

The Constitution of the
School Owners' Special Interest Group
of NPO Japan Association for Language Teaching

Name

Article 1

The name of the organization shall be the "School Owners' Special Interest Group" (SO SIG) of the "Japan Association for Language Teaching", and in Japanese, "Gogaku Sukuuru Keieisha Kenkyu Bukai", hereafter referred to as SO SIG.

Affiliation

Article 2

1. SO SIG is a semi-autonomous group within NPO JALT (The Japan Association for Language Teaching).
2. In the conduct of its activities, SO SIG shall comply with the policies and directives of the JALT Executive Board, and act in accordance with the provisions of the national constitution and bylaws.

Purpose

Article 3

SO SIG is a nonprofit organization whose purposes are to foster research, hold periodic meetings and forums, issue publications, cooperate with interested professional organizations, including other JALT SIGS and Chapters, carry on other activities for those interested in or currently operating language schools in Japan.

To achieve the above purposes SO SIG pursues the following objectives:

- (1) Develop a special interest community
- (2) Promote and develop best practice in school ownership and operation
- (3) Support the development of our members
- (4) Support the development of the wider JALT community.

Membership

Article 4

Individual voting membership shall be open to any JALT member upon joining the SIG and payment of the annual membership fee as set by JALT at the time of joining.

A SO SIG member shall lose his/her membership in the following cases:

1. Failure to renew the JALT membership upon expiry.
2. Dismissal from membership.

If a member injures the reputation or acts against the purposes of SO SIG, the Executive Board may dismiss the member from SO SIG. If the Executive Board should dismiss a member for aforementioned reasons, the member shall be given the opportunity to speak at a meeting of the Executive Board prior to the decision of the Executive Board.

Article 5

Subscribers are SIG members who subscribe to the publication mailing list, receive publications, and gain free or reduced-fee access to SIG events. However, they are not members of JALT, and their subscription fees are managed by the SIG. They are also not voting members of the SIG.

Annual General Meeting

Article 6

SO SIG shall hold an Annual General Meeting (AGM). The time and place shall be announced to all SO SIG members at least two weeks prior to the meeting. All SO SIG members shall have equal voting rights at the AGM. Non-present members may vote in electronic form or entrust their vote to another JALT member in written form preceding the meeting. At the AGM, SO SIG officers will report on the state of the SIG's treasury, programs, publications, membership, and publicity during the period since the last AGM. Members present at this meeting shall constitute a quorum. All JALT members are welcome to attend the AGM, but only members of SO SIG as ascertained by Membership-related officers shall be entitled to vote.

The following items shall be resolved at the Annual General Meeting:

1. Appointment and dismissal of officers
2. Business plan
3. Budget for revenues and expenditures
4. Business report
5. Financial reports
6. Amendment of the Articles of SO SIG Constitution
7. Other important issues concerning the administration of SO SIG

Officers

Article 7

SO SIG shall have a minimum of the following core officers: Coordinator, Treasurer, Membership Chair, Program Chair, and Publications Chair, as described in section 1 of the bylaws below. Core-officers must be members of JALT. Other non-core officer positions may be created and appointed by the AGM. Officers shall be elected and approved at the AGM. The term of office shall be for one year. An officer shall begin their term of office immediately following the Annual General Meeting and perform their duties until the election at the following year's Annual General Meeting. Reelection shall not be prohibited. Any officer may hold more than one officer position. However, the same person shall not hold the coordinator and treasurer positions. The group of officers shall be referred to as the Executive Board.

Remuneration

Article 9

1. The Officer's expenses needed to perform their duties may be reimbursed.
2. The travel expenses and one-night hotel charges of core officers needed to attend the Executive Board Meeting at a SO SIG Mini-Conference may be

reimbursed as funds and the budget allow.

Publications

Article 8

SO SIG shall produce at least two publications, including online versions, per year.

Financial year

Article 9

SO SIG's financial year shall begin on 1 April and end on 31 March.

Amendments

Article 10

Amendments to this Constitution must be proposed by at least three members of SO SIG the Executive AGBoard or at least 5% of the SO SIG members.

The proposed amendment(s) shall be ratified in a procedure clearly explained to all SO SIG members. The proposed amendment(s) must be ratified by a simple majority of the members voting at the AGM and will become effective immediately. Voting by absentee ballot will be possible.

Bylaws of the SO SIG

I. Officer Duties

1. Coordinator: The Coordinator shall have general responsibility for coordinating the activities of SO SIG Executive Board and for directing the affairs of SO SIG. They shall preside at the SO SIG AGM and at other SO SIG sponsored events. In the absence of the Coordinator, another officer appointed by the Coordinator shall chair the meeting. The Coordinator will serve as liaison to other similar organizations. The Coordinator shall submit an annual report to JALT.

2. Treasurer: The Treasurer shall keep all financial records and collect and disburse all funds of SO SIG. They shall prepare the necessary monthly documents to JCO. They shall present an account of the financial status of the organization at the SO SIG AGM and submit regular financial reports to the National SIG Treasurer Liaison. The Treasurer shall prepare the financial documents for an internal audit to take place after the books have been closed at the end of each fiscal year.

3. Program Chair: The Program Chair shall supervise the planning and organizing of all regular and special programs and provide the necessary information to officers of the SIG or other JALT agencies as needed. They shall solicit presentation proposals from SO SIG members and arrange for vetting them where necessary. They shall contact and arrange for speakers to present at the JALT International Conference, SIG Forum, and other SIG events such as a mini-conference or webinar and actively offer programs to JALT Chapters, special events of JALT, or other L2 educational organizations within and outside of Japan.

4. Membership Chair: The Membership Chair shall be responsible for registering and renewing SO SIG membership, keeping membership information provided by members, maintaining a comprehensive and up-to-date list of the membership, creating databases for internal analysis, and forwarding membership information to the appropriate JALT officers. The Membership

Chair shall assist the [Publicity Chair and] Publication Chair as needed for distribution of SO SIG publications.

5. Publications Chair: The Publications Chair is responsible for editing and publishing at least 2 official newsletters or journals per calendar year. The editor is permitted to appoint an assistant editor and staff as necessary.

6. In addition to the five required positions, supporting positions may be instituted to identify other important responsibilities such as: Academic Liaisons Chair, Website Editor, Member-at-Large, etc. Any number of volunteer officers may work together as a team using titles to reflect this sharing of responsibilities such as Co-Publicity, etc.

7. Membership on committees appointed by the Coordinator is open to ordinary SIG members.

II. Nominations, Elections, Vacancies, and Removals

1. Nominations for officers by members in good standing shall be solicited and accepted by SO SIG Executive Board, either in writing prior to the AGM or in person at the meeting.

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

3. The Executive Board members shall be empowered to poll the voting members in the form of a primary SIG election in order to determine a slate of officers to be presented as a motion for approval by the AGM. There is no limit to the number of officer positions that can be created or shared. Voting members shall be SO SIG Members.

4. If no officer positions are being contested among two or more candidates, the SO SIG Executive Board may present the full slate of officers to the membership at the AGM for approval by the members present. If there are contested positions, elections will take place at the AGM or prior to the AGM via electronic means, with the results subject to approval by the SO SIG AGM.

5. If for any reason an officer position becomes vacant, the vacancy shall be filled by appointment by the Coordinator, subject to approval by the SO SIG Executive Board.

6. An officer who fails to perform his/her duties under the SO SIG Constitution and Bylaws or the JALT Executive Board policies may be removed from office by a three-fourths vote of the SO SIG Executive Board.

III. Amendments

Amendments to these Bylaws may be proposed by a majority vote of the SO SIG Executive Board. Any such proposed amendments shall be distributed to the members before the AGM. To become effective, proposed amendments must be approved by a simple majority of the members voting at the AGM. Alternatively, these Bylaws may be amended by a two-thirds vote of the SO SIG Executive Board.

This Constitution and Bylaws were approved by the School Owners' SIG Executive Board on May 7, 2019.

This Constitution and Bylaws were accepted by the JALT Executive Board on _____.

This Constitution and Bylaws were ratified by the School Owners' SIG members on _____.