

The Constitution of The Tochigi Chapter of The Japan Association for Language Teaching

I. Name and Purpose

1. The name of the association shall be the Tochigi Chapter of the Japan Association for Language Teaching, and in Japanese, Zenkoku Gogaku Kyouiku Gakkai Tochigi Shibu, hereafter referred to as JALT Tochigi.
2. JALT Tochigi is a chapter of the nationwide "NPO The Japan Association for Language Teaching," hereafter referred to as JALT. Its purpose is to serve as the regional entity of JALT in Tochigi, conducting activities for those interested in the improvement of language teaching and learning in Japan, and contributing to the development of activities in language teaching and learning, social education, and international cooperation.
3. In the conduct of its activities, JALT Tochigi 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 JALT Tochigi.
3. A person who does not join JALT or JALT Tochigi may participate in any local event. For example, in any local event as a one-day trial member.

III. Chapter Meetings and the Annual General Meeting

1. JALT Tochigi shall hold an Annual General Meeting, as part of a regular monthly meeting, prior to the JALT Conference EBM. At this meeting, the chapter officers will report on the state of the chapter's treasury, programs, membership, administration, and publicity during the period since the last Annual General Meeting. Officers for the coming year will be elected at the AGM.
2. The Annual General Meeting will be preceded by adequate notification to the membership. Members of the chapter present at the Annual General Meeting will constitute a quorum.

IV. Officers and Administration

1. JALT Tochigi's Executive Board will consist of five officers: President, Treasurer, Program Chair, Membership Chair, and Publicity Chair. Duties may be shared between more than one officer.
2. At the JALT Tochigi Executive Board meetings all five officers will constitute a quorum, with each officer having one vote. When the physical presence of a quorum is impractical, mail or electronic communication (pre-arranged or otherwise) may be used to obtain the approval of the officers for the JALT Tochigi Executive Board to conduct business on behalf of JALT Tochigi.
3. The JALT Tochigi 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 JALT Tochigi Executive Board members. Electronic discussions using email 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 JALT Tochigi Executive Board shall determine and announce the date for the Annual General Meeting (AGM). At the AGM, each of the five Executive Board 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. All written reports will also be posted to the chapter website.
6. The JALT Tochigi Executive Board will consider any suggestion or proposal submitted in writing, email or through the JALT Tochigi website by those interested in language

education, preference will be given to JALT Tochigi members in the event of multiple requests for event proposals or suggestions.

V. Amendments

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

The Bylaws of The Tochigi Chapter of the Japan Association for Language Teaching

I. Membership and Dues

1. JALT Tochigi National Membership dues shall be determined by JALT.
2. JALT Tochigi Local Membership and presentation attendance shall be determined by the JALT Tochigi Executive Board. In the event of collaboration with other Chapters and/or SIGs for events, dues will be distributed equally amongst all parties following mutual agreement.
3. Non-JALT members are free to attend for the first time, ¥500 per presentation/workshop thereafter.
4. The five members of the JALT Tochigi Executive Committee shall all be national members of JALT in good standing. In addition, the chapter shall maintain a minimum number of national members 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 JALT Tochigi Executive Board, directing and publicizing the affairs of the chapter, and representing its interests to the JALT National Executive Board. They shall preside at the JALT Tochigi Executive Board meetings, and at the Annual General Meeting. With the approval of the JALT Tochigi Executive Board, they 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 JALT Tochigi, accepting payment of membership dues, reimbursing individuals for JALT-related expenses, and submitting financial reports as directed by JALT policy, including the annual budget. The treasurer shall facilitate expenses for the JALT Tochigi research grant and keep receipts and records

accordingly. Further, the treasurer shall keep up-to-date financial records which will be audited by the JALT Tochigi Executive Board upon request. The Treasurer shall also advise the JALT Tochigi Executive Board on the availability of funds for JALT Tochigi Chapter activities. The Treasurer shall allocate funds as directed by a majority vote of the JALT Tochigi Executive Board.

3. **Program Chair:** The Program Chair shall be responsible for supervising the arrangements for JALT Tochigi chapter meetings, communication with speakers and recruitment of prospective speakers either in person or through the JALT Tochigi website. The Program Chair will plan JALT Tochigi events starting with the month of January following the JALT Tochigi AGM, and running through to December of the same year. Events may be scheduled beyond the designated time in agreement with a simple majority of Executive Committee members. The Program Chair will survey the JALT Tochigi membership as to their needs and desires concerning activities of JALT Tochigi. They must also provide timely information to the Publicity Chair.
4. **Membership Chair:** The Membership Chair shall be responsible for the maintenance of current and past member records, working to collect membership information at meetings, and communicating with the JALT Central Office. In addition, the Membership Chair shall be responsible for conducting periodic membership drives.
5. **Publicity Chair:** The Publicity Chair shall be responsible for coordinating JALT Tochigi's publicity and public relations in both JALT and non-JALT forums. This includes all JALT Tochigi information posted onto the Internet (website, social media and calendars) and all printed matters. The Publicity Chair shall carry out public relations activities with local community and academic organizations interested in language teaching/learning, and inform local publishers and commercial members of Chapter activities.
6. In addition to the five JALT Tochigi Executive Board positions, officer positions may be instituted to identify other important responsibilities such as: *Secretary, Research Officer, Journal Editor, and Member-at-Large*. The JALT Tochigi Executive Board shall determine the position, duties, and needs of each instituted officer. In addition, any number of volunteer officers may work together as a team using titles to reflect such sharing of responsibilities such as *Collaboration Coordinator* (with other Chapters and SIGs), etc.
7. Membership on committees appointed by the President is open to ordinary chapter members. The chair of each committee, however, must be a member of the JALT Tochigi Executive Board.
8. Primary and additional duties of the five Executive committee members may be shared between members.

III. Nominations, Elections, Vacancies, and Removals

1. Nominations for officers by members in good standing shall be solicited and accepted by the JALT Tochigi Executive Board, either in writing prior to the Annual General Meeting or in person at the meeting.
2. Candidates must acknowledge acceptance of nomination, and provide relevant biographical information either at the Annual General Meeting or within one calendar month of appointment.
3. The Executive Board members shall be empowered to poll the voting members in the form of a primary chapter election in order 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 officer positions that can be created or shared. Voting members shall include JALT Members and Tochigi Chapter Local Members.
4. If no officer positions are being contested among two or more candidates, the JALT Tochigi Executive Board may present the full slate of officers to the membership at the Annual General Meeting for approval by the members present. If there are contested positions, elections will take place at the Annual General Meeting or prior to the AGM online, with the results subject to approval by the current JALT Tochigi Executive Board.
5. The terms of office shall be for one year. The terms of office shall be from the end of the Annual General Meeting up to and including the next year's Annual 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 JALT Tochigi Executive Board.
7. An officer who fails to perform his/her duties under the JALT Tochigi Constitution and Bylaws, the JALT Tochigi Executive Board policies, or the JALT National Executive Board policies may be removed from office by a three-fourths vote of the JALT Tochigi 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 JALT Tochigi members at least 5 days before the Annual General Meeting.

V. Financial Year

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

VI. Language

For administrative purposes, the working languages of JALT Tochigi shall be English and/or Japanese. Where possible all information used on the JALT Tochigi website, social media and for promotional purposes shall be in English and Japanese.

VII. Amendments

Amendments to these Bylaws may be proposed by a majority vote of the JALT Tochigi 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. Alternatively, these Bylaws may be amended by a two thirds vote of the JALT Tochigi Executive Board.

VIII. Management of Meetings

The President shall recommend procedures for the management of the JALT Tochigi 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.

Accepted by the JALT Executive Board on _____.

Ratified by the membership of JALT Tochigi Chapter on _____.