

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 exchange students studying at the university to have a smooth transition into campus life.

Section 3.I: (Non-Discrimination Policy) Japanese Student Organization shall not discriminate against any individual(s) for reasons 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 basis in accordance with these guidelines.

Section 3.II (Sexual Misconduct Policy)

As a student organization at The Ohio State University, Japanese Student Organization 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.

Article II: Membership (qualifications and categories of membership)

Section 1: (Officer Selection and Membership Benefits) 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.

Section 2: (Membership Selection/Qualifications) Membership is open to any OSU faculty, staff or student that holds an interest in Japanese culture. Attendance at at least one event of the Japanese Student Organization qualifies an individual for membership. Dues are not

collected for membership. All members get benefits to free events and opportunities to be involved with event planning.

Article III: Officer or Membership Removal Criteria

Section 1: (Conditions of Removal) 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.

Section 2: (Officer Removal Process)

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.

Section 3: (Membership Removal Process)

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.

Article IV: Organization Leadership

Section 1: The candidates for the leader of the organization will be by self-nomination by any member of the Japanese Student Organization. From those nominations, the following year's 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 April (or 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. Also in charge of keeping the JSO website updated.

- **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 Officer Google Drive. Responsible for overseeing the JSO e-mail which includes: managing emails, subscribers, sending emails such as 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.

- **Outreach 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** – Newsletter responsibilities include creating the newsletter and managing the JSO Instagram, Facebook, and Website by posting stories and posts. Also in charge of managing media for appropriate representation for external organizations (i.e. sponsors and other external collaborations). In charge of taking pictures to use for posts.

- **Design Chair** – In charge of the monthly newsletter graphic for JSO's general body members. Responsible for designing promotional items for JSO including banners, posters, and apparel. 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.

- **Internal Relations** – Recruits general body members to become volunteers (who are involved in event execution by helping officers at JSO events and attending weekly meetings (optional)). Plans and organizes hangouts between general members and officers and acts as a liaison. In charge of running “family” system for members involved/signed up in the system.

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 through 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.