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# Japan Exchange & Teaching Program Alumni Association United States of America (JETAA USA)

## Bylaws

### Organizational By-laws

These by-laws were adopted on February 16, 2012 by a simple majority vote of all JETAA USA Chapters. The following comprehensive bylaws replace any and all existing governing documents for JETAA USA.

### ARTICLE I - GENERAL

**Section 1.1 Name:** The name of this organization shall be The Japan Exchange and Teaching Program Alumni Association of the United States of America (JETAA USA).

**Section 1.2 Territorial Limits:** Jurisdiction of JETAA USA shall span the 50 United States and any US territories, possessions and protectorates (henceforth referred to as "territories"). JETAA USA Chapters shall be based on geographical regions as 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:** JETAA USA is established for the following purposes:

1. to be the national umbrella alumni association of returned Japan Exchange and Teaching (JET) Program participants residing in the United States of America and its territories;
2. to serve as the coordinator and liaison between the JETAA USA Chapters, JETAAI, individual JETAA 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 JETAA USA community;
5. to strengthen networking between JET alumni chapters and the various non-JET Japan-related organizations;
6. to nurture and enhance ties between Japan and the US.

### ARTICLE II - ORGANIZATIONAL STRUCTURE

**Section 2.1 JETAA USA:** JETAA USA is a member of JETAAI. JETAA USA is comprised of US Chapters. Each US Chapter may or may not have sub-chapters. The JETAA USA bylaws are recognized and respected by JETAAI as the governing document for JETAA USA and are in accordance with JETAAI bylaws. In places where there is a discrepancy between the JETAAI bylaws and the JETAA USA bylaws, the JETAA USA 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.



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**Section 2.2** **JETAA USA National Leadership:** JETAA USA will be represented by Country Representatives (henceforth referred to as “CRs”), based on the number of chapters established within the United States and its territories. In alignment with the JETAAI bylaws, no CR shall be required to represent more than nine chapters. Eligible CRs shall be current, registered members of their local JETAA chapter and must have served at least one full term as an executive officer for a local chapter. They must be willing and able to fulfill all duties of the position as outlined in ARTICLE V: CHAPTER ESTABLISHMENT. CRs shall be elected to the position of JETAA USA Country Representative as outlined in ARTICLE IX: COUNTRY REPRESENTATIVE ELECTIONS.

**Section 2.3** **US Chapter Leadership:** Each chapter will be represented by chapter officers. Eligible chapter officers shall be current, registered members of the JETAA US Chapter which they represent, and shall be elected by the members of that chapter in accordance with local chapter bylaws. Each chapter 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. The chapter must be managed in a way that promotes and encourages transparency and the participation of its members, and subscribes to the established JETAA USA purposes. Chapter officers must be active members of JETAA USA official communication platforms (such as online forums, etc.) Chapter officers cannot be registered members of more than one chapter.

### **ARTICLE III - MEMBERSHIP**

**Section 3.1** **Individual Membership:** In principle, all JET alumni who are residing in the U.S. are members of JETAA USA. However, only registered members (i.e. registered with their local JETAA USA Chapter) have the opportunity to enjoy all benefits and participation opportunities. JET Alumni should not be registered members of more than one chapter at a time. 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** **Chapter Membership:** Membership with JETAA USA is on a chapter basis and is restricted to chapters recognized by JETAA USA. Chapters are required to provide an annual Chapter Report to CRs.

**Section 3.3** **Sub-chapter Membership:** Sub-chapter membership is at the discretion of the parent chapter. Budgets for sub-chapters should be formulated in consultation with their parent chapter. Sub-chapters are encouraged to coordinate with their parent chapters on activities and work toward achieving full chapter status. Parent chapters are expected to nurture and encourage this goal through mentoring.

### **ARTICLE IV - MEETINGS & CONFERENCES**

**Section 4.1** **Communications:** Country Representatives (CRs) will meet as often as necessary to conduct the business of JETAA USA. Communications will be conducted virtually when face-to-face meetings are not possible. Communications will rely heavily on email and all CRs will be responsible for checking their email regularly and responding in a timely manner. Additionally, they are expected to accommodate conference calls as necessary.

CRs should, as often as possible, collectively make arrangements for meetings/communications that allow maximum participation of CRs.



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**Section 4.2 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 August, but the hosting chapter may determine an alternate timeline at its discretion. All JETAA USA member chapters are expected 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, chapters may choose to send an alternate delegate if the current president and/or treasurer has attended past conferences.

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. Each chapter will have one vote by proxy. Formal proposals must be submitted to CRs within 90 days of the vote. 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 a close.

CRs will be actively involved in the planning, participation and execution of US National Conferences. All attendees are required to attend all of the sessions. Special considerations or exceptions may be made on a case-by-case basis.

**Section 4.3 Regional Conference:** As budget permits, JETAA USA may have a Regional Conference. 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. Any chapter, regardless of national affiliation, may attend a Regional Conference. Regional Conferences must have delegates from at least five (5) chapters attend. Regional Conferences will be held on an ad hoc basis.

CRs will be actively involved in the planning, support and execution of Regional Conferences hosted by a US Chapter. As CR budget permits, at least one CR should attend the Regional Conference. 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 - CHAPTER ESTABLISHMENT**

**Section 5.1 JETAA USA Chapter Establishment:** New chapters seeking to become part of JETAA USA may apply for membership through the following process outlined below. Chapters which are recognized by JETAAI will also be recognized by JETAA USA.

1. Chapters must submit to the JETAA USA CRs a copy of chapter bylaws, a current membership list, a summary of activities over the last 12 months and a cover letter requesting membership. Chapters must have at least 20 members to be recognized by JETAAI and JETAA USA and at least 50 members to be recognized by CLAIR.
2. CRs shall ensure all documents meet membership criteria before they submit them to the JETAA International Executive Committee and CLAIR (as appropriate) for chapter recognition. The CRs shall ensure all documents are submitted and reviewed under current guidelines. Once a new chapter is recognized and established, it may be subject to payment of annual membership dues to JETAAI and/or JETAA USA.



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**Section 5.2 Sub-Chapter Establishment:** In order to become an established sub-chapter, three of the following 5 requirements must be fulfilled:

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.

## **ARTICLE VI - CHAPTER OFFICERS & COUNTRY REPRESENTATIVES**

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

**Section 6.2 Country Representatives (CRs):** CRs shall not be required to represent more than nine chapters. JETAA USA maintains the option of dividing CR representation of chapters into regions of an equal number of chapters (as much as possible) so that no CR shall represent more than nine chapters. Decisions regarding the number and boundaries of regions for this purpose shall be made collectively by the CRs, with chapter input as needed.

**Section 6.3 CR Responsibilities:** The CR position requires the willingness and ability to perform tasks independently, contribute to the CR team to accomplish goals, communicate professionally and respectfully and to uphold personal and team-selected deadlines to successfully accomplish set goals. CRs shall work with the Advisory Board (see ARTICLE VII - BOARD OF ADVISORS) to maintain the effectiveness of JETAA USA at the national level.

CRs are expected to:

1. Follow the guidelines set forth in the JETAA Country Representative Summary of Role, Responsibilities, Selection Process, Tenure & Rotation (Exhibit A)
2. Fulfill all responsibilities outlined in the JETAA USA Country Representative Job Description (Exhibit A)

## **ARTICLE VII - BOARD OF ADVISORS**

**Section 7.1 Board of Advisors:** The Board of Advisors should typically consist of no fewer than three members. More advisors may be appointed on an ad hoc basis as needed. Advisors are not elected representatives. CRs and Advisors going into their second term shall work together to identify any positions that will become vacant and need to be filled, and to appoint replacements to them. The term of service shall be two years, following the calendar year. If a position becomes vacant for any reason, CRs and remaining Advisors shall agree upon a new appointee.



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Members of the Board of Advisors should:

1. have experience as a chapter officer;
2. have experience at the national (JETAA USA) level;
3. not be a current chapter officer;
4. commit to a two-year term of office;
5. serve no more than three full terms.

**Section 7.2 Board of Advisor Responsibilities:** Using the JETAA USA mission statement as a guide, Advisors should strive to develop and nurture long-term goals and initiatives that will contribute to the growth and effectiveness of the chapters and the national organization as a whole. Specifically, they should:

1. Provide support to the CRs and act as a resource to whom responsibilities can be delegated as necessary, as agreed upon by all acting CRs.
2. Communicate the above activities to US chapters and the alumni in general via officially established platforms deemed suitable for the task (eg. official website, Twitter, US Chapter Officer online forums, mailing lists, etc.).
3. Utilize and implement operating procedures to ensure organizational continuity and sustainability.

## **ARTICLE VIII - VOTING ON GENERAL MATTERS**

**Section 8.1 Voting Tools:** Any voting tool which has been agreed upon by the Country Representatives and the Board of Advisors may be used. The tool must be one that allows for the participation of all US chapters.

**Section 8.2 Board of Advisors:** The Board of Advisors shall have no vote other than that of their respective chapters.

**Section 8.3 Country Representatives:** Country Representatives shall have no vote other than that of their respective chapters.

**Section 8.4 Chapters:** Voting is on a “one chapter, one vote” basis. Abstentions will not be counted in the total vote count for majority requirements. The vote is cast by one chapter representative (such as the president or a designated officer).

**Section 8.5 Sub-chapters:** Sub-chapters do not have an independent vote and may only vote through their parent chapter.

**Section 8.5 Voting format:** Wording on the ballot should be clear so that no confusion results in the choices available.

**Section 8.6 Right to abstain:** Each chapter has the right to abstain from voting but is obligated to submit the vote or abstention as a show of their participation. Due diligence is expected to elicit a vote from each chapter. After such efforts, a non-vote shall be considered an abstention. Abstentions will not be counted in the final vote tally.

**Section 8.7 Chapter Participation:** The party responsible for collecting and tallying the votes must confirm with each chapter that their vote or abstention has been received. In cases where a vote or abstention was not received from a chapter by the deadline, the responsible party must use due diligence in contacting and eliciting a vote from that chapter within a time frame which still allows for voting results to be presented in a timely manner.



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## **ARTICLE IX - COUNTRY REPRESENTATIVE ELECTIONS**

**Section 9.1** **Term of office limit:** Terms of office for CRs shall be for a period of one year, after which all positions become subject to re-election. Country Representatives are encouraged to run for at least two consecutive years. It is preferred that at least one experienced CR remains in position to serve as a mentor to incoming CRs and to provide continuity. A CR may serve up to five consecutive terms.

No one individual may hold two CR positions simultaneously. No CR may hold a position on their local JETAA chapter while serving as US Country Representative. Not more than two CR positions may be filled by members from the same US Chapter. Outgoing CRs are expected to facilitate the transition process.

**Section 9.2** **Candidates:** Current JETAA USA CRs may submit platforms for re-election. A candidate for the position of JETAA USA CR must be:

1. an alum of the JET Program;
2. a registered member of a US Chapter;
3. in good standing with their member chapter;
4. a current or past duly-elected or non-elected officer of a local chapter who has served at least one complete term at the local chapter level; the candidate does not necessarily have to currently reside in the area where s/he was a chapter officer
5. have attended at least one National Conference as a conference delegate.

**Section 9.3** **Platforms:** Candidates for the position of JETAA USA CR must submit an election platform in writing to the designated Elections Officer along with any and all other required documents/items. A non-partisan, current CR who is not running for re-election may assist/support the Elections Officer as needed. Instructions for submission and all relevant documents/information will be made available according to the established voting timeline.

The platform should not exceed two pages and should be accompanied by three items:

1. a headshot of the candidate;
2. the Chapter Endorsement form (Exhibit B);
3. the Financial Endorsement form (Exhibit C).

The Chapter Endorsement should be filled out by chapter officers for the chapter where the candidate served as an officer. The Financial Endorsement should be filled out by chapter officers from the chapter that the candidate is currently a member of. Any incomplete, falsified or late platforms will not be considered.

**Section 9.4** **Voting Procedures:** Voting shall follow the following structure:

1. Voting shall be done through a designated Elections Officer.
2. Chapters shall be given the choice to vote for candidates as well as the choice to abstain from voting for one or all candidates.
3. Any voting tool which has been agreed upon by Country Representatives, Board of Advisors and the Elections Officer may be utilized so long as it accommodates and allows for all chapters to participate.



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**Section 9.5 Elections Officer:** The JETAA USA Board of Advisors shall select one of their members to act as Elections Officer. The appointed Elections Officer should have no vested interest in any one candidate achieving office. If a non-biased Elections Officer cannot be identified from the Board of Advisors, the JETAA USA chapter hosting the upcoming National Conference is responsible for appointing a non-biased Elections Officer.

The Elections Officer must confirm with each chapter that their vote or abstention has been received. In cases where a vote or abstention was not received from a chapter by the deadline, the Elections Officer must use due diligence in contacting and eliciting a vote from that chapter within a time frame which still allows for voting results to be presented in a timely manner.

**Section 9.6 Election Timeline:** Elections shall occur concurrent with the Japanese fiscal year (April to March). Platforms shall be due the first week of March. Using the current official platform JETAA USA uses to distribute information nationally, CRs shall ensure the following goals are accomplished according to the timeline below.

1. Six weeks before the platform submission deadline:
  - establish an Elections Officer;
  - if possible, a non-partisan, current CR who is not running for re-election is identified to assist/support the Elections Officer as needed;
  - send an upcoming election reminder to all chapters.
2. Four weeks before the platform submission deadline:
  - the Elections Officer will disseminate instructions for platform submissions;
  - all relevant documents/information to run for CR will be made available.
3. One week after the platform submission deadline:
  - the Elections Officer shall ensure that platforms and any accompanying documents are complete;
  - the Elections Officer shall ensure that all candidate platforms are made available to US Chapters for viewing;
  - the Elections Officer shall supply all US Chapters with specific directions on voting, including how to submit a vote and the deadline by which all votes must be received.
4. Chapters shall be given at least two weeks to submit votes, starting the day that platforms are made available.
5. No later than one week after voting closes, all candidates who ran for the position of CR shall be notified of their status.
6. Newly elected CRs shall assume CR duties on the 8th day following the date that voting is closed, at which time standing CRs shall relinquish their duties.
7. Final results of the election shall be announced to JETAA USA by the Elections Officer.

Within two weeks (14 calendar days) of the closure of the polls:

1. a meeting between outgoing and incoming CRs should be held to share information/ resources;
2. any JETAA USA-related accounts and passwords should be turned over to incoming CRs.

**Section 9.7 Winning an Election:** To be declared the winner(s) of an election for the positions of JETAA USA Country Representative, candidates must obtain the first, second, and third highest number of the votes cast during the elections.

**Section 9.8 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.



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## **ARTICLE X - EARLY TERMINATION OF POSITION**

**Section 10.1 Resignations:** If a CR resigns from his/her position, the following steps shall be taken:

1. s/he will submit a resignation in writing to the other CRs, four weeks prior to resigning;
2. the CRs will inform the Elections Officer immediately upon receiving such resignation;
3. the unscheduled election process shall begin.

**Section 10.2 Unscheduled Elections:** If an unscheduled election for a CR position is necessary due to a vacancy, election procedures will begin at the four-week point of the election procedures outlined in ARTICLE IX: COUNTRY REPRESENTATIVE ELECTIONS.

**Section 10.3 Criminal or Fraudulent Activity:** Any activity that is determined to be criminal, fraudulent or egregiously misrepresentative by JETAAI, CLAIR, MOFA, US CRs and the Board of Advisors will result in the immediate removal of the CR from office. No vote shall be required. In this case, the Elections Officers will immediately inform all JETAA USA chapters of the removal.

**Section 10.4 Removal Request:** Any JETAA USA chapter representative/officer, acting on behalf of their chapter, may submit a Removal Request of a JETAA US CR from office on the grounds of misrepresentation of JETAA USA, neglect of CR responsibilities, or inappropriate and/or illegal behavior, such as, but not limited to:

1. Abuse of any form of communication within or outside of the sphere of JETAA USA;
2. Conduct considered unprofessional, subversive, threatening or harassing in nature;
3. A serious breach of the JETAA USA bylaws;
4. Misrepresentation/fraudulence;
5. Illegal behavior.

### **Section 10.4.1 Removal Request Submission**

A complete Removal Request must be submitted by the chapter representative/ officer who is requesting the removal. A complete Removal Request consists of:

1. a JETAA USA Country Representative Removal Request form (Exhibit D);
2. a Premise of Removal Request (summary of situation) form (Exhibit E);
3. copies of any supporting documents listed on the Removal Request form.

These shall be submitted to the JETAA USA Board of Advisors via the contact information on the [jetaausa.com](http://jetaausa.com) website. The Board of Advisors will ensure that all appropriate persons receive copies of the Removal Request.

### **Section 10.4.2 Overruling a Removal Request**

If it is determined by CLAIR, JETAAI, and the Board of Advisors that the Removal Request was made maliciously and/or without merit, in a deliberate attempt to prevent the CR in question from performing his or her duties, the Board of Advisors, CLAIR and JETAAI may overrule the Removal Request. The Elections Officer will announce the decision to overrule to all JETAA US chapters.

### **Section 10.4.3 Timeline and Official Capacity**

The Removal Request review and process should not take more than 45 days. The process officially begins on the day the Board of Advisors receives the Removal Request. During the review process, the CR in question will not be allowed to represent JETAA USA in any official capacity (e.g. representing JETAA USA at events or conferences). However s/he will be allowed to provide support to CRs or US chapters as mutually agreed upon by the CRs and Board of Advisors.





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#### **Section 10.4.4 Actions Taken**

The Board of Advisors shall oversee the Removal Request process. The Board of Advisors will facilitate discussion between CLAIR, MOFA, CRs and the Board of Advisors. The Board of Advisors will begin mediating the process immediately upon receiving a Removal Request which is deemed valid.

The Board of Advisors shall make the Removal Request available to the CR in question. The CR in question shall be given 14 days after receiving the Removal Request to rebut any of the charges in writing and provide any supporting documents.

If no progress on mitigation is made after 10 calendar days of receiving the rebuttal from the CR in question or if a rebuttal is not submitted to the Board of Advisors by the CR in question by the deadline of 14 days, the process of mitigation may be declared null by the Board of Advisors and next steps may be taken.

The Removal Request, the rebuttal and any supporting documents shall be distributed to chapters by the Elections Officer. Chapters shall be given the opportunity to vote on the issue.

#### **Section 10.4.5 Rebuttal Distribution Timeline**

Once the summary of the Removal Request and rebuttal has been distributed to all JETAA USA chapters, the voting procedure for removal will initiate. Chapters will be given no more than 12 days to submit their votes on whether or not to remove the CR in question to the Elections Officer.

#### **Section 10.4.6 Removal Request Voting**

The voting procedure will be as outlined in Section 9.4. In order for a CR to be removed, a  $\frac{2}{3}$  majority vote is required. Abstentions will not be counted in the tally. Chapters shall be given 12 days to submit their votes. The Elections Officer will collect and tally the vote on removal. The Elections Officer will inform chapters of the outcome of the vote.

#### **Section 10.4.7 In Case of a Tie**

In case of a tie, the Board of Advisors will break the tie. CRs will not vote.

#### **Section 10.4.8 Removal Procedures**

All CRs shall respect the wishes of the voting majority.

If the CR is not voted to be removed, s/he will resume all responsibilities previously carried.

If the CR is voted to be removed, the Board of Advisors will announce the removal to JETAAI, CLAIR and MOFA representatives. The CR is expected to respect the result of the vote and shall be removed from their capacity to represent JETAA in any official capacity. Furthermore, their status as a registered member with the organization can be revoked. This includes being removed from any JETAA-related communications, memberships, and all general involvement. Their privileges to access any JETAA-related accounts of any kind will be revoked. The removed CR is required to transition any accounts or documentation to the acting CRs to facilitate smooth governance of the organization.

### **ARTICLE XI: PARLIAMENTARY AUTHORITY**

**Section 11.1 Specification of Authority:** Any discrepancies in the interpretation of these bylaws shall be put to the Board of Advisors.



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## **ARTICLE XII: AMENDMENTS TO THE BYLAWS**

A proposal to amend JETAA USA bylaws will require the support of two thirds of chapter 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. In the case that amendments cannot be voted on in person at the JETAA USA National Conference, voting on proposed amendments shall be done in accordance with ARTICLE VIII: VOTING ON GENERAL MATTERS.

## **Exhibits**

Exhibits A-E are below. Exhibits are subject to change outside of the bylaw amendment process.



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## **EXHIBIT A: JETAA USA COUNTRY REPRESENTATIVE JOB DESCRIPTION**

Please click on [this link](#) to access the JETAA Country Representative Summary of Role, Responsibilities, Selection Process, Tenure & Rotation.

This is a summary of the collective duties of JETAA USA Country Representatives (CRs). The CR position requires 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. CRs shall work with the Advisory Board to maintain the effectiveness of JETAA USA at the national level.

CRs should expect to dedicate anywhere from 5-15 hours a week to accomplish CR responsibilities. The time required of a CR will fluctuate depending on current needs and projects being carried out at the national level. Failure to maintain an open, active, two-way line of communication is unacceptable.

### **1. Promote the mission and future direction of JETAA USA**

- 1.1. Using the JETAA USA mission statement as a guide, CRs should strive to work with the Board of Advisors to develop and nurture goals and national initiatives;
- 1.2. Grow JETAA USA in response to the current needs;
- 1.3. Communicate the above activities to US chapters and general membership via officially established platforms which fit the need (eg. website, Twitter, US Chapter Officer online forums, mailing lists, etc.);
- 1.4. Utilize and implement operating procedures to ensure organizational continuity and sustainability.

### **2. Coordinate and bridge communications between JETAA US Chapters, CLAIR, MOFA, AJET and JETAAI**

- 2.1. Provide quarterly reports to JETAA USA Chapter Officers and general members. Quarterly reports should include:
  - information on establishment of or progress made on national initiatives/ goals
  - any action items or requests made of chapter officers along with the deadlines
  - any activities/projects that CRs have been working on and their current status
  - any other pertinent information that would be beneficial to share with chapter officers and general JETAA USA membership
- 2.2. Monitor and check in with any standing committees or national projects
- 2.3. Maintain a JETAA USA calendar that can be accessed by all US chapter officers and general members reflecting important dates, events and deadlines (e.g. GIA funding request deadline, elections, etc.)
- 2.4. Be a resource for and facilitate communications between all US Chapters
- 2.5. Moderate and maintain a virtual platform (such as an online forum) which allows and promotes discussion between chapter officers, JETAA USA CRs and relevant government officials
- 2.6. Provide informational resources to US Chapters in the way of chapter establishment, JETAA USA operational procedures, conference reports/resources and any other resources that could promote the health and well-being of JETAA USA at the national or chapter level
- 2.7. Provide any requested information to Japanese government officials, JETAA US Chapters, AJET and JETAAI to the best of your ability while upholding the integrity of JETAA USA
- 2.8. Keep the JETAA International Executive Committee apprised of the status of all significant activities and/ or changes within JETAA USA



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### **3. Work with the Board of Advisors**

- 3.1. Ensure national initiatives are progressing on a positive path and are effective projects which ensure the progress and growth of JETAA USA.
- 3.2. Inform the Board of Advisors of:
  - the status of projects and national initiatives
  - any planned internal CR meetings
  - any regional, national or international conferences/meetings
  - any other pertinent or appropriate information as related to JETAA USA, JETAAI, AJET, CLAIR, and/ or MOFA

### **4. Participate in JETAA-related Conferences and Meetings**

- 4.1. Accurately represent the views of JETAA USA at international meetings/conferences;
- 4.2. Proactively collect ideas/concerns from JETAA USA constituency/chapters for presentation at appropriate conferences/meetings;
- 4.3. Actively participate in the planning and execution of any JETAA US national conferences;
- 4.4. Attend all JETAA USA national conference sessions on all days the conference is in session;
- 4.5. Identify and establish hosts for future national/ regional conferences as needed;
- 4.6. If a regional conference takes place, at least one Country Representative should be present if possible; participation and support expectations for a regional conference is identical to expectations set forth for a national conference;
- 4.7. Disseminate information and decisions from these meetings/conferences back to US Chapters.

### **5. Establish and maintain open lines of communication**

- 5.1. Maintain an open stream of contact with fellow CRs, appropriate Japanese government officials, US chapter officers and individual JETAA members (as needed) through any and all established platforms (virtual or in-person)
- 5.2. Stay connected to the JETAAI executive committee and community via the established communication platform
- 5.3. Check email a minimum of 3-4 times a week
- 5.4. Participate in as many in-person or virtual meetings that have been scheduled as possible
- 5.5. Respond to requests/inquiries/emails in a timely fashion and within any stated deadlines



**EXHIBIT B: COUNTRY REPRESENTATIVE CHAPTER ENDORSEMENT**

JETAA USA Chapter \_\_\_\_\_ hereby certifies that \_\_\_\_\_  
(chapter name) (candidate name)  
held the chapter officer position of \_\_\_\_\_ in our chapter from \_\_\_\_\_ to \_\_\_\_\_.  
(position/ title) (dd/mmm/yyyy) (dd/mmm/yyyy)

We certify that \_\_\_\_\_ was/is an officer in good standing and we, the  
(candidate name)  
undersigned officers, endorse his/her candidacy for JETAA USA Country Representative. The person running for  
candidacy cannot endorse him/herself.

We acknowledge that we, the undersigned, are both current officers serving our JETAA Chapter.

**Signed:**  
(no self-endorsements)

1.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Officer Position (print)

2.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Officer Position (print)



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**EXHIBIT C: COUNTRY REPRESENTATIVE FINANCIAL ENDORSEMENT**

JETAA USA Chapter \_\_\_\_\_ hereby certifies that we agree to accept financial  
(chapter name)  
responsibility for the Country Representative Grant-in-Aid funding for \_\_\_\_\_.  
(candidate name)

We certify that \_\_\_\_\_ was/is an officer in good standing and we, the  
(candidate name)  
undersigned officers, endorse his/her request. The person running for candidacy cannot endorse him/herself.

We acknowledge that we, the undersigned, are both current officers serving our JETAA Chapter.

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**Signed:**

*(no self-endorsements; one of the undersigned officers must be the current acting chapter treasurer)*

1.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name *(print)*

\_\_\_\_\_  
Officer Position *(print)*

2.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name *(print)*

\_\_\_\_\_  
Officer Position *(print)*



**EXHIBIT D: JETAA USA COUNTRY REPRESENTATIVE REMOVAL REQUEST FORM**

Up to two members/ officers may submit this form. If those two members/ officers are representing other chapter affiliates, please indicate that in the space provided. This form must be submitted along with a Premise of Removal Request (situation summary). Any/ all supporting documents must be listed on this form.

On behalf of \_\_\_\_\_, I/we am/are requesting the removal of  
(if applicable, fill in; if not applicable, write "N/A")

\_\_\_\_\_ from the position of JETAA USA Country Representative on this date of  
\_\_\_\_\_. I/We understand this formally begins the Removal Request process and I/ we  
(dd/mmm/yyyy)  
agree to respect the outcome.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Chapter Affiliation

\_\_\_\_\_  
Chapter Position

\_\_\_\_\_ - \_\_\_\_\_  
(dd/mmm/yyyy) (dd/mmm/yyyy)  
Dates of Service/ membership

\_\_\_\_\_  
Relationship to CR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Chapter Affiliation

\_\_\_\_\_  
Chapter Position

\_\_\_\_\_ - \_\_\_\_\_  
(dd/mmm/yyyy) (dd/mmm/yyyy)  
Dates of Service/ membership

\_\_\_\_\_  
Relationship to CR

List of accompanying and supporting documentation (if applicable):



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**EXHIBIT E: PREMISE OF REMOVAL REQUEST**

Please use the space below to concisely describe the situation and your grievance. Only use the space provided:

Please use the space below to specify the outcome you desire: