2 Territorial Limits: Jurisdiction of NEJETAA shall span Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, and Connecticut (hereforth referred to as "New England".) Our Chapter's geographical region is defined by the Japan Exchange and Teaching Program Alumni Association International (JETAAI), JETAA USA, the Council for Local Authorities for International Relations (CLAIR) and the relevant Japanese Ministries.

Section 1.3 Purposes: NEJETAA is established for the following purposes:

1. to be the regional alumni association of returned Japan Exchange and Teaching (JET) Program participants residing in the New England states;
2. to serve as the coordinator and liaison between the JETAA USA, JETAAI, individual NEJETAA members and official Japanese governmental organizations;
3. to continue to promote and support the JET Program and its alumni Chapters;
4. to provide information and resources for and about the NEJETAA community;
5. to strengthen networking between JET alumni and the various non-JET Japan-related organizations;
6. to nurture and enhance ties between Japan and the US;
7. to provide JET alumni career support;
8. to support CLAIR's mission of promoting cultural and economic support on a local level.

ARTICLE II - ORGANIZATIONAL STRUCTURE

Section 2.1 NEJETAA: NEJETAA is a member of JETAA USA. The NEJETAA bylaws are recognized and respected by JETAA USA as the governing document for NEJETAA and are in accordance with JETAA USA bylaws. In places where there is a discrepancy between the NEJETAA bylaws and the JETAA USA bylaws, the NEJETAA bylaws will preside. JETAA USA will respect official chapter bylaws as long as they are in accordance with the framework outlined in the JETAA USA bylaws specifically established for US Chapters.

Section 2.2 NEJETAA Chapter Leadership: NEJETAA shall be represented by an elected executive board consisting of: President, Vice-President, Membership/Marketing Coordinator, Social Chair, Treasurer, and/or Webmaster. The board may appoint assistant positions as necessary. Eligible chapter officers shall be current, registered members of NEJETAA, and shall be elected by NEJETAA members. NEJETAA shall have at least two official officers. In the case where the two official officers are related (by blood or marriage), a third officer is required. NEJETAA must be managed in a way that promotes and encourages transparency and the participation of its members, and subscribes to the established NEJETAA purposes. NEJETAA officers must be active members of NEJETAA official communication platforms.

ARTICLE III - MEMBERSHIP

Section 3.1 Individual Membership: In principle, all JET alumni who are residing in New England are members of NEJETAA. However, only registered members (i.e. registered to receive official email correspondences) have the opportunity to enjoy all benefits and participation opportunities. NEJETAA members should not be registered members of any other JETAA chapter. If a JET alum/alumna does not reside in New England, but considers New England the place of permanent residency, the alum/alumna may hold membership. If the chapter believes any member to be a liability to the chapter, the chapter retains the right to revoke or disallow registration of said member.

Section 3.2 Sub-chapter Membership: Sub-chapter membership is at the discretion of NEJETAA. Budgets for sub-chapters should be formulated in consultation with NEJETAA. Sub-chapters are encouraged to coordinate with NEJETAA on activities, membership and mission. NEJETAA is expected to nurture and encourage this relationship through mentoring.

ARTICLE IV - MEETINGS & CONFERENCES

Section 4.1 General Meetings: General Meetings will be held to conduct the business of NEJETAA at least 1 time per annum in a publicly accessible place and will be open to all NEJETAA members to attend.

Section 4.2 Officer Only Meetings and Communications: NEJETAA Officers will meet as often

as necessary to conduct the business of NEJETAA and JETAA USA. Communications will be conducted virtually when face-to-face meetings are not possible. Communications will rely heavily on email and all officers will be responsible for checking their email regularly and responding in a timely manner. Additionally, they are expected to accommodate conference calls as necessary. NEJETAA officers should, as often as possible, collectively make arrangements for meetings/communications that allow maximum participation of officers. NEJETAA officers must attend a minimum of 50% of meetings held during their term.

Section 4.3 National Conference: As budget permits, JETAA USA, as an organization, will have an annual National Conference hosted by one of the US chapters. The National Conference is generally held in the fall, but the hosting chapter may determine an alternate timeline at its discretion. As budget permits, NEJETAA will strive to send at least one delegate to the National Conference, but two delegates are strongly preferred. Both the president and treasurer should be the primary attendees. However, for purposes of leadership transition or special expertise, NEJETAA may choose to send an alternate delegate if the current president and/or treasurer has attended past conferences. All NEJETAA conference attendees are required to attend all of the sessions. Should an NEJETAA attendee need special consideration or exception, they will make a formal request to the Country Representatives and host chapter.

Section 4.4 Hosting of National Conference: The selection of a host chapter for the next JETAA USA National Conference will be by a simple majority of votes of the JETAA USA chapters. NEJETAA will have one vote by proxy. Should NEJETAA be chosen as a host for the next National Conference, NEJETAA will submit a formal proposal to CRs within 90 days of the vote, and will follow all rules pertaining to the Conference as stipulated by JETAA USA bylaws. If no chapter volunteers to host the next JETAA USA National Conference, then CRs will facilitate the selection of a host chapter after the current National Conference in session comes to an end. Should NEJETAA be chosen as the host for the next National Conference, NEJETAA will accept the active participation of CRs in the planning, participation and execution of US National Conferences.

Section 4.5 Regional Conference: As budget permits, JETAA USA may have a Regional Conference. Regional Conferences will be held on an ad hoc basis. The term "Regional" refers to conferences which are not attended by all chapters in a given country. Regional Conferences are therefore not necessarily based on geographical areas, but can focus on a specific topic. Should this topic be pertinent to NEJETAA interests, NEJETAA will strive to send at least one delegate to the Regional Conference as budget permits.

Section 4.6 Hosting of Regional Conference: Should NEJETAA propose and be chosen to host a Regional Conference, NEJETAA will follow all rules pertaining to the Conference as stipulated by JETAA USA bylaws. NEJETAA will allow any chapter or CR, regardless of national affiliation, to attend the Regional Conference. Regional Conferences held by NEJETAA must have delegates from at least five (5) chapters attend. NEJETAA will accept the active participation of CRs in the planning, support and execution of Regional Conferences hosted by NEJETAA. All attendees are

required to attend all of the sessions. Special considerations or exceptions may be made on a case-by-case basis.

ARTICLE V - SUBCHAPTER ESTABLISHMENT

Section 5.1 Subchapter Establishment: In order to become an established sub-chapter, a record of three (3) of the five (5) following requirements must be submitted to the NEJETAA board for review:

1. show proof of at least four members;
2. establish at least two officer/executive positions;
3. organize and carry out at least one organized activity per Japanese fiscal year;
4. submit budget request paperwork to the parent chapter for the sub-chapter activities;
5. create a governing document which includes a mission statement and general description of the geographical region covered.

Section 5.2 : NEJETAA will encourage and support any Subchapter to achieve full chapter status, as outlined by JETAAI and JETAA USA bylaws.

ARTICLE VI - CHAPTER OFFICERS

Section 6.1 Chapter Officers: Chapter officers shall be responsible for liaising between JETAA USA and NEJETAA, as well as for bringing issues of concern raised within their NEJETAA to the attention of CRs. Chapter officers will also be responsible for providing annual updates on chapter officer turnover, membership numbers, relevant contact details and chapter activities to US CRs.

Section 6.2 NEJETAA Officer Responsibilities: The NEJETAA officer positions requires the willingness and ability to perform tasks independently, contribute to the NEJETAA executive board team to accomplish goals, communicate professionally and respectfully and to uphold personal and team-selected deadlines to successfully accomplish set goals. NEJETAA officers shall work with the CRs to maintain the effectiveness of JETAA USA at the national level.

NEJETAA Officers are expected to:

1. Follow the guidelines set forth in the NEJETAA Officer Summary of Role, Responsibilities, Selection Process, Tenure & Rotation (Exhibit A)
2. Fulfill all responsibilities outlined in the NEJETAA Officer Job Descriptions (Exhibit A)

ARTICLE VII - VOTING ON GENERAL MATTERS

Section 7.1 Voting Tools: Any voting tool must be agreed upon by the NEJETAA Executive Board and allow for the participation of all NEJETAA members.

Section 7.2 NEJETAA Officers: NEJETAA Officers shall have no voting privileges beyond those of non-officer members.

Section 7.3 NEJETAA Members: Voting is on a “one member, one vote” basis. Abstentions will not be counted in the total vote count for majority requirements.

Section 7.4 Voting format: Wording on the ballot should be clear so that no confusion results in the choices available.

ARTICLE VIII - NEJETAA OFFICER ELECTIONS

Section 8.1 Term of office limit: Terms of office for NEJETAA officers shall be for a period of one year, after which all positions become subject to re-election. It is preferred that at least one experienced NEJETAA officer remains in position to serve as a mentor to incoming NEJETAA officers and to provide continuity. A NEJETAA officer may serve an indefinite number of consecutive terms. An officer may hold up to two NEJETAA positions simultaneously. No NEJETAA officer may hold a Country Representative position. Outgoing NEJETAA officers are expected to facilitate the transition process and attend, at a minimum, the following Officer Orientation meeting.

Section 8.2 Candidates: Any candidate for a position on the board of NEJETAA must be:

1. an alum of the JET Program;
2. a currently registered member of NEJETAA;
3. in good standing with NEJETAA.

Section 8.3 Platforms: Candidates for NEJETAA officer positions must submit an election platform in writing to the board along with any and all other required documents/items. Instructions for submission and all relevant documents/information will be made available according to the established voting.

Section 8.4 Voting Procedures: Voting shall follow the following structure:

- 8.4a. Voting procedures must be publicly posted concurrent with candidacy announcements;

8.4b. NEJETAA members shall be given the choice to vote for candidates as well as the choice to abstain from voting for one or all candidates.

8.4c. Any voting tool which has been agreed upon by the board may be utilized so long as it accommodates and allows for all members to participate.

Section 8.5 Election Timeline: Two Elections shall occur each year, one in May and one in November. In May, the President (acting as Elections Officer) shall preside over the elections of the following positions: Social Chair, Treasurer and Vice-President. In November, the Vice-President (acting as Elections Officer) shall preside over the elections of the following positions: Membership Coordinator, President, Treasurer and Webmaster. Platforms shall be due eight (8) days prior to the election date. Using the current official platform NEJETAA uses to distribute information, NEJETAA officers shall ensure the following goals are accomplished according to the timeline.

1. NEJETAA members shall be given one (1) week to submit votes, starting the day that platforms are made available.
2. No later than one (1) week after voting closes, all candidates who ran for NEJETAA Executive board positions shall be notified of their status and final results of the election shall be announced to NEJETAA members.
3. Newly-elected NEJETAA officers shall assume NEJETAA officer duties by the eighth (8th) day following the date that voting is closed.
4. Within four (4) weeks of the closure of the polls:
 - 4a. A meeting between and incoming NEJETAA officers should be held to share information/resources.
 - 4b. Any NEJETAA-related accounts and passwords should be turned over to incoming NEJETAA officers.

Section 8.7 Winning an Election: To be declared the winner(s) of an election for NEJETAA Executive board positions, candidates must obtain the highest number of the votes cast during the elections.

Section 8.8 Tie / Run-off Elections: In the case of a tie, a run-off election shall be held. It is the responsibility of the Elections Officer to organize the run-off election.

ARTICLE IX - EARLY TERMINATION OF POSITION

Section 9.1 Resignations: If a NEJETAA board member from his/her position, the following

steps shall be taken:

9.1a. s/he will submit a resignation in writing to the other NEJETAA officers, four weeks prior to resigning;

9.1b. the NEJETAA President (or highest ranking officer, as outlined in Exhibit XX: Officer Description) shall appoint a replacement interim officer to serve until the next official election, at which point the position will be up for official election.

Section 9.2 Removal Request: Any NEJETAA officer, acting on behalf of the chapter, may bring a removal request to a vote by the NEJETAA board for an officer on the grounds of egregious misrepresentation of NEJETAA, neglect of NEJETAA responsibilities, or inappropriate and/or illegal behavior, such as, but not limited to:

9.2a. Abuse of any form of communication within or outside of the sphere of NEJETAA;

9.2b. Conduct considered unprofessional, subversive, threatening or harassing in nature;

9.2c. A serious breach of the NEJETAA bylaws;

9.2d. Misrepresentation/fraudulence;

9.2e. Illegal behavior.

Section 9.3 Removal Voting: In order for an NEJETAA officer to be removed, a majority-plus-one vote by the board is required. Abstentions will not be counted in the tally.

Section 9.4 Removal Procedures: All NEJETAA officers shall respect the wishes of the voting majority. If the NEJETAA officer is not voted to be removed, s/he will resume all responsibilities previously carried. If the NEJETAA officer is voted to be removed, the Board will announce the removal to JETAA USA and Country Representatives. The NEJETAA officer is expected to respect the result of the vote and shall be removed from their capacity to represent NEJETAA in any official capacity. Furthermore, their status as a registered member with the organization can be revoked. This includes being removed from any NEJETAA-related communications, membership, and all general involvement. Their privileges to access any NEJETAA related accounts of any kind will be revoked. The removed NEJETAA officer is required to transition any accounts or documentation to the acting NEJETAA officers to facilitate smooth governance of the organization.

ARTICLE X: PARLIAMENTARY AUTHORITY

Section 10.1 Specification of Authority: Any discrepancies in the interpretation of these bylaws shall be put to the NEJETAA officers.

ARTICLE XI: AMENDMENTS TO THE BYLAWS

A proposal to amend NEJETAA bylaws will require the support of two-thirds of member votes cast to be passed. Voting on proposed bylaw amendments will be based on a referendum-style approach; that is, voting to accept or reject the proposal. Voting on proposed amendments shall be done in accordance with ARTICLE VII: VOTING ON GENERAL MATTERS.

Exhibits

Exhibits are below and are subject to change outside of the bylaw amendment process.

EXHIBIT A: NEJETAA Executive Board Job Descriptions

Please click on this link to access the NEJETAA Officer Responsibilities, Selection Process, Tenure & Rotation. This is a summary of the collective duties of NEJETAA Executive Board Members. NEJETAA officers require the willingness and ability to perform tasks independently, work on a team to accomplish goals, communicate professionally and respectfully and to uphold personal and team-selected deadlines to successfully accomplish set goals. NEJETAA officers shall work with the CRs to maintain the effectiveness of NEJETAA at the national level. The time required of a NEJETAA will fluctuate depending on current needs and projects being carried out. Failure to maintain an open, active, two-way line of communication is unacceptable.

1. President

The President takes leadership in planning the direction of our group and events, chairs meetings, delegates responsibilities, ensures that NEJETAA is fulfilling all of its obligations as a JETAA chapter (ie. writing and submitting annual reports, etc). The President also serves as our public face by networking and making remarks at events such as the Recent Returnee Dinner at the Consul General's home. He or she serves as a primary contact for NEJETAA. The President also oversees any educational events, such as Japanese classes or special classes to prepare new JETs.

2. Vice-President

The VP provides both leadership and follow-through on projects planned during meetings, and makes sure that we are fulfilling all our obligations as a JETAA chapter. In addition, the VP is the point person for any NEJETAA sub chapters in New England. Another important responsibility of the VP's is to provide support to all the other officers. Specifically, this means: working with the membership/ marketing coordinator to increase and track membership; taking on the duties of the president when the president is unavailable; and balancing the powers of the treasurer by checking our bank account. Finally, the VP will prepare the agenda for all NEJETAA general and officer meetings.

3. Treasurer

The treasurer plans the annual budget in conjunction with all officers. The treasurer oversees any and all grant requests. The treasurer submits an initial grant request to MOFA in February and to CLAIR in May, and follow up reports and receipt submissions to CLAIR in February and to MOFA quarterly. The treasurer maintains and balances the bank account; collects receipts and writes checks for any chapter expenses, and deposits any checks received within two weeks. The treasurer oversees the obtaining of price quotes and reminds officers of the budget for specific activities. The treasurer oversees any other account or platform (Paypal, etc.) which involves money changing hands. The treasurer informs the Vice President of all passwords, logins etc of any NEJETAA financial accounts. The treasurer also supports NEJETAA events as necessary.

4. Membership/Marketing Coordinator (Clerk)

The Membership/Marketing Coordinator welcomes returning JETs and collaborates with Webmaster on best practices to finding and signing-up returning JETs. Membership/Marketing Coordinator develops strategies to keep current members engaged with the organization and updated on NEJETAA events and activities and takes meeting minutes for board transparency (minutes will be distributed via our CRM, Mailchimp and posted online on the NEJETAA website.) The Membership/Marketing Coordinator welcomes new people who register with Facebook page, LinkedIn group, Mailchimp email lists or on our website throughout the year and collects membership data, which is required by CLAIR to substantiate our funding. The Membership/Marketing Coordinator oversees an annual Membership survey and advises the Social Chair on how best to develop events to increase member participation. The Membership/Marketing Coordinator will collaborate with Webmaster to develop best communications marketing plan so to maximize marketing reach, aimed at increasing membership numbers and participation.

5. Webmaster (Communications Coordinator)

The Webmaster proactively manages our internal and external communications and our strong online presence. The Webmaster updates content on the website and manages all social media channels including the Facebook page, Twitter account, and LinkedIn Group. The Webmaster assists officers to post content to the website, such as job descriptions and events for the calendar. The Webmaster supports marketing/outreach with the NEJETAA website and Facebook pages to attract more users and make the site more comprehensive and resourceful. The Webmaster maintains a “back office” non-public area on the website for holding officer-accessible documents and resources as well as a shared email account for file storage. The Webmaster collaborates with the Membership Coordinator on communications to members, membership lists and surveys.

6. Social Chair

The Social Chair oversees the logistical planning of NEJETAA events, such as General Meetings, Nihongo Dake’s, Shinnenkai’s, and Happy Hours. The Social Chair advertises upcoming events and works in coordination with other officers to recruit new members. He or she also collaborates with the Membership/Marketing Coordinator to develop activities to

increase member participation after the annual membership survey. The Social Chair should attend at least half of all official NEJETAA events.

Special Committee Members

The Board may form a special committee for larger scaled events as they see fit. This committee will be comprised of volunteers (rather than elected) and are not considered officers.