

The Bylaws of SIETAR JAPAN

I. Membership and Dues

1. Privileges: Members shall have access to the newsletter, the Journal, the directory, and all the announcements of the Society. Members shall have other rights specified by SIETAR JAPAN
2. Categories: Membership shall be available in the following categories upon payment of the appropriate annual dues.
 - (1) Regular Member: Regular members shall be entitled to all benefits, including voting rights, newsletters, Journal, announcements, directory, and discount rates for events and programs.
 - (2) Institutional Member: Companies, associations, or institutions can designate 3 people from their organization to be institutional members. The institutional members shall enjoy all the privileges of Regular membership except the right to hold the position of Officer.
 - (3) Student Member: Student members, including undergraduate as well as graduate students residing in Japan, shall have the same privileges as the regular membership at student rates.
 - (4) Silver Member: Members who are 70 years old or older at the beginning of the new fiscal year may have the same privileges as the regular membership at silver member rates. It is necessary to notify the SIETAR Japan office when you wish to change your status.
 - (5) Overseas Member: Members who are located outside of Japan shall receive the same service as Regular Members at the international membership rate which includes foreign postage. Overseas undergraduate and graduate students shall receive a student discount on annual membership dues.
 - (6) Honorary Member: Members recognized for special contributions to the Society will be given honorary membership status by the Steering Committee and shall be exempt from paying the regular program fee for a period of five years.
 - (7) Senior Fellow: Members recognized for outstanding contribution to the society and to the intercultural field for a long period of time, shall enjoy lifetime membership without payment of the annual membership fee and regular program fee.
3. Dues: Annual dues for each category shall be decided by a two-thirds vote of the Steering Committee.
4. Members who fail to pay the annual membership fee for two consecutive fiscal years shall be disqualified from membership and must pay the initial membership registration fee to reinstate membership.

II. Duties of the Officers

1. President: The President shall have general responsibility for coordinating the activities of the Steering Committee and for directing and publicizing the affairs of the organization. The President shall preside at the Steering Committee meetings and the Annual General Meeting. The President, with the approval of the Steering Committee, shall have the power to appoint the head of standing committees and the Administrative Secretary.
2. Vice President: The Vice President shall preside at the meetings in the absence of the President and shall share the duties and the responsibilities of the presidency. In the absence of both the President and the Vice President, another member of the Committee, appointed by the President shall chair the meeting.
The Vice President shall be responsible for keeping the minutes of the Steering Committee meetings and overseeing that the policies are being carried out by the Committee members and Administrative Secretary.

3. Membership Director: The Membership Director shall be responsible for keeping the membership records, publishing the directory, and shall be actively involved in organizing and implementing the membership drives.
4. Finance Director: The Finance Director shall keep all financial records, collect and disburse all funds of the Society, and present an account of the financial status of the Society upon prior approval from the financial auditors at the Annual General Meeting.
5. Program Director: The Program Director shall be responsible for planning and coordinating programs for regular meetings and other special events of the Society.
6. Public Relations Director: The Public Relations Director shall be responsible for promoting public relations and visibility with educational organizations, business organizations, the media, NGOs, and society at large, and take charge of set-up and management of the SIETAR JAPAN webpage.
7. Internal Relations Director: The Internal Relations Director shall be responsible for the annual election and other elections, organizing the Intercultural Education Praxis Seminar (retreat), and for facilitating communication and networking among the members.
8. Academic Director: The Academic Director shall be responsible for reviewing the proposals for the Annual Conference to maintain and improve the academic level of SIETAR JAPAN. The Academic Director may select an Academic team.
9. Newsletter Director: The Newsletter Director shall be responsible for planning and putting together the relevant articles for the Society's Newsletter.
10. Resource Director: The Resource Director shall be responsible for filing and managing the resources of the Society including membership resources, publications, and audiovisual resources
11. International Relations Director: The International Relations Director shall be responsible for coordinating the Society's activities with other SIETAR organizations all over the world. This Director shall act as liaison with the other international organizations in conjunction with the Public Relations Director.
12. Internet Director: The Internet Director shall be responsible for making and administrating mailing lists to facilitate communication among members.
13. Conference Director: The Conference Director shall be responsible for organizing and implementing the SIETAR JAPAN Conference. The Conference Director may select members for the Conference Committee. The Conference Committee members shall be exempt from paying the conference fee.
14. Journal Director: The Journal Director shall be responsible for publishing a Journal once a year. The Journal Director shall select the Editorial Board and also select a Referee Team that is independent from the Editorial Board.

III. Administrative Secretary

With the approval of the Steering Committee, the Administrative Secretary shall be appointed by the President to do the administrative work in carrying out the responsibility of the Presidency. The Administrative Secretary may select members for the Administrative Office.

IV. Financial Auditors

The Financial Auditors shall audit the financial records of the Society. Two Financial Auditors shall be appointed by the President upon approval of the Steering Committee.

V. Nominations and Elections

1. The Internal Relations Director will send out the call for nominations for elective offices in November as a general rule.
2. Any member with at least three years of membership may nominate oneself or another member for the position. A nominee with less than three years of membership will need to be recommended by a steering committee member. The Internal Relations Director shall contact the nominees after consultation with the President and Vice President, and receive the nominees' consent to be on the ballot.
3. The ballot will be sent out to all the voting members after the close of call for nomination, as a general rule, in January.
4. The result of the election shall be announced in the newsletter or other official notification method after the election.

VI. Chapters

1. A group with at least 10 members who meet regularly and has the same aims and mission as SIETAR JAPAN may apply to the Steering Committee to become a Chapter by adopting an appropriate constitution and by all members paying the Society's annual dues.
2. Chapter names shall be in the form of SIETAR JAPAN Kansai and SIETAR JAPAN Chubu, etc.

VII. Special Interest Group (SIG)

Members who form a group to study a specific field may apply and be recognized as a Special Interest Group (SIG) by the Steering Committee. The SIG shall receive financial assistance from the Society. The SIG is obligated to present the result of their activity at the Annual Conference or at other SIETAR Japan events.

VIII. Amendments

Amendments to the Bylaws may be initiated by the Steering Committee or by one-tenth of the membership. To become effective, proposed amendments must be approved by a two-thirds vote of the Steering Committee.

These bylaws shall be effective from April 1, 1997.

These amendments shall be effective from December 1, 2003.

These amendments shall be effective from December 1, 2013.

These amendments shall be effective from March 1, 2017.

These amendments shall be effective from January 26, 2020.

These amendments shall be effective from August 20, 2021.

