

Japanese Student Organization

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Japanese Student Organization (JSO) Is Hereby The Official Name For This Gathering Of Members At The Ohio State University

ARTICLE II. ORGANIZATION PURPOSE

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.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Japanese Student Organization *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 the Student Organization Registration Guidelines.*

Section B. Hazing

Japanese Student Organization *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

Section C. Bylaws

Japanese Student Organization *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

Membership is open to any OSU faculty, staff or student that holds an interest in Japanese culture.

Section B. Member Selection

Attendance at at least one event of the Japanese Student Organization qualifies an individual for membership.

Section C. Membership Timeline

Membership is open on a rolling basis throughout the academic year. Any eligible individual may become a member after attending at least one Japanese Student Organization event, as outlined in Section B. New members typically join at the beginning of the fall semester, early in the spring semester, or at any point during the year through continued event participation. Dues are not collected for membership. All members receive access to organization events and opportunities to participate in planning and activities.

Section D. Member Removal

If an 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 membership position. 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 7/11 (defined as seven out of eleven executive board members) majority vote of the officers in consultation with the organization's advisor.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The organization's advisor serves in a supportive, non-voting role, providing oversight, guidance, and continuity for the organization. They are responsible for completing required advisor and anti-hazing trainings, approving the organization's annual registration and goals, and ensuring compliance with university policies, procedures, and safety protocols. The advisor also reviews and approves relevant financial requests and reporting obligations, while helping the organization adhere to applicable laws and university guidelines. In addition, they offer insight and mentorship to student leaders, assist with event planning and organizational development, and help maintain accurate and up-to-date documentation. The advisor may attend meetings or events as needed and acts as a neutral third-party mediator in escalated internal conflicts, supporting fair resolution and fostering a respectful, inclusive environment.

Section B. Advisor Term

The advisor is expected to serve in their role on an ongoing basis, providing continuity and long-term support for the organization. While a standard term of one year is recognized, the advisor will typically maintain their position without the need for formal annual reappointment. Continued service is contingent upon the advisor fulfilling their responsibilities and meeting the needs of the organization. In the event of concerns or dissatisfaction regarding the advisor's performance or role, the organization's leadership will communicate directly with the advisor to address these issues and, if necessary, reconsider their position.

Section C. Advisor Selection

The advisor will be selected from The Ohio State University faculty or administrative and professional staff based on their alignment with the values and goals of the Japanese Student Organization, including an interest in supporting Japanese culture and student engagement. Potential candidates will be identified by the organization's leadership team. Final selection and approval of the advisor will be determined by the executive board through a formal voting process. A 7/11 majority vote of the executive board is required to confirm the advisor.

Section D. Advisor Replacement

If concerns arise regarding an advisor's ability to fulfill their responsibilities, engage in conduct that is not aligned with the organization's mission, or fail to comply with university policies and expectations, the organization will first meet with the advisor to discuss these concerns in a respectful and constructive manner. The advisor will be given the opportunity to address the concerns and make necessary improvements. If the concerns persist, the executive board may move forward with a formal review process. A decision regarding advisor replacement will be made by a 7/11 majority vote of the executive board. Grounds for removal may include, but are not limited to, failure to complete required trainings, lack of engagement or support for the organization, violation of university policies, or behavior inconsistent with the organization's values. The final decision will be made in accordance with university guidelines, and appropriate steps will be taken to ensure a smooth transition to a new advisor.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

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. Communicates with other Midwestern Japan Student Associations (MJSAs) representatives and updates officers on discussion topics.

- 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. Arranges and plans for JSO officers to attend events hosted by other organizations at Ohio State. 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.

- 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.

- 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. Keeps internal board updated on other APIDA events happening within the Ohio State community.

- Design/Media 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 event posts, flyers for various events throughout the year, and designs flyers and pamphlets for the Spring Festival. Manages 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.

- 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.

Section B. Officer Eligibility

To be eligible for an officer position within the Japanese Student Organization, candidates must be active members in good standing and meet all applicable university requirements for student organization leadership.

All officer candidates must demonstrate a commitment to the organization's mission, values, and responsibilities associated with their role.

Only current officers who have served a full term on the executive board by the time the organization is registered in spring are eligible to run for the positions of President and Vice President. All eligible officer candidates may self-nominate for available positions. Candidates must be willing to participate in the organization's established selection process, including interviews and, where applicable, presentations and question-and-answer sessions.

Final eligibility is contingent upon maintaining good academic and disciplinary standing with The Ohio State University and the ability to fulfill the expectations of the position.

Section C. Officer Selection Process

Officer selection for the Japanese Student Organization is conducted through an internal election process involving the current executive board and junior board members. Elections are held annually at the end of March or early April.

Candidate Identification:

Only current officers are eligible to run for the positions of President and Vice President. Eligible candidates may self-nominate. Candidates who are not selected for President may choose to run for Vice President without submitting an additional presentation.

Procedures:

All candidates for President and Vice President participate in a structured selection process that includes an interview, a formal presentation, and a timed question-and-answer session. Presentation length is determined by the number of candidates: candidates will be allotted 10 minutes if there are two candidates, 6–7 minutes if there are three candidates, and 5 minutes if there are four or more candidates. Vice Presidential candidates will be allotted a maximum of 5 minutes for their presentations regardless of the number of candidates. A moderated Q&A session will follow each presentation, with a fixed time limit to allow voters to ask questions. Candidates are not provided questions in advance.

Voting is conducted via a secure and anonymous platform. Votes are weighted as follows: President and Vice President each hold three votes, executive board members each hold two votes, and junior board members each hold one vote. Candidates for President and Vice President are not permitted to vote in their elections to prevent bias.

The Presidential election is conducted first, followed by the Vice Presidential election. Voting takes place in a controlled environment to ensure independence of decision-making. Votes are submitted prior to any group discussion, and ballots are reviewed and tallied by the current President and Vice President, who then announce the results.

For all other officer positions, candidates are interviewed by the current President and Vice President, who provide input and recommendations based on organizational needs, experience, and team dynamics. Final decisions are made in consultation with incoming leadership.

Decision Makers:

The decision-makers for officer selection include the current executive board and junior board members participating in the internal election process, with additional input from the current President and Vice President for non-elected officer roles.

Consensus/Margin of Approval:

Election of the President and Vice President requires a simple majority of the weighted votes cast. In the event that there are more than two candidates, the candidate receiving the highest number of votes will be selected. If a tie occurs among the top candidates, the two candidates with the highest number of votes will advance to a second round of voting. A subsequent vote will then be conducted with only those candidates to determine the final selection.

Section D. Officer Removal

If an officer 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 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. 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 7/11 affirmative vote of the executive board in consultation with the organization's advisor.

ARTICLE VII. ORGANIZATION DISSOLUTION**Section A. Dissolution Requirements**

The decision to consider dissolution of the organization may be initiated by the executive board if significant concerns arise regarding the organization's ability to operate effectively. Such concerns may include, but are not limited to, sustained low or inactive membership, inability to fill essential leadership positions, failure to comply with university policies, or inability to carry out the organization's mission. A formal motion to pursue dissolution must be proposed by a member of the executive board and approved by at least a 7/11 majority vote of the executive board. Upon reaching this threshold, the dissolution process outlined in Section B will be initiated.

Section B. Dissolution Procedures, including Assets and Debts

The decision to dissolve the organization must undergo a three-level review process to ensure careful and intentional consideration. First, the executive board will evaluate the organization's status and vote on whether dissolution should be pursued. Next, the broader leadership team will review the recommendation and provide additional input and approval. Finally, the organization's advisor will be

consulted to review the decision and ensure it aligns with university guidelines and expectations. Dissolution will only proceed if all three levels are in agreement. Appropriate steps will then be taken to formally dissolve the organization in accordance with university procedures. If the vote is passed by all levels, all remaining assets will first be used to satisfy any outstanding debts or financial obligations. Under no circumstances will any debts be transferred to or assumed by The Ohio State University or its entities. Any leftover 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.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

The constitution of the Japanese Student Organization may be amended when a proposed change is submitted in writing and reviewed by the executive board. Amendments may be proposed by any member of the executive board. The proposed changes must be clearly communicated to all officers and made available to the general body for review and feedback through appropriate communication channels. After a period of consideration, a vote will be held among the executive board. Approval of an amendment requires a 7/11 majority vote of the executive board. Final approval or rejection of the amendment will be conducted via secret ballot at an officer meeting. All approved amendments must be documented and submitted in accordance with university guidelines within the required timeframe.