**Japanese Student Organization**

**at The Ohio State University**

**Constitution**

***Article I: Name, purpose, and non-discriminatory policy of the Japanese Student*** ***Organization***

**Section 1:** Japanese Student Organization (JSO) is hereby the official name for this gathering of members at The Ohio State University.

**Section 2:** The purpose of Japanese Student Organization is to provide support and a network of friendship and activities to all persons at The Ohio State University, as well as to others through our community events which highlight Japanese culture, foods, games, and activities. Japanese Student Organization also seeks to provide a support network for Japanese students studying at the university to have a smooth transition into campus life.

**Section 3:** Japanese Student Organization shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

 ***Article II: Membership (qualifications and categories of membership)***

All members and officers will have a general say in the planning of events and the election of officers. Final selection of the following year’s officers will be made via a voting system by members in a non-biased fashion. The following year’s president will be responsible for filling all the roles established in the organization based upon a collection of criteria to benefit the Japanese Student Organization and The Ohio State University. Attendance to at least one event of the Japanese Student Organization qualifies an individual for membership. Dues are not collected for membership.

 ***Article III: Organization Leadership***

**Section 1**: The candidates for leader of the organization will be by self-nomination by any member of the Japanese Student Organization. From those nominations, the current leader will then be elected by a group vote, based on credentials and qualifications that best match the Japanese Student Organization and The Ohio State University, in order to better both the organization and the university.

**Section 2**: Officer Titles and Roles: All terms of officers are for one academic school year starting from April (when elected) of spring semester until March (when next year’s board is elected) of the following year’s spring semester.

· **President** – Presides over all meetings and oversees main planning. Takes care of all registrations with The Ohio State University and ensures that the constitution of the Japanese Student Organization is being accurately followed. Oversees the organization including officers, officer assistants, and exchange students.

 · **Vice President** – Supports the president by taking leadership roles in various events and activities. Primary exchange student coordinator and helps them transition into the university. Advises and helps direct other officers and members. Acts as liaison to non-Ohio State organizations, including, but not limited to, the Columbus Japanese Language School.

**· Treasurer** – Takes charge of the Japanese Student Organizations cash inflow and outflow and reports back to the leadership and The Ohio State University in a prompt and accurate manner. Updates the master budget spreadsheet on a regular basis. Estimates the budget, reimburses officers, and applies for funds offered by The Ohio State University including USG grants and programming funds when necessary.

**· Secretary** – Takes notes during weekly officer meetings and posts notes onto the Facebook Officer group and the Officer Google Drive. Responsible for overseeing the JSO e-mail which includes: managing email subscribers, sending emails including newsletters and event reminders for JSO or JSO-related events.

 **· Sponsor Relations** – Contacts sponsors for the Japanese Student Organization and arranges necessary events for them such as job seminars. Goes out in the community to find new sponsors for JSO and communicates with the sponsors on a regular basis for updates on their events as well as their expectations for us.

**· Marketing Chair** – In charge of publicizing events in all formats ranging from flyers to internet message boards. Promotes JSO in the Ohio State community, especially the APIDA community, to increase the presence of JSO, while maintaining a positive image of JSO. Arranges and plans for JSO officers to attend events hosted by other organizations at Ohio State. Communicates with other Midwestern Japan Student Associations (MJSAs) representatives and updates officers on discussion topics.

 **· Event Coordinator** – Organizes events by reserving rooms, applies for Coke Grants, creates and promotes the Facebook event page, coordinates with the Union event coordinator, prepares a list of supplies needed for an event, and makes sure the event will run/ is running smoothly.

**· Media Chair** – In charge of the monthly newsletter for JSO’s general body members. Newsletter responsibilities include taking pictures at JSO events, creating the newsletter, and managing the JSO Instagram, Facebook, and Discord by posting stories and posts.

**· Design Chair** – In charge of designing promotional item for JSO including banners, posters, and apparel. Also helps Media Chair with posting on Instagram, Facebook, and Discord. Creates the JSO executive board T-shirt, cover photos for Facebook event pages, flyers for various events throughout the year, and designs flyers and pamphlets for the Spring Festival.

**· Webmaster** – In charge of maintaining the Japanese Student Organization website as well as the mailing list to ensure our emails are being sent out in an ethical manner to those who want to be subscribed to the mailing list. Primary AV/Tech person for Spring Festival. Adds new events and “Word of the Week” to the website.

 **· Officer Assistant Coordinator** – Recruits general body members to become Officer Assistants (who are involved in event execution by helping officers at JSO events and attending weekly meetings (optional)). Plans and organizes hangouts between OAs and officers and acts as a liaison between OAs and officers.

***Article IV: Officer or Membership Removal Criteria***

If an officer/member shows signs of being disloyal to the organization, acts in contrary to the interests of the organization, or shows any sign of disrespect to members or officers, then the individual would be confronted by at least two officers to talk privately about their behavior. The individual will be given a warning, and if the behavior continues then a vote will be held amongst the officers regarding the individual’s officer/membership position. A majority among the officers can result in disciplinary action, including, but not limited to, removing the Officer from the executive board, or preventing the member from running in future elections.

***Article V: Advisors***

Advisors will be selected from The Ohio State University faculty based on the ideals that the Japanese Student Organization strives for. The Japanese Student Organization seeks those who have a strong interest in Japanese culture and further seek to improve the community.

***Article VI: Meetings***

Meetings will be held by officers weekly and important information will be communicated throughout the week though the Facebook officers group chat. Members and Officer Assistants are welcome to join the weekly meetings and provide input, but attendance in meetings is not required for membership status.

***Article VII: Methods of Amending the Constitution***

The constitution of the Japanese Student Organization may be amended if two-thirds majority of the current officers agree to a change. The change must be put in writing and appropriately communicated to everyone on the officer board. The information will then be communicated to members via e-mail or other communication to gain further opinions on the issues. Final approval/rejection of the amendment will be done via secret ballot at an officer meeting.

***Article VIII: Method of Dissolution of the Japanese Student Organization***

Dissolution of the Japanese Student Organization will be voted on by all members of the organization and not just the current officers. If the vote is passed by majority, all current assets in inventory will be donated to local Japanese culture groups. If there is still a positive bank account balance in the Japanese Student Organization account, donors will be contacted to see if they would like their donation refunded to the maximum extent possible or if they would like to pass the donation on to a Japanese culture group that serves the Japanese Student Organization’s drive for a better community.