

Constitution

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1: Name:

The formal and full name of this organization shall be “Japanese Graduate Studies Association”, however insofar as advertising, events, or other such circumstances under which a shortened name shall be required, “J-Grad” shall also be acceptable. Where practicable, the full name is preferred.

Section 2 - Purpose:

The Japanese Graduate Studies Association at The Ohio State University aims to provide a place for academic discussion and support for graduate-level scholars studying topics related to Japan and Japanese studies. This support may include events such as reading groups and thesis and dissertation exchanges and editing, as well as casual discussion groups and occasional speakers on Japanese studies topics.

Section 3 - Non-Discrimination Policy & Sexual Harassment Policy:

In line with The Ohio State University policies, the Japanese Graduate Studies Association at The Ohio State University does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, the Japanese Graduate Studies Association at The Ohio State University expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

A member found to be in violation of these policies by the University or the organization membership may be barred from activities and removed from the organization.

Article II - Membership: Qualifications and categories of membership

The organization’s voting membership shall be limited to currently enrolled Ohio State graduate students. Others non-graduate student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members. For educational and leadership development reasons, student organizations are to be student initiated, student lead, and student run.

Membership shall be open to all graduate students, where graduate is understood to mean post-baccalaureate studies. In the instance that a sufficiently advanced undergraduate student wishes to join for the purposes of academic enrichment or an interest in pursuing graduate studies related to Japan, they shall be allowed, but shall not be granted the status of “official member” nor shall they be eligible for any officer or otherwise official position within the organization (See section IIb below for further information). This measure is undertaken to ensure that the Japanese Graduate Studies Association at

The Ohio State University is first and foremost in support of graduate study and enrichment. If a sufficiently advanced undergraduate student successfully matriculates into graduate level work, they shall be eligible for membership and officer positions.

II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

II.b. Types of membership shall be split into official and honorary members.

IIb SS1: Official members for the sake of organizational roster listing shall be made up of general members and advisory members. General members shall be of graduate standing and currently enrolled or pursuing graduate study at The Ohio State University. Undergraduates of sufficiently advanced level who are matriculating into graduate level study at The Ohio State University are eligible for official membership, though they shall not gain voting privileges until the start date of courses where their designation by the University is of graduate level. Likewise, incoming graduate students shall be granted membership upon appeal to current or incoming Executive Committee members (if applicable), though they shall not gain voting privileges until the start date of the first semester where their designation by the University is of graduate level.

IIb SS2: Unofficial members shall make up the remainder of all other persons, provided they maintain the expectations of Article 1, Section 3 as well as any other rules and laws which apply, and they shall be allowed participation and entry to events sponsored by the Japanese Graduate Studies Association at The Ohio State University for this purpose.

Article III – Methods for Removing Members and Executive Officers

III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

III.b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

III.c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders

IV.a. Primary Leader ("President")

The Primary Leader shall be responsible for setting goals and a vision for the organization, effectively representing the organization to the community, helping to prepare future leaders, and provide motivation and support to the organization. Specific duties which shall also fall under the general purview of the Primary Leader include running and/or scheduling a leadership team or general body meeting, communicating with the organization members, leaders, and advisor, and the completion of annual registration documents.

IV.b. Secondary Leader

The Secondary Leader position shall be coterminous with that of the Primary Leader, wherein any duties not or unable to be fulfilled by the Primary Leader shall fall to the Secondary Leader. This position can be held while also serving in any other official capacity within the organization provided the member is an official member. The Secondary Leader shall be the de facto executive should the Primary Leader be unable to act in that role for whatever reason. Similarly, the Secondary Leader may also serve as Co-Leader with the Primary Leader, with designations listed only in the student organization roster, with Primary and Secondary Leader positions decided by a best of three jan-ken-pon match at time of election.

IV.c. Treasurer

The Treasurer shall be responsible for the setting of a financial vision for the organization, keeping records of incomes and expenses for long-term financial security, and being aware of elements of financial wellness and using those elements to lead the organization in effective use of organization income and expenses. In addition to these responsibilities, the Treasurer shall manage the organization's income and expenses and be responsible for: applying for funding, building and maintaining a budget, approving and monitoring spending of the organization, leading fundraising efforts, and collecting any monies for use by the organization in the case of such a situation.

IV.d. Advisor

The role of Advisor shall be filled by a willing faculty member who has a vested interest in the success of Japanese studies graduate students at The Ohio State University. The Advisor should be able to offer advice on goal setting, topical items, and be willing to help support organization initiatives.

Article V- Election / Selection of Organization Leadership

All officer positions shall begin in the Autumn semester, on the first calendar day of classes. Elections shall be held in the Spring semester, no later than the first of June. The format of elections is to be a blind ballot vote, either digitally via whatever process is most expedient, or in person following nominations to positions. Nominations shall be solicited at any point during or after the month of April and up until the date of the end of voting. In the case of no contest, the nominee shall be appointed to their desired position. In the case a position contested by two or more nominees ends in a tie, the nominees shall themselves decide who shall fill the position via a best of three game of the traditional game, jan-ken-pon. In this case, the serving leadership shall define the exacting manner in which the game is carried out.

In all cases during election time, if nominees are so willing, an election may be foregone in favor of settling all positions by jan-ken-pon. This resolution must be fully agreed upon by all those running prior

to the opening of elections, and the settlement of the match(s) must be done before all members of the officers (minus the Advisor, though they may be present if available), and at least two members of the official membership.

In the case that the Primary Leader must resign their post, loses graduate status, is voted out, or is otherwise unable to fulfill their duties and must be replaced, the Secondary Leader shall finish out their term. In the case that another officer, either currently listed or an otherwise created position in the future, must resign their post, loses graduate status, is voted out, or is otherwise unable to fulfill their duties and must be replaced, an official member-wide request for self-nominations shall be undertaken, followed by their appointment. If two or more members wish to fill the position, a member-wide voting period of one-week must be held to appoint the new officer. This position cannot be filled by a jan-ken-pon match.

Article VI - Executive Committee: Size and composition of the Committee

VI.a. The Executive Committee shall be comprised of the positions listed in Article IV, with voting ability lying in the hands of graduate student members, with an official “Advisor recommendation” on any vote where they might be present. This recommendation shall hold no weight, but shall be registered in any minutes generated. There is no requirement for minutes to be taken. All Executive Committee meetings shall be open to official members to attend, however official members shall not be permitted to vote on any matter. Any matter voted on at the Executive Committee meeting shall be brought to the attention of the membership at a general meeting.

VI.b. Ex officio positions may be invited at any time for the duration of the elected year, until the end of the officers’ elected terms.

VI.c. Sub-committees may be proposed by any official member of the organization at the behest of the membership at large and must comprise of at least two members. An official Committee chair must be designated, although co-chairing is allowable. The Committee chair(s) shall be required to be present at any official meeting of the Executive board and must be able to provide updates on Committee business. All committee powers shall be enacted first by the Executive Committee.

Article VII - Standing Committees (if needed): Names, purposes, and composition

No standing committee shall be created, although sub-committees may be renewed in perpetuity annually by a vote of the Executive Committee if their purpose exceeds a single election term.

Article VIII – Advisor(s) or Advisory Board: Qualification Criteria

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. The responsibilities of the Advisor are outlined Article IV of this document. At any time, another Advisor may be appointed by the Executive Committee per unanimous vote of the Executive Committee.

Article IX – Meetings and events of the Organization: Required meetings and their frequency

As a graduate student organization, with full acknowledgement of the burden of participating, only one meeting per Autumn and one meeting per Spring semester shall be required. Events shall be primarily

planned for these semesters, however a meeting of outgoing and incoming officers should occur at least one time during the Summer semester to transfer the powers of office and orientate the incoming officers.

Article X – Attendees of Events of the Organization: Required events and their frequency

The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements

Any proposed amendments should be presented to the Executive Committee in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in a general meeting no later than three weeks after introduction, then read again at a special general meeting with a required quorum of one-half other all official members including the Officers, and should either require a two-third majority of voting members.

Article XII – Method of Dissolution of Organization

Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debts exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.

XII.a. The organization shall be dissolved if ever a vote of all official members unanimously chooses to dissolve the organization pursuant to Executive Board and Advisor approval.

XII.b. Pursuant to section a, the organization may not be dissolved while any outstanding monetary debts are present. These debts must be covered in full by the requisite contracted time associated with those debts, or otherwise paid off by the end of the Officer terms unless incoming officers vote to shoulder any and all debts.

XII.c. Should the organization choose to disband, the assets of the organization shall be divided by the Executive Board of that term to graduate student organizations, such as departmental organizations, who will find use for whatever assets are on offer.