

[Revised version approved by the membership on July 31, 2019]

BYLAWS

American Association of Teachers of Japanese

Article I: Name

The name of the corporation is the American Association of Teachers of Japanese, hereinafter referred to as AATJ. The Japanese name of the corporation shall be 全米日本語教育学会 (Zenbei Nihongo Kyōiku Gakkai).

Article II: Purpose

The purposes of AATJ are:

- a. To promote and encourage cooperation and exchange among scholars, teachers, and students of Japanese language, linguistics, and literature, and others engaged in those activities, and to promote academic work and foster research and study in those fields and to broaden and deepen knowledge of Japan and its culture.
- b. To promote the exchange of ideas, information, and experience relevant to the concerns of its members through meetings, educational seminars, publications, correspondence, and other such activities.
- c. To encourage the development and dissemination of superior methods of teaching Japanese language, linguistics, and literature, and to aid in the attainment of increased teaching expertise, broad competence, intellectual depth, and overall professional excellence.
- d. To be engaged with regional, national, and international developments in the fields mentioned above and related areas.

Article III: Membership

Section 1. Categories of Membership

There shall be the following categories of membership in AATJ:

- a. Regular members are those persons who have an interest in the teaching of Japanese and who have paid dues and fees in full for the current year. Only regular members have the right to vote in elections for executive officers and association matters.
- b. Associate members are those persons who are full-time students in a college or university and who are interested in becoming professional

teachers of Japanese, and who have paid dues and fees in full for the current year.

c. Subscription or institutional members are those institutions, libraries, and organizations whose participation is expressly limited to subscription.

d. Corporate members are for-profit organizations that financially support the goals and purposes of AATJ.

Section 2. Terms of Membership

Membership in AATJ is on a calendar-year basis.

Section 3. Dues

The Executive Officers shall determine annual membership dues for each category of membership.

Article IV: Executive Officers

Section 1. Executive Officers

Executive Officers consist of the President, **President Elect**, and one Vice President elected by the membership. The Vice President shall represent pre-collegiate and higher education in alternating terms. The Executive Officers are empowered to appoint the Board of Directors and set the terms of their service.

Section 2. Responsibilities of **President and President Elect**

The President shall represent AATJ on public occasions and in contact with other organizations and persons and shall provide vision and direction to AATJ. The term of the President shall be **one** year and one year serving as immediate past president if so willing. **The President Elect, after serving a one-year term, shall become the President. The President Elect shall assist the President and serve as acting President in the event that the President is unable to fulfill the duties of the office or continue in office.**

Section 3. Vice President's Responsibilities

The Vice President shall be elected for a two-year term. The Vice President shall be assigned the responsibilities of Secretary including keeping organizational records, corresponding with the membership and affiliates, and facilitating membership drives. The Vice President may serve as acting President in the event that the **President Elect** is unable to fulfill the duties of the office or continue in office. Should the Vice Presidency be vacated, the President shall appoint a replacement for the duration of the term.

Article V: Board of Directors

Section 1. Board of Directors

The Board of Directors shall consist of the directors of AATJ's organizational activities (e.g., Conferences, Contest/Examination, Student Services, Publications, Advocacy/Professional Development). Such activities will be determined by the

Executive Officers. The Board of Directors meets with the Executive Officers at least once a year. These two groups constitute the Executive Board.

Section 2. Directors' Responsibilities

Directors shall select appropriate committee and subcommittee members for their activities; ensure the accomplishment of their committee's activities; and report to the Executive Officers on a regular basis. All Directors must be regular AATJ members.

Article VI: Executive Director

The Executive Officers may appoint an Executive Director who shall have general administrative responsibility, including the maintenance of financial records; correspondence with Executive Officers and members in collaboration with the Vice President; arranging meetings; conducting elections; and other office operations. The director shall collaborate with the officers in fund raising for AATJ projects and activities. The Executive Director shall be compensated at a level determined by the Executive Officers. The Executive Director shall submit a written report documenting his/her activities when requested. The Executive Officers shall evaluate the responsibilities and performance of the Executive Director on a regular basis and determine whether or not the Executive Director shall continue in the position.

Article VII: Affiliates

Section 1. Any legally incorporated local/regional organization with purposes that correspond to those of AATJ may become an AATJ affiliate, and receive a portion of AATJ member dues paid by affiliate members, upon submitting documentation of legal incorporation and the possession of an organizational bank account. The president, secretary and treasurer of the affiliate must be AATJ members.

Section 2. The AATJ Executive Board shall be in communication with the executive officers of each affiliate to share information about each other's activities, plans, and decisions, so that information is disseminated to members.

Section 3. If an affiliate becomes inactive, ceases to perform its functions, or conducts its affairs in such a manner as to jeopardize the interests of AATJ, the Executive Officers may suspend or dissolve the affiliate relationship.

Article VIII: Meetings

AATJ shall hold general membership meetings at such time and place as may be decided by the Executive Officers. Normally the membership meetings will coincide with the national conferences sponsored by AATJ. Notice of every membership meeting of AATJ shall be sent to the membership at least three weeks prior to the meeting.

Article IX: Elections and Voting

Section 1. Elections of Officers

Annual elections of Executive Officers shall take place during the last quarter of the calendar year; terms of office shall begin on January 1 of the following year. Election materials shall be sent to members at least 21 days before the response deadline. Elections shall be conducted online; paper ballots will be supplied on request.

Section 2. Nominations

Suggestions for nominees for Executive Officer positions shall be solicited from the membership, and a nominating committee consisting of past Executive Officers shall compile the slate of candidates. The slate shall have at least two candidates for each position, and each nominee must have agreed to serve if elected. Nominees for the Executive Officer positions must be regular members of AATJ.

Section 3. Other Votes

Votes on other matters may take place at an annual membership meeting, by mail, or by electronic means. Each matter shall be decided by a majority vote of those casting votes.

Article X: Legal Contracts

The right to enter into legal contracts for AATJ is vested in the President. The President may delegate this authority to the Executive Director.

Article XI: Fiscal Year

The fiscal year of AATJ shall be the period January 1 to December 31 inclusive.

Article XII: Audit of Accounts

There shall be an audit of accounts or a financial review of the accounts of AATJ by an independent accountant at least every three (3) years.

Article XIII: Dissolution

In the event that AATJ dissolves, the Executive Officers shall dispose of all assets in a manner consistent with the mission of AATJ.

Article XIV: Amendments

These Bylaws may be altered, amended, or repealed by a majority vote of the regular members voting by mail or electronic ballot, but no proposed amendment shall be acted upon without a minimum of 21 days' notice in writing. Amendment to

the Bylaws may be proposed by the Executive Officers or by one tenth of the regular members of AATJ.