

Japan Exchange & Teaching Programme Alumni Association International (JETAA International / JETAA-I)

Organizational Bylaws November 2022 Version (Amended)

Article I: Official Name

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

Article II: Constituency

1. JETAA-I exists to serve its constituent chapters, as recognized by JETAA-I in consultation with CLAIR and the relevant Japanese Ministries, as well as individual members of the alumni community.

Article III: Objectives of JETAA-I

1. JETAA-I has been established to:
 - a. Be the international umbrella alumni association of former Japan Exchange and Teaching (JET) Programme participants around the world;
 - b. Serve as a coordinator and liaison among JETAA chapters worldwide, individual JET alumni, official Japanese government entities, and other stakeholders;
 - c. Promote and support the JET Programme and its alumni chapters;
 - d. Provide information and resources for and about the JET and JETAA communities in Japan and abroad;
 - e. Support and assist in new chapter development;
 - f. Strengthen networking among the JET alumni community, its chapters and members, current JETs, and other Japan-related organizations and entities;
 - g. Nurture and enhance ties between Japan and the rest of the world.

Article IV: Structure of JETAA-I

1. The leadership structure of JETAA-I consists of the Executive Committee (Country Representatives) and the Executive Officers (Chair and Vice Chair). They are assisted by:
 - a. A Board of Advisors;
 - b. A Webmaster.
2. All elements of JETAA-I leadership serve as volunteers. They shall receive no monetary compensation except that which may be provided as an advancement or reimbursement for expenses incurred in the performance of their duties, in reasonable amounts, as approved by JETAA-I's funders.

Article V: Roles and Responsibilities of Executive Officers, Board of Advisors and Webmaster

Section 1. Chair

1. Duties of the Chair include:
 - a. Leading all meetings of the Executive Committee and other officers of JETAA-I;
 - b. Acting as the official spokesperson and primary liaison for JETAA-I;
 - c. Supervising projects, and advising and working with the Vice Chair, Executive Committee, Webmaster and/or Board of Advisors where appropriate;
 - d. Supporting chapter development for new or struggling chapters;
 - e. Facilitating communication in the alumni community, including among chapters, and with the Executive Committee.

2. The Chair reports to the Executive Committee at least once annually on the condition and activities of JETAA-I covering the period since the previous report. This includes activities undertaken by the Chair, Vice Chair, Webmaster, and Board of Advisors.

3. The Chair has no voting rights.

Section 2. Vice Chair

1. Duties of the Vice Chair include:
 - a. Providing day-to-day supervision of specific projects as directed by the Chair and / or the Executive Committee;
 - b. Assuming the duties of the Chair in the Chair's absence for any reason (after consultation with Executive Committee and Board of Advisors);
 - c. Overseeing work or working as needed on JETAA-I initiatives such as:
 - i. By-law changes;
 - ii. Supporting new and developing chapters;
 - iii. Maintenance of any JETAA-I knowledge repository, such as chapter information;
 - iv. Development and maintenance of JETAA-I website, social media accounts and other communication resources.

2. The Vice Chair can also assume responsibility for other types of communication, such as publicity and promotion where directed by the Chair and / or Executive Committee.

3. The Vice Chair has no voting rights.

Section 3. Board of Advisors

1. The Board of Advisors advises and supports the Executive Officers in their duties.

2. The Board also serves in a complementary role to the Executive Committee.

3. The number of people on the Board of Advisors can consist of ideally five (5), but not more than seven (7), and shall be selected, as vacancies occur, by the Chair in consultation with the Vice Chair, current Board of Advisor members, and the Executive Committee.

4. Members of the Board of Advisors have no voting rights.

Section 4. Webmaster

1. The Webmaster has general responsibility for the technical aspects of JETAA-I.
2. The Webmaster position is an appointed one (see Article IX, Section 3) and has no voting rights, unless the Webmaster is a Country Representative.

Article VI: Executive Committee (Country Representatives)

Section 1. Structure of Country Representatives

1. All countries containing at least one chapter of twenty (20) or more members are eligible to select a Country Representative to sit on the Executive Committee.
2. In the case of single-chapter countries, the Chapter Representative will automatically become the Country Representative. The Chapter Representative will take on the added responsibilities of that role unless the membership of that country votes otherwise.
3. Countries are strongly encouraged to align their Country Representative selection process and terms of office with the JETAA-I cycle and Japanese fiscal year. This means new officers will begin their terms on April 1st of each year.
4. Country Representatives are not required to represent more than nine chapters. Countries with more than nine chapters per Country Representative have the option of selecting additional Country Representatives to help share the work.
5. If a country has multiple Country Representatives, then it is up to the country in question to decide how their Country Representatives will work. Regardless of the method, all Country Representatives shall have equal authority and standing in JETAA-I.

Section 2: Roles and Responsibilities

1. The Executive Committee consists of all current Country Representatives of recognized member countries.
2. The Country Representatives' primary role is to serve the alumni in their countries. They are accountable to their respective constituents.
3. In addition, they are expected to:
 - a. Participate in the JETAA-I Executive Committee and contribute to its good governance;
 - b. Inform the Executive Officers and Committee of any significant activities, developments, and unique requirements of their countries or regions;
 - c. Discuss and take action on any matters that relate to, affect or benefit the global alumni community;
 - d. Help ensure effective and timely two-way communication between JETAA-I and their respective countries or regions;

- e. Represent the views of their constituents (both chapters and individuals) at meetings and conferences, and to pass on information and decisions from these meetings and conferences to their chapters and constituents.
4. The Executive Committee also votes to elect new JETAA-I Executive Officers (Chair and Vice Chair). Each Country Representative has one vote.
5. The Executive Committee, either as a whole or through any of its members, will also ensure that the Executive Officers are:
 - a. Performing their duties as outlined in the Bylaws;
 - b. Carrying out as instructed any decisions made by the Executive Committee at conferences, meetings, or any other officially recognized means.
6. The Executive Officers and Executive Committee may cooperatively establish committees, responsibilities and / or duties to be carried out by the Executive Committee members as needed.
7. The Executive Officers may, in consultation with the Executive Committee, produce a set of guidelines regarding the roles, responsibilities, and tenure of Country Representatives, unless stated otherwise. Any such guidelines shall become effective only following an affirmative vote of at least two-thirds of the Executive Committee voting. (Refer to Article X, Section 3 for more information.)

Article VII: Membership of JETAA-I

Section 1. Eligibility

1. JETAA-I membership is on a country basis and is restricted to countries recognized by JETAA-I.
2. Countries are encouraged to seek official JETAA-I recognition for their chapters, for reasons such as:
 - a. This enables JETAA-I to give direct support (if requested);
 - b. The number of recognized chapters in a country determines how many Country Representatives may represent that country on the Executive Committee.
3. Member countries must have at least one chapter that operates as an 'active' chapter, with at least twenty (20) current alumni members and written chapter bylaws.
4. Member countries can be either single-chapter countries or multiple-chapter countries.
5. If the country has:
 - a. Only one chapter and;
 - b. That chapter has fewer than 20 members;

Then that chapter may be granted Associate membership by the Executive Committee (see Article V, Section 2: Associate membership).

Section 2. Seeking recognition

1. Any group seeking official recognition (i.e. new chapter, associate members, or sub-chapters) can do this by submitting the following documents to the Chair:
 - a. A copy of their bylaws;
 - b. A current membership list;
 - c. A summary of activities over the last 12 months;
 - d. A cover letter requesting membership or recognition.
2. The Chair shall review these materials and share them with the Vice Chair and Executive Committee. Once any issues or questions are resolved, the Executive Committee shall vote on whether to accept, defer, or reject the application.
3. Member chapters, associate member chapters and sub-chapters of JETAA-I will:
 - a. Commit to providing service related to the JET Programme;
 - b. Establish and strengthen relationships with other chapters;
 - c. Work towards the growth, development, and success of the global alumni community;
 - d. Maintain integrity and professionalism and serve as exemplary representatives of the alumni community.

Section 3. Associate membership

1. Associate Membership entitles the chapter to:
 - a. The use of the JETAA-I name and/or logo, with permission;
 - b. Participation in conferences or meetings (as possible / appropriate);
 - c. Support from and a relationship with JETAA-I Executive Officers, Executive Committee, and global Chapter Representatives;
 - d. Access to JETAA-I resources and information.
2. Associate membership lasts until the 20 member minimum has been reached. Associate members have no voting rights.

Section 4. Subchapters

1. Any group of alumni in a country that has existing chapters may, in consultation with the chapter in whose area they reside, form a subchapter to better serve their needs. The subchapter will be considered a part of its parent chapter and its members will be counted in the chapter's total membership. Any funding or other support will be provided through the parent chapter.
2. Subchapters are represented by their parent chapter. They may apply for official recognition by JETAA-I, and will be subjected to all requirements and privileges of parent chapters, except voting and attendance at JETAA-I meetings.
3. Any subchapter able to meet the requirements may, with the agreement of its parent chapter, apply for recognition as a full and independent chapter.

Section 5. Dormant Members

1. Membership will be considered dormant should any two of the following occur:
 - a. Unable to establish contact for more than 6 months;
 - b. Less than 2 activities in the chapter in a year;
 - c. No officers are elected or appointed for their chapter(s).
2. Dormant chapters will not be considered as part of the quorum for meetings and votes.
3. Reinstating from dormancy will require the following to be achieved:
 - a. Establish and maintain contact for at least 2 years;
 - b. Be able to conduct 3 activities per year in the chapter for at least 2 years, and;
 - c. Elect or appoint officers for their chapters as stipulated in their chapter's bylaws.

Section 6. Revocation of Membership, Associate Membership Statuses

1. Membership or Associate membership can be revoked if the chapter / individual is found to be engaging in the following:
 - a. Acting in a manner that is in direct conflict with the objectives outlined in Article III;
 - b. Acting in a manner that is contrary to the best interests of JETAA-I;
 - c. Acting in a manner that results in bringing JETAA-I, its member countries and subsequent chapters into disrepute;
 - d. Engaging in criminal activity that results in bringing JETAA-I or its member countries and their subsequent chapters into disrepute;
 - e. Dissolution of a chapter.
2. Membership or Associate membership can be suspended if the chapter is dormant.

Article VIII: Meetings

Section 1. Meeting procedures

1. The Executive Committee and Executive Officers will meet as necessary to progress the business of JETAA-I. It is preferable that these meetings be face-to-face (funds permitting). However, when this is not possible, they shall be conducted virtually (i.e. via teleconference or the Internet). They may also be conducted in a hybrid (virtual and in-person) format.
2. Meetings may be proposed in writing (in either electronic or physical documentation) by the Chair or any Executive Committee member.
3. When a meeting is decided or approved, the Vice Chair shall provide written notification (in electronic or physical documentation) to all members of the Executive Committee, Board of Advisors, and to other relevant stakeholders. This notification shall include the date, time, venue, or means of communication and the meeting agenda.
4. The Vice Chair should arrange meetings that allow maximum participation of Executive Committee members at no or minimal personal cost to those members.

5. Virtual meetings should be announced at least two weeks prior to the date and face-to-face meetings at least eight weeks. Shorter timeframes are permitted when circumstances demand such immediate action.
6. If an Executive Officer, Executive Committee member, or any other person of responsibility:
 - a. Fails to complete a task volunteered for or appointed to or;
 - b. Behaves in an inappropriate manner as specified in the Bylaws or other guidelines without due cause;Then, funding will not be provided for transport to or attendance at meetings or conferences.
7. A person may be deemed ineligible to attend meetings or conferences by a vote of at least 51 percent of the Executive Committee.
8. A quorum for a meeting of the Executive Committee for all meeting types will be 75% of current Executive Committee membership. Current Executive Committee members are those Country Representatives whose countries have official membership in JETAA-I.
9. In the event that a quorum is not achieved within 30 minutes of the publicized commencement of the meeting, the meeting shall be suspended until such time as the Chair re-convenes.
10. In the event of an Executive Committee member or Executive Officer 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 or emergency).
11. The nominated representative should preferably be a former Country Representative or a current Chapter Representative from the same country as the absent Executive Committee member. If neither of these options is possible, the nominated representative must be a current member of the chapter that the absent Executive Committee member is a member of.

Section 2. In-person meetings

1. The Chair or Vice Chair shall give written notice (electronic or physical documentation) of any face-to-face meeting of the Executive Committee to Executive Committee members at least eight (8) weeks prior to the advertised date of any such meeting.
2. The Chair or Vice Chair shall, in collaboration with the Executive Committee members, oversee meeting arrangements and advise all Executive Committee members of the details at least fourteen (14) days prior to the meeting.
3. The Executive Officers shall try 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).

4. A meeting may be held in-person with a virtual access option (a hybrid meeting) for any participants not able to attend physically for any reason. Rules for conducting an in-person meeting will apply in regard to applicable timeframes and procedures.
5. Commencement of the meeting is subject to a quorum being reached in terms of Executive Committee members present either physically or virtually, depending on the format of the meeting.

Section 3. Other meetings

1. The Vice Chair shall give written notice of any meeting to Executive Committee members at least fourteen (14) days prior to the advertised date of a meeting.
2. The Vice Chair shall, in consultation with the Chair, Webmaster (where necessary), 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 of the arrangements at least seven (7) days prior to the meeting.
3. Commencement of the meeting is subject to a quorum being reached in terms of Executive Committee members present to participate.

Article IX: Terms, Qualifications, and Eligibility for Office

Section 1. Executive Officers

1. Executive Officer positions have a term of one year. After this, all positions become vacant.
2. Executive Officers can serve a maximum of three consecutive terms in any one position. Executive Officers are encouraged to run for at least two terms, in order to promote continuity.
3. Eligibility for the position of Chair is restricted to current or former Executive Committee members (Country Representatives) and Chapter Representatives, or a Vice Chair with at least two years experience, as noted in Section 1-6 below.
4. It is preferable that candidates for the position of Vice Chair have similar experience, although exceptions may be considered.
5. Candidates for the position of Chair and Vice Chair must be former JET Programme participants.
6. In the case where a Vice Chair lacks experience as a Country or Chapter Representative, they may run for the office of Chair after they have served at least two terms as Vice Chair.
7. Any candidate should have completed their service in good standing, as determined by the Officers, Board of Advisors, and Executive Committee of JETAA-I. To be considered "in good standing", the candidate should currently be a registered member of a chapter, have fulfilled

all commitments and obligations pertaining to the performance of their official duties, and have never been nor are currently the subject of any form of censure, removal, or other disciplinary action.

8. A person cannot hold more than one leadership position at any time. Once elected, an Executive Officer must stand down from their Chapter Representative or Country Representative position, in order to fulfill their responsibilities to the Executive Officer post.
9. In the event of an Executive Officer position becoming vacant prior to the expiration of the term of office, the Executive Committee will appoint an interim replacement.
10. The replacement will assume the duties of that Executive Officer position for the remainder of the term.
11. The replacement can come from the Executive Committee (preferably) or from elsewhere deemed fit by the Executive Committee. The replacement can retain their own responsibilities in their own country for the remainder of the term.

Section 2: Board of Advisors

1. Board members are encouraged to serve for at least two but not more than ten years, and are subject to an annual review after the first two years by the Executive Officers. They serve at the pleasure of the Executive Officers.
2. Except where experience as an officer in some capacity is specified, Board members do not necessarily need to be alumni.
3. Members of the Board of Advisors should have knowledge of the JET Programme, AJET (the Association of Japan Exchange and Teaching), and of JETAA at the chapter, national, and international levels. This could include (in descending order of priority):
 - a. Former Executive Officers or Executive Committee members of JETAA-I;
 - b. Current and / or former officers from AJET;
 - c. Representatives (other than Country Representatives) from member chapters;
 - d. Stakeholders in the JET Programme or alumni community;
 - e. Other people considered by the Chair to be qualified in some way to contribute to the Board.

Section 3: Webmaster

1. The Webmaster role is an appointed position, and has a term of 3 years on a renewal basis. The current Webmaster can be afforded another 3-year extension with the following provisions:
 - a. The individual is not acting against the interests of JETAA-I, or any of its member chapters;
 - b. The individual is not in direct contradictions of any other specifications stipulated within these bylaws.

2. The Webmaster is selected by the Executive Officers, with agreement by the Board of Advisors, following a thorough review of the candidate.
3. The Webmaster position and job description can be determined as in Appendix D, and filled by the Executive Officers and shall serve at their discretion to assist in the above-mentioned duties.
4. Candidates for the Webmaster role preferably have knowledge of and familiarity with technology and digital tools needed to maintain all of JETAA-I's online platforms such as the website and social media accounts.
5. Candidates for Webmaster must be members of the JET alumni community, and preferably have been active in JET alumni activities.

Section 4. Executive Committee (Country Representatives)

1. Each country determines the governing by-laws, selection process, and terms of office for their Country Representatives.
2. Eligibility for JETAA-I Executive Committee membership is restricted to Country Representatives who have been elected by a majority of their chapters or members in their country. In countries where their Country Representatives are selected through a method other than election, agreed upon by the membership, JETAA-I will abide by their selection as well.

Article X: Election of Executive Officers

Section 1. When to hold elections for Executive Officers

1. Elections to fill Executive Officer positions are conducted annually. The timing of the election process should allow for Executive Officers to begin their terms of office on April 1st, with sufficient time allocated to adequately carry out each step of the election process as outlined.

Section 2. Election process

1. The election process for Executive Officers will be overseen by an Election Officer. The Election Officer has responsibility to:
 - a. Call elections;
 - b. Communicate election procedures to the Executive Committee;
 - c. Ensure proper running of the election such as gathering votes and announcing the results.
2. The Election Officer should be a neutral third party designated by the entire Board of Advisors for that task. This person can be an Advisory Board member.
3. When designated, the Election Officer will choose a second member as a back-up officer in case the Election Officer is for some reason unable to fulfill their duties.
4. The Board will report the proposed Election Officers to the Executive Committee, with reasonable time allotted for any member of the Executive Committee to raise questions or

objections to one or both of those, and discussion and resolution to be carried out subsequent to any issue being raised.

5. Once the Election Officer and a back-up have been decided, the Executive Committee, as Country Representatives, are responsible for informing Chapter Representatives in their country as soon as an election has been called.
6. Only current Executive Committee members are eligible to vote for JETAA-I Executive Officers.

Section 3. Eligibility to run for Executive Officers

1. Candidates may stand for office by submitting platforms and any required documentation for review by the Election Officer and Executive Committee and receiving approval for their candidacy.
2. Current Executive Officers eligible for re-election are allowed to do so unless the Executive Committee has lost confidence in their ability to serve. In this case, a two-thirds majority of Executive Committee members voting is necessary to block such a candidacy.
3. In the event there is only one candidate for any Executive Officer position, that person shall automatically assume said position as if elected, unless a motion of opposition is raised by any member of the Executive Committee and seconded by another member.
4. In that case, the Executive Committee must discuss the objection to the candidate and vote, within a reasonable time, on whether to allow or deny the candidate's continuation in their position. A two-thirds majority is required to block the candidate's continuation in that post.
5. Previous officers shall relinquish their duties and new officers shall assume duties on April 1st of each year, unless there is consensus agreement to alter this for some pressing reason. The acceptable period of time before or after April 1st within which the transfer may occur shall be set in the election guidelines.

Section 4. Election of Executive Officers

1. Voting shall be by a system whereby the candidate receiving the most number of votes shall be declared successful. Voters have one vote to cast for a candidate for each open position. They may not vote for multiple candidates for one position. Such votes shall be considered invalid.
2. In the event of a tie vote, the Election Officer shall conduct a competition of chance before witnesses, such as drawing lots, janken, or a coin toss, in a manner mutually agreed upon by the candidates, to determine the winner.

Section 5. Country Representatives (Executive Committee)

1. The method of selection for Country Representatives shall be the responsibility of the country concerned, but encouraged to be done in a manner consistent with any applicable JETAA-I Bylaws.

2. Notification of the results of this selection shall be shared with the Executive Officers and Executive Committee within fourteen (14) days of the incoming Country Representative assuming office.

Article XI: Voting

Section 1. Voting Procedures

1. All voting on matters pertaining to JETAA-I shall be done by secret ballot in a manner that respects the voter's privacy and allows for all members to participate.
2. As with elections, voting can be overseen by an Election Officer (see Article X: Conducting Elections for outline on selecting an Election Officer).
3. The method of voting, whether in-person, online, or otherwise, shall be determined by the Election Officer or Chair in consultation with the Executive Officers and Committee members, and this information shall be shared with all stakeholders.
4. The Election Officer, for elections, or the Chair, for votes involving the Executive Committee, is expected to conduct due diligence to ensure that every Country Representative is notified of any vote called.
5. Voting may be conducted outside of a formally called meeting, depending on circumstances. In this case, quorum requirements do not apply. However, due diligence to notify all Executive Committee members is required.
6. Vote counts (whether in relation to elections, removals, amendments, etc) in the following methods:
 - a. A plurality;
 - b. A simple majority (50 percent plus 1) or;
 - c. A super-majority (two-thirds);

Shall be based only on the Executive Committee members voting, excluding abstentions.

7. All Country Representatives are expected to vote, although they may vote to abstain. Any non-votes will be considered abstentions. Abstentions will not be included in the final vote tally.

Section 2. Amending the JETAA International Bylaws

1. Proposed amendments to the JETAA International Bylaws shall be put to the vote of the Executive Committee (Country Representatives).
2. All JETAA-I Executive Committee members shall be provided with written notification (electronic or physical documentation) of proposed amendments and date of the vote at least six (6) weeks in advance.
3. Voting on the proposed amendment of the bylaws shall only be conducted after thoughtful and comprehensive discussion among the Executive Committee members.

4. Country Representatives are expected to seek the views of all of their Chapter Representatives, for multi-chapter countries, or chapter members, for single-chapter countries, prior to voting.
5. Motions to amend the Bylaws or on Matters of General Concern may be proposed by anyone, but need to be seconded by a member of the Executive Committee before being considered for a vote.
6. Voting on proposed bylaw amendments will be based on a referendum-style approach, that is, voting to accept or reject the proposal. Proposed bylaw amendments receiving two-thirds or greater of the votes will be accepted as official changes or additions.

Section 3. General Matters of Concern

1. Voting on general matters of concern regarding proposals brought before the Executive Committee shall be:
 - a. Done in accordance with the conditions relating to voting noted at the beginning of this section, and;
 - b. Conducted only after thoughtful and comprehensive discussion among the Executive Committee members and Executive Officers that takes into account any consultation with stakeholders or sources of information identified through those discussions.
2. Votes on general matters of concern require only a simple majority of members voting to be approved.

Article XII: Removal Process

All removals are very serious matters and should only be considered after careful deliberation and attempts at resolution with the member in question. Removal should only be considered if there is no resolution achieved.

Section 1. Executive Officers

1. The Chair and / or Vice Chair can be removed from their capacity as Executive Officers by a two-thirds or greater vote of all Executive Committee members.
2. The reason to remove Executive Officers are decided on a case-by-case basis, but can include:
 - a. A serious breach of the JETAA International Bylaws by the offending person;
 - b. Inappropriate or illegal behavior;
 - c. An issue of 'no confidence';
 - d. Abuse of any form of communication (including digital or otherwise) within the JETAA community;
 - e. Conduct considered unprofessional, subversive, threatening or harassing in nature;
 - f. Failing to be responsive (within reason) to communication, including requests for support and updates from Executive Officers, Executive Members, or others in JETAA-I;
 - g. Misrepresentation of JETAA-I and JETAA.
3. In addition to the reasons above, the Webmaster may also be removed for the following reasons:
 - a. Violation of security and privacy of any and all data, online platforms, or digital tools owned by, or relating to JETAA-I;

- b. Use of JETAA-I's data, technology, and platforms for personal benefit.

Section 2. Country Representatives

1. A Country Representative may be removed from the Executive Committee by a two-thirds or greater vote of all Executive Committee members.
2. The reason to remove Country Representatives are decided on a case-by-case basis, but can include:
 - a. A serious breach of the JETAA International Bylaws by the offending person;
 - b. Any actions resulting in JETAA-I, its member countries and subsequent chapters being brought into disrepute;
 - c. Inappropriate or illegal behavior;
 - d. An issue of 'no confidence';
 - e. Abuse of any form of communication within the JETAA community;
 - f. Conduct considered unprofessional, subversive, threatening or harassing in nature;
 - g. Misrepresentation of JETAA-I and JETAA.
3. The Country Representative in question cannot vote in this matter.
4. Any Country Representative removed from office by a vote of their chapter(s) shall become ineligible to sit on the Executive Committee.
5. JETAA-I, its Executive Officers or Executive Committee, have no authority to remove from office any individual Country Representative from their capacity as Country Representative. This authority lies with that person's home chapter(s) and membership.
6. JETAA-I may, however, recommend removal of a Country Representative for any valid reason, including those listed above.

Section 3. Chapter Representatives

1. JETAA-I, its Executive Officers or Executive Committee, have no authority to remove from office any individual Chapter Representative in their capacity as Chapter Representative, but may recommend further investigation of an issue.
2. It is the responsibility of the JETAA leadership in said country to take appropriate action in addressing any situation where a Chapter Representative has breached their respective chapter or national bylaws and / or has lost the confidence of the general membership of their respective chapter.

Section 4. Chapters

1. Member chapters may be removed from JETAA-I for intentionally misrepresenting information to the Executive Officers or Executive Committee, conduct counter to the objectives and image of JETAA-I, or any other action considered injurious to part or all of the JET alumni community.
2. Removal requires a two-thirds majority or greater vote of the Executive Committee members voting.

3. Any such removal may be considered either:
 - a. A temporary suspension until clearly defined steps have been taken (as set out by the Executive Officers and Executive Committee) or;
 - b. As a permanent disqualification from participating in JETAA-I.

Section 5. Removal procedures

1. All removal procedures noted above are to be documented with dates, times, and incidents to be brought up to the Executive Committee up to thirty (30) calendar days before the voting starts in order to have sufficient time for discussion and opportunity for the member to state their case.
2. The party in question will be notified of their alleged infractions and allotted up to thirty (30) calendar days before the voting starts in order for them to have sufficient time to state their case against their removal, and it shall be duly communicated to the Executive Committee within this same period of time.
3. This voting procedure to remove said individual or chapter will be handled by an Election Officer in accordance to the bylaws.
4. Removal requires a two-thirds majority or greater vote of the Executive Committee members voting.

JETAA International

Adopted May 2016

Amended December 2019

Amended November 2022