



# CONSTITUTION OF JAPANESE STUDENTS ASSOCIATION (JSA)

**Ratified by Club's Membership on: August 11, 2014**

**Ratified by SSMU Council on: September 25, 2014**

## **1 Article I: Name**

**1.1** Japanese Students Association, also referred to hereinafter as the Club.

## **2 Article II: Mandate**

**2.1** The Club's mandate shall be to

- Raise awareness of traditional and modern Japanese culture
- Create opportunities for both Japanese and non-Japanese students to practice and learn the language
- Aid students in finding opportunities to work or intern at Japanese companies or global companies based in Japan.
- Raise funds for charities in Japan that support the well-being of the country e.g. the Tohoku relief
- Provide students with chances for socialization and involvement, through social events and volunteering opportunities, from which friendships and community are built

## **2.2 Code of Conduct**

**2.2.1** The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

**2.2.1.1** No member shall make personal profit from the club

**2.2.2** Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution

## **2.3 Student Group Civility**

**2.3.1** The club will maintain cordial and respectful relations with all other clubs, services and independent student groups

**2.3.2** The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.

**2.3.3** If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Clubs and Services and attempt to remedy the problem in a collegial fashion.

## **2.4 Environment**

**2.4.1** The Club shall make attempts to regularly monitor the environmental impact of all its events and operations



- 2.4.1.1 The Club must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are not limited to the use of the plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators
- 2.4.2 The club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options, purchasing clothing which is ethically sourced and environmentally-friendly, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

### **3 Article III: Membership**

- 3.1 Membership for a club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 3.3 Associated non-voting membership is open to all others.

### **4 Article IV: Executive Committee**

- 4.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 4.2 The EC is composed of the following six portfolios:
  - 1. President/Co-Presidents
  - 2. Director of Finance
  - 3. Director of Publicity
  - 4. Director of Events
  - 5. Director of Culture
  - 6. Publicity Coordinator
  - 7. Events Coordinator
  - 8. Culture Coordinator
  - 9. First Year Representative
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least six of the nine EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.

### **5 Article V: Portfolios**

- 5.1 President/Presidents shall:
  - 5.1.1 Be the chief executive officer, chief representative, and chief spokesperson of the Club
  - 5.1.2 Oversee all aspects of the club
  - 5.1.3 Be the main point of contact between the SSMU VP Clubs and Services and the club
  - 5.1.4 Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various EC portfolios with a vision that is consistent with the Club mandate



- 5.1.5 Chair all EC meetings
- 5.1.6 May cast the deciding vote in the event of a EC deadlock
- 5.1.7 Co-sign all financial transactions with the Vice President Finance
- 5.1.8 Take minutes at EC meetings, and ensure proper distribution of all minutes
- 5.1.9 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
  
- 5.2 Director of Finance shall:
  - 5.2.1 Oversee and coordinate funding for the programming activities and events of the club
  - 5.2.2 Co-sign all financial transactions with the President
  - 5.2.3 Ensure the funding and financial stability of the club
  - 5.2.4 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
  
- 5.3 Director of Publicity
  - 5.3.1 Design digital posters and event tickets
  - 5.3.2 Update all JSA accounts on social media such as Facebook, Twitter, and Instagram to advertise club activities
  - 5.3.3 Handle external communications for the club (ex. List serve)
  - 5.3.4 Lead all executive members of the Publicity Team (Publicity Coordinators: Section 5.6)
  
- 5.4 Director of Events shall:
  - 5.4.1 Oversee the social events aspect of the club, which includes planning, organizing, and coordinating events
  - 5.4.2 Work closely with the Director of Finance to plan the budget of each JSA event
  - 5.4.3 Work closely with the Director of Culture to plan and execute Japanese Culture related events
  - 5.4.4 Be available for assistance and guidance at all JSA events including those initiated by the culture department
  - 5.4.5 Be responsible for booking and arranging rooms for social events
  - 5.4.6 Be responsible for keeping track of the itinerary and materials required for JSA events
  - 5.4.7 Lead all executive members of the events team (Events Coordinators: Section 5.7)
  
- 5.5 Director of Culture shall:
  - 5.5.1 Arrange bi-weekly language exchanges and organize a social event as a part of the language exchange once every semester
  - 5.5.2 Be responsible for planning, organizing, and obtaining equipment for fundraising events (ex. Tohoku Earthquake Relief Fundraising)
  - 5.5.3 Hold regular meetings with volunteers in the culture department
  - 5.5.4 Work closely with the Director of Events to plan and execute Japanese Culture related events
  - 5.5.5 Lead all executive members of the Culture Team (Culture Coordinators: Section 5.8)



- 5.6 Publicity Coordinator shall:
  - 5.6.1 Assist all publicity matters (social media, and list serve update) handled by the Director of Publicity (refer to Section 5.3, Director of Publicity, for further details)
  - 5.6.2 Create and distribute promotional materials for JSA throughout the school year
  
- 5.7 Events Coordinator
  - 5.7.1 Assist all event matters (event planning, coordination, and booking) handled by the Director of Events (refer to Section 5.4, Director of Events, for further details)
  - 5.7.2 Support in planning, coordinating, and executing JSA events held throughout the school year
  
- 5.8 Culture Coordinator
  - 5.8.1 Assist all culture matters (Fundraising and Language Exchanges) handled by the Director of Culture (refer to Section 5.5, Director of Culture, for further details)
  - 5.8.2 Support in planning, coordinating, and executing fundraising and language exchange events throughout the school year.
  
- 5.9 First Year Representative shall:
  - 5.9.1 Become a liaison between first year students and the EC
  - 5.9.2 Support in the planning of events and advertisement among university students
  - 5.9.3 Be present in all meetings throughout the school year
  
- 6 Article VI: Fees**
  - 6.1 The Club's membership fee shall be \$0 dollars.
  
- 7 Article VII: Finances**
  - 7.1 The Executive Committee or Collective shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester.
  - 7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
    - 7.2.1 Each account must have a minimum of two and maximum of three signing officers, including the President and the VP Finance.
    - 7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account.
  
- 8 Article VIII: Meetings**
  - 8.1 Regular Executive and General meetings shall be held throughout the fall and winter terms
  - 8.2 Special Meetings shall be called at any time deemed necessary by the Co-Presidents.



**9 Article IX: Electoral Procedures (Omitted)**

**10 Article X: Affiliations**

10.1 The Club shall be affiliated with: N/A

**11 Article XI: Constitutional Amendment Procedure**

11.1 Any member of the club may propose an amendment to the Constitution.

11.2 In order to amend the constitution a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment

11.3 All amendments shall be submitted to the Interest Group Coordinator, will be reviewed by the Interest Group Committee and ratified by the SSMU council before they take effect.

**12 Article XII: Bylaws and Policies**

12.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution

12.2 The club's bylaws shall not contravene the Constitution

12.3 The club by laws must be available to any member of the SSMU when and if requested

**13 Article XIII: SSMU Constitution, By-Laws and Policies**

13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect

13.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect