

# **Hokuriku JALT Chapter: Constitution and Bylaws**

## **Constitution of The Hokuriku Chapter of The Japan Association for Language Teaching**

### **I. Name and Purpose**

1. The name of the association shall be the Hokuriku Chapter of the Japan Association for Language Teaching, and in Japanese, Zenkoku Gogaku Kyouiku Gakkai Hokuriku Shibu, hereafter referred to as Hokuriku JALT. The region of Hokuriku refers to the prefectures of Fukui, Ishikawa and Toyama.

2. Hokuriku JALT is a chapter of the nationwide "NPO The Japan Association for Language Teaching," hereafter referred to as JALT. As the regional entity of JALT its purpose is to conduct activities for those interested in the improvement of language teaching and learning in Japan, and to contribute to the development of activities in language teaching and learning, social education and international cooperation.

3. In the conduct of its activities, Hokuriku JALT shall comply with the policies and directives of the JALT National Executive Board, and act in accordance with the provisions of the national constitution and bylaws.

### **II. Membership**

1. Membership is open to those interested in language teaching and learning.

2. A person who joins JALT may choose to be a member of Hokuriku JALT.

3. A person who does not join JALT or Hokuriku JALT may participate in any Hokuriku JALT event as a one-day paid participant.

### **III. Chapter Meetings and the Annual General Meeting (AGM)**

1. Hokuriku JALT shall periodically sponsor or endorse events related to language education. This may be done independently or in cooperation with JALT, Associate Members of JALT, other JALT groups or other organizations interested in language education.

2. Hokuriku JALT shall hold an Annual General Meeting. At this meeting, the chapter officers will report on the state of the chapter's treasury, programs, membership, and publicity during the period since the last Annual General Meeting.

3. The Annual General Meeting will be preceded by notification to the membership at least 5 days in advance. Members of the chapter present at the Annual General Meeting will constitute a quorum.

#### **IV. Officers and Administration**

1. Hokuriku JALT Executive Board will consist of a minimum of three officers, including a President, a Treasurer, and a Program Chair. If sufficient volunteers are available to serve, additional officer positions such as a Membership Chair and a Publicity Chair will be filled. More than one officer may share a specific position and the duties of that office.
2. At the Hokuriku JALT Executive Board meetings, three officers, including the President, will constitute a quorum, with each officer having one vote. When the physical presence of a quorum is impractical, mail or electronic communication may be used to obtain the approval of the officers for the Hokuriku JALT Executive Board to conduct business on behalf of Hokuriku JALT.
3. The Hokuriku JALT Executive Board will meet periodically to discuss the chapter's plans for chapter meetings and activities, and to discuss the implications of policies under consideration or already implemented by the JALT National Executive Board. An agenda will be prepared before the meeting, and minutes of the meeting will be provided to Hokuriku JALT Executive Board members. Alternatively, electronic communications shall be used when face to face meetings are not possible.
4. The president or a designated chapter representative is authorized to act on behalf of the organization in its dealings with the JALT National Executive Board.
5. The Hokuriku JALT Executive Board shall determine and announce the date for the Annual General Meeting. At the AGM, each of the three primary officers will present an oral report and provide a written report covering operations for their area of responsibility to be distributed to the members present.
6. The Hokuriku JALT Executive Board will consider any suggestion or proposal submitted in writing by a Hokuriku JALT member, and reply in writing upon request.

#### **V. Amendments**

Amendments to this Constitution shall be proposed by a majority vote of the Hokuriku JALT Executive Board. Any such proposed amendments shall be distributed to the members at least 5 days in advance to the Annual General Meeting. To become effective, constitutional amendments must be approved by two-thirds of the members voting at the Annual General Meeting.

#### **Bylaws of The Hokuriku Chapter of the Japan Association for Language Teaching**

##### **I. Membership and Dues**

1. Hokuriku JALT National Membership dues shall be determined by JALT.

2. The chapter shall maintain a minimum number of national members in good standing in accordance with the requirements stated in the JALT Constitution and Bylaws.

## **II. Officer Duties and Committees**

1. President: The President shall have general responsibility for coordinating the activities of the Hokuriku JALT Executive Board, directing and publicizing the affairs of the chapter, and representing its interests to the JALT National Executive Board. The president shall preside at the Hokuriku JALT Executive Board meetings, and at the Annual General Meeting. With the approval of the Hokuriku JALT Executive Board, the president may appoint committees as deemed necessary to carry out the work of the organization.

2. Treasurer: The Treasurer shall maintain all financial records, be responsible for collecting and disbursing all funds of Hokuriku JALT, reimbursing individuals for JALT-related expenses, and submitting financial reports as directed by JALT policy, including the annual budget.

3. Program Chair: The Program Chair shall be responsible for supervising the arrangements for Hokuriku JALT chapter meetings, communication with speakers and recruitment of prospective speakers. The Program Chair shall also provide timely information to the Publicity Chair and fulfill all reporting requirements about meetings and presenters for the JALT Program Database.

4. Publicity Chair: The Publicity Chair shall be responsible for coordinating Hokuriku JALT's publicity and public relations in both JALT and non-JALT forums.

5. The Membership Chair shall be responsible for the maintenance of current and past member records, communicating with the JALT Central Office.

6. The position each officer holds shall be determined by the Hokuriku JALT Executive Board. In addition to the three required positions, officer positions may be instituted to identify other important responsibilities such as: Facilities Chair, Vice President, Group Liaison and Member-at-Large. In addition, any number of volunteer officers may work together as a team using titles to reflect such sharing of responsibilities such as Co-Publicity, etc.

7. Membership on committees appointed by the President is open to chapter members. The chair of each committee, however, must be a member of the Hokuriku JALT Executive Board.

## **III. Nominations, Elections, Vacancies, and Removals**

1. Nominations for officers by members in good standing shall be solicited and accepted by the Hokuriku JALT Executive Board, either in writing or in person.

2. Candidates must acknowledge acceptance of nomination, and provide relevant biographical information.

3. The Executive Board members shall be empowered to poll the Hokuriku JALT chapter members in the form of a primary chapter election to determine a slate of officers to be presented as a motion for approval by the Executive Board. There is no limit to the number of officers, but at least three officers must be elected to constitute a quorum.

4. The Executive Board members shall present a ballot with a slate of officers to the Hokuriku JALT membership. Members can vote for or against electing to the Hokuriku JALT Executive Board individuals listed on the slate of officers. Elections will take place at the Annual General Meeting, and the elections of officers will be determined by a simple majority, with the results subject to approval by the Hokuriku JALT Executive Board.

5. The terms of office shall be for one year. The terms of office shall be from the end of the Ordinary General Meeting at the JALT National Conference up to and including the next year's Ordinary General Meeting. Reelection shall not be prohibited.

6. If for any reason an office becomes vacant, the vacancy shall be filled by Presidential appointment, subject to approval by the Hokuriku JALT Executive Board.

7. Any officer who fails to perform their duties under the Hokuriku JALT Constitution and Bylaws, the Hokuriku JALT Executive Board policies, or the JALT National Executive Board policies may be removed from office by a three-fourths vote of the Hokuriku JALT Executive Board.

#### **IV. Meetings**

1. The chapter shall hold a minimum number of meetings each year in accordance with the requirements stated in the JALT Constitution and Bylaws.

2. In the event of convening an Annual General Meeting, written notice of date, place, purposes and agenda of the Annual General Meeting shall reach Hokuriku JALT members at least 5 days before the Annual General Meeting.

#### **V. Financial Year**

Hokuriku JALT's financial year shall begin on April 1st and end on March 31st.

#### **VI. Language**

For administrative purposes, the working languages of Hokuriku JALT shall be English and/or Japanese.

## **VII. Amendments**

Amendments to these Bylaws may be proposed by a majority vote of the Hokuriku JALT Executive Board. Any such proposed amendments shall be distributed to the members before the Annual General Meeting. To become effective, proposed amendments must be approved by a simple majority of the members voting at the Annual General Meeting by electronic means.

## **VIII. Management of Meetings**

The President shall recommend procedures for the management of the Hokuriku JALT Executive Board, the Chapter Meetings, and the Annual General Meeting. In case of objections to such recommendations, the Executive Board members present shall discuss and agree upon rules and procedures to manage the meeting, consistent with the Constitution and Bylaws.

**Approved by the Hokuriku Chapter Executive Board on January 15<sup>th</sup>, 2025 .**

**Approved by the Hokuriku Chapter AGM on \_\_\_\_\_**

**Approved by the JALT Executive Board on \_\_\_\_\_.**