AJET Constitution

I. NAME

The name of the organization shall be the Association for Japan Exchange and Teaching (AJET) and in Japanese, “JET Puroguramu Sankasha no Kai” (J.E.T. プログラム参加者の会). The National Council will be known as “AJET yaku in kai” (AJET 役員会) in Japanese.

II. PURPOSE

AJET is a non-profit organization whose purpose is to foster a successful working relationship between JET Programme sponsors and JET Programme participants. The organization shall promote peer fellowship and support, sponsor special projects, organize conferences and other events, issue publications, cooperate with related professional organizations, and carry on other activities which will further its purpose.

III. MEMBERSHIP

There shall be two (2) types of membership: voting and nonvoting. The National Council shall establish the categories, privileges, and conditions of membership.

IV. OFFICERS AND ADMINISTRATION

1. AJET consists of the members of AJET, nationally elected Executive Officers (EO), Block Representatives (BR), CIR Representative, SEA Representative, Appointed Officers, the National Council (NC), Chapters, Appointed Prefectural Representatives (PR), Special Interest Groups (SIG), Nationality Groups (NG), Language Groups (LG), various publications and special projects.
2. The EOs shall be the Chair, Vice Chair, and the Treasurer. The EOs shall head the NC and represent it and the AJET members to the JET Programme sponsors and other parties when necessary. The EOs shall oversee the operation of the NC and make decisions for it between NC meetings consistent with the purpose of AJET and for the efficient administration of AJET. EOs shall recommend policies to and coordinate the agendas of the NC. EOs shall have various other duties and responsibilities as determined by the NC.
3. All AJET voting members shall elect the Chair, Vice-Chair, and the Treasurer.
4. Each BR shall be elected from within his or her Block and will be the sole representative of that Block on the NC, unless that person is a CIR or SEA.
5. The CIR Representative will be elected from all the CIR members from the JET Programme who are AJET members and will be the sole representative of CIRs on the NC except for their BR.
6. The SEA Representative will be elected from all the SEA members from the JET Programme who are AJET members and will be the sole representative of SEAs on the NC except for their BR.
7. The term of office for all NC Officers except PRs shall be:

I. One (1) year from June first (1st) through May thirty-first (31st), or;
II. One week after the Final re-contractors’ conference, whichever is later.

This will be determined at the conclusion of Elections for the year.
Due to this situation terms may run for more or less than one calendar year, but no more than 14 months.

V. NATIONAL COUNCIL

The NC shall consist of the Executive Officers, Block Representatives, CIR Representative, SEA Representative, Database Administrator, Interpreter, AAJ Editor and appointed officers. Each member shall have one (1) vote, except for the Executive Officers who shall vote only in the case of a tie. Appointed members of the National Council shall not have a vote except for the DBA, Interpreter and AAJ Editor. The NC shall be the chief policy-making body of AJET. The NC shall establish policies consistent with the purposes of AJET and for the efficient administration of AJET. Among its functions, it shall represent the membership, define the categories and privileges of membership, establish procedures and policies concerning the formation and management of the various groups and interests within AJET including but not limited to: Chapters, SIGs, NGs, LGs, publications, and special projects. The NC may establish committees and/or boards as deemed necessary.

VI. MEETINGS

AJET shall hold various meetings. The NC shall have at least three (3) meetings per year. The NC shall have at least two (2) meetings per year with the Ministries that host the JET Programme. These meetings may be held on consecutive days from each other. The NC shall achieve a quorum with at least sixty percent (60%) of the NC members present, including at least one (1) EO Present. AJET shall hold an Annual General Meeting (AGM) at each yearly re-contractors' conference. Voting members of AJET including at least one (1) EO present at the AGM shall constitute a quorum.

VII. PREFECTURAL CHAPTERS, BLOCKS, SIGS, NGS AND LGS

1. AJET shall create Chapters (Chapters). Chapters are semi-autonomous groups, whose boundaries are consistent with the established Prefectures of Japan. AJET members in each prefecture are entitled to join their respective Chapter. Each prefecture shall have only one (1) Chapter. The purpose of a Chapter shall be to pursue locally the needs and interests of AJET members consistent with the purpose of AJET and each Chapter shall assist the NC in pursuing the needs of AJET members consistent with the purpose of AJET. Chapters shall adopt and abide by a Chapter Constitution and Bylaws consistent with, and subject to the Constitution and Bylaws of the AJET Chapter. Constitutions are subject to the approval of the NC. Chapters shall elect a Prefectual Representative (PR). The term of office for PRs shall be determined by the Chapter Constitution and Bylaws, and be consistent with the AJET Constitution and Bylaws. Blocks shall be geographical groups of Chapters as determined by the NC.

2. Special Interest Groups (SIG) are semi-autonomous groups within AJET which address specific areas of interest consistent with the purpose of AJET. Each SIG shall be open to all AJET members. The criteria for the creation of SIGs shall be determined by the NC. SIGs shall elect a SIG Coordinator. SIGs shall adopt and abide by a Mission Statement (MS) and Operating Regulations (OR) consistent with and subject to the AJET Constitution and Bylaws. The MS and OR shall be subject to annual review and approval by the NC. SIGs shall submit by March thirty-first (31st) of the calendar year, an Annual Report (AR) including a budget and schedule of activities for the upcoming year to the NC. The AR is subject to the approval of the NC. If the AR is not approved by the NC, the SIG may be dissolved. SIGs shall be allowed to charge a reasonable supplemental fee, determined annually by the SIG's members according to the respective OR, to be collected by AJET.

3. Nationality Groups (NG) are semi-autonomous groups within AJET which address nationality specific areas of interest consistent with the purpose of AJET. Each NG shall be open to all AJET members. The criteria for the creation of NGs shall be determined by the NC. NGs shall elect a NG Coordinator. NGs shall adopt and abide by an MS and OR consistent with and subject to the AJET Constitution and Bylaws. The MS and OR shall be subject to annual review and approval by the NC. NGs shall submit by March thirty-first (31st) of the calendar year, an AR including a budget and schedule of activities for the upcoming year to the NC.
The AR is subject to the approval of the NC. If the AR is not approved by the NC, the NG may be dissolved. NGs shall be allowed to charge a reasonable supplemental fee, determined annually by the NGs members according to the respective OR, to be collected by AJET.
4. Language Groups (LG) are semi-autonomous groups within AJET which address language specific areas of interest consistent with the purpose of AJET. Each LG shall be open to all AJET members. The criteria for the creation of LGs shall be determined by the NC. LGs shall elect a LG Coordinator. LGs shall adopt and abide by an MS and OR consistent with and subject to the AJET Constitution and Bylaws. The MS and OR shall be subject to annual review and approval by the NC. LGs shall submit by March thirty-first (31st) of the calendar year, an AR including a budget and schedule of activities for the upcoming year to the NC.
The AR is subject to the approval of the NC. If the AR is not approved by the NC, the LG may be dissolved. LGs shall be allowed to charge a reasonable supplemental fee, determined annually by the LGs members according to the respective OR, to be collected by AJET.
5. AJET Publications are organized and operated by autonomous groups. Publications must be reviewed and approved by the selected representative(s) of the NC (Publications Liaison) before sale at conferences or if bearing the AJET logo. Publication groups are required to have new prices approved before they will be allowed to sell or advertise at AJET related events or through related services (such as the AJET web page). The publication producers shall be allowed to charge a reasonable fee for publications with the approval of the NC Representative. The NC cannot force a publication to sell below production costs unless the publication committee approves this in advance.
6. Peer Support Group (PSG) is an autonomous group sponsored by AJET. This group shall support JETs in a manner consistent with the PSG mission statement, operational regulations, the AJET Constitution and bylaws. Funding of this group will be provisional upon evaluation by the NC of the service's current needs and availability of funds. The PSG shall be open to all AJET members.
The PSG shall elect a PSG Coordinator. The PSG will select and train volunteers on the hotline. The PSG shall adopt and abide by a MS and OR consistent with and subject to the AJET Constitution and Bylaws. The MS and OR shall be subject to annual review and approval by the NC. The PSG shall submit by March thirty-first (31st) of the calendar year, an Annual Report including a budget and schedule of activities for the upcoming year to the NC. The AR is subject to the approval of the NC. If the AR is not approved by the NC, the PSG's relationship with the NC may be dissolved.

VIII. NEW GROUPS

New groups must be approved by the NC. A petition must be submitted to the NC. This will contain a mission statement (MS), operational Regulations (OR), list of officers, expected membership fees and any other information the NC may deem necessary.

1. The NC can approve the formation of the group by a two thirds (2/3) vote of the NC or
2. They may require the group to submit a petition of names from current AJET members that support the formation of the group.
I. This petition must have no less than two hundred fifty (250) signatures or one third (1/3) of the AJET membership whichever is less.
II. The petition must contain contact details of the AJET members listed on it. The petition must have the group's name and a description of the group clearly marked on each page.
3. Upon approval all groups are then subject to the rules and regulations of the AJET Constitution and bylaws as well as their own operational rules or bylaws.

IX. TERMINATION OF AJET RECOGNITION

Groups, publications or other committees associated with AJET who do not abide by the rules and regulations of the AJET constitution may be barred from the use of the AJET name, access to AJET services (such as promotion at conferences) and be required to return all AJET related materials and monies to the AJET NC or its representatives.

X. ELECTIONS

AJET shall hold annual elections. These elections are to conclude no later than April first (1st), but may conclude earlier. The AJET Vice Chair shall be the Election Officer. The VC shall establish an Election Committee, with the approval of the NC, which will assist in counting of ballots and establishment of the election process. The NC shall determine various other Election Rules including the date of elections, in conjunction with and subject to the AJET Constitution and Bylaws.

XI. REMOVAL OF NC OFFICER FROM COUNCIL

A NC council member that is found to be delinquent in his or her duties may be removed from the National Council if any of the following has occurred:
1. They have been warned in writing twice about their lack of diligence or failure to follow the Constitution and bylaws of AJET.
2. They have failed to uphold their duties as a NC member and a motion has been brought against them by at least one EO.
3. A petition has been distributed with at least one-third (1/3) of the AJET members in that person's constituency signing it.
For any action to take place the person in question must be notified one calendar month by registered mail about the action and must be given the opportunity to address these concerns with the NC and at least two EOs. They may then be removed by:
1. A unanimous vote by the full voting members of the National Council, except for the person under review. Abstentions will not count as negative votes. This may be overturned by a signed petition from that member's constituency with at least three-fourths
(3/4) of the AJET member's signatures.
2. A petition of at least three-fourths (3/4) of all voting members of AJET members in that person's constituency.
The Chair shall appoint an appropriate member to replace this person for the remainder of their term. This member must be approved by a fifty percent (50%) majority vote of the NC.

XII. BYLAWS

The NC shall create Bylaws to this Constitution for the efficient administration operation of AJET. To become effective, a Bylaw shall be proposed on a motion put forth by an EO and approved by a two-thirds (2/3) vote of the NC.

XIII. AMENDMENTS TO THE CONSTITUTION

1. Amendments to this Constitution may be proposed to the voting members if the amendment has:

I. Been put forth on a motion by an EO and approved by a two-thirds (2/3) vote of the NC; or

II. Has been submitted in a petition to the Chair signed by at least twenty percent (20%) or five hundred (500) of the voting members of AJET, whichever is less.

2. To become effective, any proposed amendment must be approved by:

I. A two-thirds (2/3) vote of the voting members present at the AGM;

II. Or two-thirds (2/3) of the votes received in a postal ballot of the AJET members, provided at least twenty percent (20%) of the ballots are returned.

3. An amendment may be approved by the NC with a three-fourths (3/4) majority of the NC with the general membership being informed at least three (3) weeks prior to the proposed amendment going into effect. The membership must be informed by the publication of the proposed amendment in the “AAJ” national newsletter and via the “National AJET” list serve. If there is a ballot, of at least one hundred (100) members of the AJET membership that oppose the amendment, then the amendment must be voted on by the general membership at the next AGM for it to go into effect.

THE BYLAWS TO THE CONSTITUTION OF THE
ASSOCIATION FOR JAPAN EXCHANGE AND TEACHING

ARTICLE I. MEMBERSHIP DUES

1. With the exception of Group Associate Members, membership shall be granted to any JET Programme member, provided they fill out an AJET membership form and pay any applicable dues for services they select or that might be enacted by the NC. AJET shall collect all dues for Chapters, SIGs, NGs, LGs as well as payments for publications, and other goods and services.

2. The membership year shall be from August first (1st) through July thirty-first (31st). Membership, except for money related services, shall be for the JET’s term on the JET Programme. A member may terminate their membership at any time by contacting, in writing, a NC EO or the Database Administrator (DBA). Any outstanding balance on monies paid will be returned at the discretion of the specific groups responsible for those services. The AJET NC will not be held responsible for any monies collected by individual groups within AJET.

3. Voting members shall have the right to vote for national officers and officers of the block, chapter, SIGs, NG, LGs or job description (if they are a CIR or SEA) to which they belong, as well as to participate in the AGM. Categories of voting membership shall be:

I. FULL MEMBERSHIP – Shall be open to all participants on the JET Programme.

II. JOINT MEMBERSHIP – Shall be open to all married or cohabitant persons on the JET Programme. Joint members shall pay the dues for and receive the benefits of one (1) full member. Joint members shall vote together as one (1) full member.

4. Dues for the voting membership shall be reviewed annually and approved by a two-thirds (2/3) vote of the NC.

5. Non-voting members may attend specified AJET events and receive various AJET publications and benefits as determined by the NC, but may not seek to influence in any way the election of AJET officers. Categories of non-voting membership shall be:
I. AFFILIATED ASSOCIATE MEMBERSHIP – Shall be open to individuals interested in the JET Programme, language teaching in Japan, or the stated purpose of AJET, but who are not JET Programme participants.
II. GROUP ASSOCIATE MEMBERSHIP (GAM) – Shall be open to businesses or organizations with an interest in the JET Programme, or who desire to make their products or services available to the AJET membership.
A) Parties interested in becoming Group Associate Members must submit the appropriate AJET application form(s) to be reviewed by an EO, the Corp Liaison or the NC. Upon approval of the application, and payment of the GAM dues into the AJET postal account, membership shall be granted.
B) The NC shall determine rules for GAMs subject to and in conjunction with the AJET Constitution and Bylaws.
III. The NC may terminate membership with any non-voting member, upon determining that an Affiliated Associate Member or Group Associate Members has broken any of these rules of that membership or when the NC feels that a relationship with any non-voting member is inappropriate for AJET and the NC. Any fees and services will be returned at the sole discretion of the NC.

ARTICLE II. OFFICIAL LOGOS

The NC will recognize the following logos as the official symbols of the AJET National Council and AJET. Any other logos or symbols must be approved by the AJET National Council and must contain information on the creator and history of the item. All logos submitted and approved by the AJET National Council will become the property of AJET.

ARTICLE III. OFFICIAL WEB PAGE AND LIST SERVES

1. The AJET National Council will maintain an official web page domain at http://www.ajet.net.
2. The NC will provide regular information, to supplement the AAJ, by establishing and maintaining a General Members list serve.
3. The NC will provide regular information and establish a list serve for PRs.
4. The NC will create and maintain any other list serves or web pages it feels are needed by its members. These will be approved
by the NC and regularly reviewed to insure their maintenance and continued necessity.

ARTICLE IV. OFFICERS DUTIES

AJET shall assign its officers various duties and responsibilities.

1. EXECUTIVE OFFICERS

EOs shall lead the NC and be the Chief representatives of the NC and the General membership to the JET Programme sponsors and other parties. The EOs shall oversee the various daily operations of the NC, make decisions on its behalf between meetings, consistent with the purpose of and for the efficient administration of AJET. EOs must make nominations for and oversee Appointed Officers positions. Emergency decisions made by EOs on behalf of the NC, between NC meetings, may be subject to review by the NC.

The EO's should know all of the various on-goings and understand all the different aspects of AJET and the NC.

A. Chair

As an EO the Chair works with the Vice-Chair and the Treasurer during the year "for the efficient administration of AJET".

The Chair shall:

1. Be the Chief Executive Officer.
2. Be the chief representative of AJET.
3. Direct the public communication and publicity of the affairs of AJET.
4. Preside at NC meetings and the AGM.
5. Have the general responsibility for coordinating the activities of the EO's and the NC.
6. Have various other duties and responsibilities as determined by the NC.

B. Vice-Chair (VC)

As an EO the VC works with the Chair and the Treasurer during the year "for the efficient administration of AJET".

The Vice-Chair shall:

1. Share the duties and responsibilities of the Chair.
2. Preside at NC meetings as well as the AGM in the absence of the Chair. In the absence of the VC the Treasurer shall be the presiding EO. NC meetings must have an EO present to achieve a quorum.
3. Be responsible for recording the minutes of the NC meetings and the AGM.
4. Maintain files and records for all AJET activities including those of EO's, the NC, SIG's, NG's, Blocks, Chapters, Publications and Special Projects.
5. Maintain a file of all correspondence on behalf of AJET.
6. Insure that the AJET activities are reported to General members through the National AJET list serve and any other means necessary.
7. Organize, monitor and count the AJET NC elections. The Vice Chair will be responsible for selecting an election committee and insure the proper running of the NC elections.
8. Review, interpret and enforce the AJET Constitution and Bylaws, as well as the other rules and regulations of AJET.
9. Oversee and implement AJET's Activities at the Various JET programme conferences including the Ministry Meetings, NC Changeover, Renewers' Conference, The Tokyo Orientations, other various seminars, conferences and events as well as non-JET Programme-sponsored events.
10. Have various other duties and responsibilities as determined by the NC.

C. Treasurer

The Treasurer shall:

1. Over see the financial operation of AJET including preparation and submission of various financial statements to the NC.
2. Be responsible for determining the annual budget for receiving bills and paying expenses.
3. Maintain clear, accurate and timely records for AJET.
4. Will insure the collection and distribution of all subscription fees to all AJET groups.
5. At conferences, the Treasurer acts as the AJET Desk Coordinator overseeing all financial activities that take place throughout the conference.
6. Have various other duties and responsibilities as determined by the NC.

2. OTHER MEMBERS

Alongside the Executive Officers, the AJET National Council and AJET is made up of various other members. The following are outlines of these members and respective roles and responsibilities for the year:

A. CIR Representative

1. The CIR Representative is responsible for insuring that CIRs are properly represented on the NC.
2. They are responsible for being the link between the AJET NC and the CIR Network and insuring that there is two-way communication of issues and needs.
3. Their duties include ensuring that CIR issues are presented to the NC.
4. They shall find ways to better include their constituents in AJET events and services.
5. This is an elected position with a vote on the National Council.

B. SEA Representative

1. The SEA Representative is responsible for insuring that SEAs are properly represented on the NC.
2. They are responsible for being the link between the AJET NC and the SEA Network and insuring that there is two-way communication of issues and needs.
3. Their duties include ensuring that SEA issues are presented to the NC.
4. They shall find ways to better include their constituents in AJET events and services.
5. This is an elected position with a vote on the National Council.

C. Block Representatives

1. Each AJET Prefectural Chapter is part of an AJET block, of which there are currently ten.
2. All Block Representatives shall maintain frequent communication with all AJET Prefectural Chapters ensuring mutual awareness of current topics, problems and developments. Individually, they assist AJET Prefectural Chapters with respective projects, with inter-ken activities and facilitate communication between each AJET Prefectural Chapter within the block.
3. They also act as intermediaries between each AJET Prefectural Chapter and the NC, interacting with Prefectural Representatives on a personal level and conveying opinion and concern to the NC as a whole.
4. This is an elected position with a vote on the National Council.

I. In addition to this, each Block Representative undertakes a specific role or project for the year. Other members of the NC may also assume some of these positions when needed. The old NC will review and evaluate the need for any of these Liaison or Coordinator positions. They will

then present the options to the new NC at or before the NC Changeover meeting. Each incoming NC shall then determine these positions for the next year.

D. Database Administrator

1. The AJET Database Administrator is responsible for the regular maintenance of the AJET Database of current AJET members.
2. He/She shall have the task of entering the names, contact details and preferences of all new members and amending the database as and when changes occur.
3. He/She provides the Tatami Timeshare Coordinator with a comprehensive AJET members list as the basis for the publication.
4. They are responsible for the sale of the AJET Database to various organizations.
5. He/She compiles the comprehensive AJET Officers Directory and provides membership information/mailing labels upon request (for elections, AAJ mailings etc.).
6. The role of the AJET Database Administrator is an appointed position with a vote on the National Council.

E. AJET Across Japan (AAJ) Editor

1. The AAJ Editor shall be known as the Editor in Chief (EIC). They shall:
2. Recruit writers for articles and usher them through the editorial process while working towards a deadline.
3. The Editor shall maintain the budget, recruit advertisers, set advertisement rates, format the publication each month and ensuring smooth distribution.
4. The AAJ Editor will appoint a staff.

I. This staff must be approved by a two thirds (2/3) majority of the NC.
II. This appointment should be held in conjunction with the National Council elections.
III. Appointed positions must be advertised along with the National elections and are open to all AJET members.
IV. This typically includes an Assistant Editor, Advertising and Distribution Editor, Web Editor and any others that the
Editor in Chief determines necessary.

5. The AAJ Editor is now currently an appointed position with a vote on the National Council.

F. Interpreter

The interpreter position is mainly responsible for assisting the AJET National Council with translation at meetings that are bilingual and assisting in creating AJET forms and publications in non-English languages. The interpreter position is an appointed position with a vote on the National Council.

G. Webmaster

The Webmaster shall be in charge of keeping the AJET NC web site updated. This is an appointed position with no vote on the National Council.

H. PSG National Coordinator

The Peer Support Group (PSG) National Coordinator is responsible for the business of the Peer Support Group and for reporting on this business to the AJET National Council. This person must be a current JET Programme participant, and their appointment to this position is made by the National Council based on the recommendation of the outgoing PSG National Coordinator. This is an appointed position with no vote on the National Council.

I. The Prefectural Representative

The Prefectural Representative shall:
1. Coordinate the activities of his or her chapter in accordance with the AJET Constitution and Bylaws consistent with the purpose of AJET.
2. Maintain clear, accurate and timely Chapter records.
3. Submit an Annual Chapter Report (ACR) to their respective BR by March thirty-first (31st) of the calendar year, including a Block financial summary and Block activities summary of the previous year.
4. Submit a Monthly Balance Sheet (MBS) to their Block Representative.
5. Assist their respective BR in fulfillment of Block duties.
6. The PR is not a member of the NC. They have no vote on the NC. They may vote as regular members at any AGM meeting.

ARTICLE V. APPROVAL OF CONSTITUTION AND BYLAWS

The Constitution and Bylaws of the Association for Japan Exchange and Teaching is here by recognized by the Executive Officers of AJET on this day: (This version of the Constitution and Bylaws will be recognized by the name and this date. “AJET Constitution and Bylaws of 3-05″)
Month – Day – Year: March 6th, 2005
Chair, David Cowland-Cooper
Vice-Chair, Megan Hinge
Treasurer, Sarah Hamreus
All previous versions are hereby null and void.
Notes:
Amended from: 04-09-98 Version.
Amended from: 04-04-2000 Unofficial Abridged Version.
In the text the followings abbreviations have been used:
AAJ – AJET Across Japan
EO – Elected Officer
NC – AJET National Council
Chair – AJET Chair
VC – Vice-Chair
OR – Operating Regulations
MS – Mission Statement
AGM – Annual General Meeting
AR – Annual Report
PR – Prefectural Representative
BR – Block Representative

Amendment to the Bylaws of the
Association for Japan Exchange and Teaching
(February 2003)

Purpose of Amendment – To redefine the distribution of AJET blocks in Japan, so that they better represent the needs of the JET community. Whereas there were ten AJET blocks before this amendment, there are now eleven.

Amendment 1
Article IV. OFFICERS DUTIES
2. OTHER MEMBERS

B. Block Representatives
1. Each AJET Prefectural Chapter is part of an AJET block, of which there are currently eleven (11).
This distribution is as follows:
Block 1: Hokkaido, Aomori, Akita, Iwate.
Block 2: Yamagata, Miyagi, Niigata, Fukushima.
Block 3: Ibaraki, Tochigi, Saitama, Gunma, Nagano.
Block 4: Chiba, Tokyo, Kanagawa, Yamanashi, Shizuoka.
Block 5: Toyama, Ishikawa, Fukui, Gifu.
Block 6: Aichi, Mie, Nara, Shiga, Kyoto.
Block 7: Wakayama, Osaka, Hyogo, Okayama
Block 8: Ehime, Kochi, Kagawa, Tokushima
Block 9: Tottori, Shimane, Hiroshima, Yamaguchi
Block 10: Saga, Nagasaki, Fukuoka, Oita
Block 11: Kumamoto, Miyazaki, Kagoshima, Okinawa
Amelia Barkley
Anthony Hall
Donna Kim

Amendment to the Bylaws of the
Association for Japan Exchange and Teaching
(May 2003)

Purpose of Amendment – To define AJET's new website domain name.

Amendment 1

ARTICLE III. OFFICIAL WEB PAGE AND LIST SERVES

5. The AJET National Council will maintain an official web page domain at http://www.ajet.net.
Derrick Simpson-Anderson
Amanda Cornaglia
Jason Wians

Amendment to the Constitution of the
Association for Japan Exchange and Teaching
(March 2004)

Purpose of Amendment – To separate the position of CIR/SEA Representative into two positions, namely CIR Representative and SEA Representative, both elected members of the National Council with voting rights.

Amendment 1

ARTICLE IV. OFFICERS AND ADMINISTRATION

1. AJET consists of the members of AJET, nationally elected Executive Officers (EO), Block Representatives (BR), CIR Representative, SEA Representative, Appointed Officers, the National Council (NC), Chapters, Appointed Prefectural Representatives (PR), Special Interest Groups (SIG), Nationality Groups (NG), Language Groups (LG), various publications and special projects.
5. The CIR Representative will be elected from all the CIR members from the JET Programme who are AJET members and will be the sole representative of CIRs on the NC except for their BR.

6. The SEA Representative will be elected from all the SEA members from the JET Programme who are AJET members and will be the sole representative of SEAs on the NC except for their BR.

ARTICLE V. NATIONAL COUNCIL

The NC shall consist of the EOs, BRs, CIR Representative, SEA Representative, Database Administrator, Interpreter, AAJ Editor and appointed officers. Each member shall have one (1) vote, except for the Executive Officers who shall vote only in the case of a tie. Appointed members of the National Council shall not have a vote except for the DBA, Interpreter and AAJ Editor. The NC shall be the chief policy-making body of AJET. The NC shall establish policies consistent with the purposes of AJET and for the efficient administration of AJET. Among its functions, it shall represent the membership, define the categories and privileges of membership, establish procedures and policies concerning the formation and management of the various groups and interests within AJET including but not limited to: Chapters, SIGs, NGs, LGs, publications, and special projects. The NC may establish committees and/or boards as deemed necessary.

Derrick Simpson-Anderson
Amanda Cornaglia
Jason Wians

Amendment to the Bylaws of the
Association for Japan Exchange and Teaching
(March 2004)

Purpose of Amendment – To define the separate responsibilities of the CIR and SEA Representatives.

Amendment 1

ARTICLE IV. OFFICERS DUTIES

2. OTHER MEMBERS

Alongside the Executive Officers, the AJET National Council and AJET is made up of various other members. The following are outlines of these members and respective roles and responsibilities for the year:

A. CIR Representative

1. The CIR Representative is responsible for insuring that CIRs are properly represented on the NC.
2. They are responsible for being the link between the AJET NC and the CIR Network and insuring that there is two-way communication of issues and needs.
3. Their duties include ensuring that CIR issues are presented to the NC.
4. They shall find ways to better include their constituents in AJET events and services.
5. This is an elected position with a vote on the National Council.

B. SEA Representative

1. The SEA Representative is responsible for insuring that SEAs are properly represented on the NC.
2. They are responsible for being the link between the AJET NC and the SEA Network and insuring that there is two-way communication of issues and needs.
3. Their duties include ensuring that SEA issues are presented to the NC.
4. They shall find ways to better include their constituents in AJET events and services.

5. This is an elected position with a vote on the National Council.
Derrick Simpson-Anderson
Amanda Cornaglia
Jason Wians

Amendment to the Bylaws of the
Association for Japan Exchange and Teaching
(March 2005)

Purpose of Amendment – To include the PSG National Coordinator as a full appointed member of the AJET National Council, without voting rights.

Amendment 1

ARTICLE IV. OFFICERS DUTIES

2. OTHER MEMBERS

Alongside the Executive Officers, the AJET National Council and AJET is made up of various other members. The following are outlines of these members and respective roles and responsibilities for the year:

H. PSG National Coordinator

The Peer Support Group (PSG) National Coordinator is responsible for the business of the Peer Support Group and for reporting on this business to the AJET National Council. This person must be a current JET Programme participant, and their appointment to this position is made by the National Council based on the recommendation of the outgoing PSG National Coordinator. This is an appointed position with no vote on the National Council.

I. The Prefectural Representative

The Prefectural Representative shall:

1. Coordinate the activities of his or her chapter in accordance with the AJET Constitution and Bylaws consistent with the purpose of AJET.
2. Maintain clear, accurate and timely Chapter records.
3. Submit an Annual Chapter Report (ACR) to their respective BR by March thirty-first (31st) of the calendar year, including a Block financial summary and Block activities summary of the previous year.
4. Submit a Monthly Balance Sheet (MBS) to their Block Representative.
5. Assist their respective BR in fulfillment of Block duties.
6. The PR is not a member of the NC. They have no vote on the NC. They may vote as regular members at any AGM meeting.

David Cowland-Cooper
Megan Hinge
Sarah Hamreus