

# JETAA Ottawa By-laws

1. The **Board of Directors (BoD)** shall be chosen by JETAA Ottawa members by an election or by acclamation. The only votes considered valid are those cast by members of JETAA Ottawa. The BoD positions will be drawn from, but are not limited to, the following:

- President
- Vice-President
- Events Coordinator
- Secretary
- Treasurer
- Newsletter Editor
- Communications Coordinator
- Web and Graphic Designer
- Translator
- Social Media Coordinator
- Dragon Boat Team Coordinator
- The BoD can may create positions that it deems necessary.

1. a) Conflict of interest – JETAA Ottawa members, who are not on the BoD, shall be given first priority for JETAA-sponsored projects, events or activities into which an honorarium is attached.

In the event that a general JETAA Ottawa member is not available, the position may be filled by a JETAA BoD member. If a JETAA Ottawa BoD member wants to apply for the position, he/she

cannot be involved in the selection process.

In the event that a BoD member and/or Committee member wants to apply for a position on an embassy-sponsored project or an event with an honorarium or reward, he/she cannot select themselves or be solely responsible for the selection process.

2. Board of Directors elections are to be held annually at the Annual General Meeting (AGM) in December. Board of Directors members can seek re-election should they so desire.

3. The BoD shall meet no less than six times per year.

4. The BoD will be accountable to alumni with regards to events, issues, activities, projects and finances.

5. The BoD is empowered to make decisions on behalf of the alumni.

6. Alumni may bring forward proposals to be considered for future JETAA Ottawa events, activities and /or projects.

7. At this time, no dues are required to become a member of JETAA Ottawa. The payment of dues will be evaluated annually by the BoD.

8. When appropriate, the BoD will inform alumni of any projects for which funding is provided by the Council of Local Authorities for International Relations (CLAIR) or Ministry of Foreign Affairs of Japan (MOFA).

9. The BoD members and/or Committee members will ensure that ALL alumni have equal opportunity and access to participate in events, activities and/or projects. In particular, those that involve any form of compensation (e.g., money, recognition or gift).

10. JETAA Ottawa wishes to maintain a high standard of alumni involvement in non-JETAA-sponsored activities to the satisfaction of all parties. JETAA Ottawa reserves the right to select which events to participate.

11. If BoD members contravene the mission and/or mandate, they may be subject to impeachment by an informed alumni vote.

12. If, at any point during the year, a BoD member is unable to or does not fulfil his or her duties to the satisfaction of the BoD, the BoD has the power to decide by a majority vote to remove that person from office.

In any case where a BoD position becomes vacant, either a new BoD member will be chosen. To select a new member, the BoD will advertise the position to the membership, and the new member will be appointed for the remainder of the term.

Otherwise, the duties may be absorbed by the rest of the existing BoD members.

13. If, at any time, the majority of the JETAA Ottawa BoD feels that any JETAA Ottawa member has acted in contravention with of JETAA Ottawa's mandate or in a manner that is deemed improper by the BoD or harms the reputation of the JET Programme or JETAA reputation, he or she may be subject to suspension from JETAA Ottawa's membership.

14. Changes or additions to the bylaws must be approved by the membership at the AGM and sent via e-mail to the membership.

a) The bylaws may be updated in accordance with Canadian or Ontario law.

b) The bylaws may be updated once per year apart from the AGM only with a 60-day notice for comments from the general membership.

15. JETAA Ottawa maintains the right to have events, activities and projects for the alumni that are not sponsored by CLAIR or MOFA. Participation by non -alumni will be determined on a case -by -case basis. Non -alumni participation in CLAIR or MOFA sponsored events or activities will be determined solely by CLAIR or MOFA.

16. JETAA Ottawa reserves the right to raise funds from initiatives not funded by CLAIR or MOFA.