

Constitution of the Nikkei Student Union at the University of California, San Diego

The following document is the constitution for the UCSD non-profit student organization named Nikkei Student Union (formerly known as the Japanese American Society), more commonly known as NSU.

Article I. Name of Student Organization

The organization shall be called Nikkei Student Union at UCSD.

Article II. Statement of Purpose

- A. To allow Japanese American, Japanese, and any other interested students to interact in a socially inclusive environment.
- B. To promote awareness of Japanese American and Japanese culture, history, and issues on the UCSD campus.
- C. To be a bridge between the Japanese American and Japanese communities in and around the UCSD campus.

Article III. Nonprofit Statement

Nikkei Student Union at UCSD is a non-profit student organization.

Article IV. Requirements for Membership

- A. Any UCSD student that is interested in Japanese American and Japanese culture may join NSU.
- B. To qualify for membership, participants must fill out a Membership form and pay a fee of \$25 to the Finance Officer.
- C. Any student, faculty, or staff of UCSD, regardless of membership to NSU, may participate in any NSU event.
 - 1. Officers will clearly designate certain events as members only however, anyone may become a member at any time.

Article V. Frequency of Organization Meetings

The NSU Executive Council shall meet at least once a week. The NSU Appointed Board shall meet with the Executive Council at least once every two weeks. Anyone interested may attend the staff meetings. Meetings for the general body will be held at least once every two weeks, falling on the weeks between staff meetings.

Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

A. Purpose of Government:

- 1. In general, the Executive Council of NSU shall consist of 7 elected officers and the Appointed Board of 12. These selected officials shall oversee all operations of NSU.

2. Seats in the Executive Council or Appointed Board may be added or removed at any time upon approval of two-thirds majority of NSU Executive Council officers.
3. There may be two people for each office ("co-positions") upon approval of two-thirds majority of NSU Executive Council officers.
4. Any general member of NSU may assist the NSU Executive Council and Appointed Board officers in carrying out decisions and planning events.
5. In the case that the Executive Council is unable to abide by these general methods, they may make changes they deem necessary upon approval of two-thirds majority of NSU Executive Council officers.

B. Executive Council:

1. **President:** Responsible for delegating responsibilities and providing leadership to all officers and members of NSU. Responsible for heading Executive Council meetings. Also responsible for resolving any conflicts among members and officers. Attends budget hearings for AS funding. Must attend INC meetings with the Social External Officer and Manzanar at Dusk meetings with the Cultural Chair. In the case where the Executive Council finds it necessary to make a connection with an organization outside of NSU and its affiliates, the President will be responsible for all communication and coordination for the first year. After the first year, they will delegate the responsibility to another officer of the Executive Council. At INC meetings the President has the power to make decisions in the best interest of UCSD NSU without consulting the Executive Council. The President is responsible for maintaining relations and communications with University officials and administration.
2. **Vice President:** Responsible for helping the President enforce rules and delegating responsibilities. In the case that the President is absent the Vice President will assume presidential responsibilities. Runs staff meetings and responsible for helping the President delegate duties to the members of the NSU Appointed Board and general members interested in planning events. In the case of co-presidents and one is absent, the Vice President will assume some of the responsibilities of the absent President. The Vice President will be responsible for booking the rooms for Staff and Executive Council meetings. Responsible for coordinating Fall and Spring Staff Retreats. Coordinates the election process for the upcoming year.
3. **Finance Officer:** Responsible for winter and spring vendor fair as well as other club fundraisers. Also responsible for keeping financial records and maintaining budgets. In charge of any money issue that must be resolved (this includes, but is not limited to: NSU sponsors and NSU event sponsors, AS funding, TAP, blue forms for fundraisers, venmo, etc). It should be noted that the Finance Officer is not responsible for finding persons to work during a fundraiser itself. The Finance Officer will act as the main point of contact for banks and other financial institutions. They will also be the Matsuri Finance Committee Head, managing and reviewing Matsuri budgeting and any other Matsuri related financial issues.
4. **Secretary:** Responsible for keeping records of all Executive Council and Staff meetings and inventory. Also responsible for creating and updating a quarterly calendar and maintaining communications through Facebook. Responsible for maintaining the NSU

website, performing weekly updates or as often as necessary. Works with Historian to obtain pictures to post on the website. The Secretary will be responsible for maintaining the youtube channel (i.e. obtaining videos to upload). Responsible for keeping records of the organization's membership roster. Works with Media Chair on obtaining NSU apparel for the year and responsible for distributing the apparel. Also responsible for distributing existing supplies of old NSU apparel and managing the NSU email.

5. **Communications Officer:** Responsible for publicizing all NSU events (includes making and distributing flyers and banners as well as publicizing through formal campus media; also includes publicizing through an email list using the NSU email). Responsible for reserving rooms for general body meetings (GBMs). Responsible for keeping in contact with Japanese American Citizens League San Diego and working with them for any community events. Also responsible for attending JACL meetings. Maintain social media accounts and make posts for GBM's and events not organized by the Appointed Board.
6. **Social Internal Officer:** Responsible for organizing activities with other UCSD student orgs (ex. Joint-GBM with Japanese Student Association on campus). Responsible for organizing and running GBMs. Also responsible for organizing NSU families, overseeing family events, and planning the Triple Crown. Holds personal information (sib applications) for all of the members for the reason of increasing member retention. Responsible for overseeing Nikkei Sibling Union.
7. **Social External Officer:** Responsible for organizing all social events outside of the UCSD community. Coordinates with both Intercollegiate Nikkei Council (INC) and Executive Council to plan an efficient social calendar in order to increase attendance for UCSD NSU as well as the other organizations within INC. Attends INC meetings or finds a replacement to attend the meetings to coordinate social events with other INC schools. Also responsible for maintaining ties with the community outside of UCSD, including but not limited to the San Diego community and the Japanese American community.

C. Appointed Board:

1. **Athletics Manager:** Responsible for organizing/signing up teams for the various intramural sports on campus, as well as any sporting event tournament. Also responsible for organizing the NSU spring basketball tournament. Responsible for maintaining the NSU sports email and sports Facebook page.
2. **Culture Show Directors:**
 - a. **Culture Show Creative Director:** Responsible for the creative aspects of Culture Show (i.e. script writing). Also responsible for finding and directing actors and hosting auditions/workshops. Responsible for organizing committees responsible for various elements of the NSU culture show (i.e. script writing, Stage Ninjas/crew). Responsible for working with Communications Officer to raise publicity for Culture Show. Works with Culture Show Administrative Director on sharing responsibilities when necessary.
 - b. **Culture Show Administrative Director:** Responsible for reserving a place for the show as well as finalizing details for the performance. Also responsible for any university related issues (i.e TAP form, meeting AV tech, meeting University Centers Event Services Coordinator). Works with Finance Officer on finances

and AS Funding. Responsible for organizing House Managers and working with Historian to do a photoshoot. Works with Media Chair to complete the Culture Show Program. Also responsible for organizing other performance acts of Culture Show. Responsible for contacting sponsors and collecting advertisements for Culture Show program. Works with Culture Show Creative Director on sharing responsibilities when necessary.

3. **Philanthropy Chair:** Responsible for coordinating events for NSU members to be of service to the community.
4. **Matsuri Coordinator:** Responsible for the planning of the Matsuri festival along with JSA. Plans Matsuri work parties, Fall vendor fair, Asian Night Market, and assembles Matsuri committees. Serves as a bridge between NSU and its sister organization, JSA.
5. **Banquet Chair:** Responsible for planning the end of the year banquet. Duties include but are not limited to reserving a venue, designing banquet favors and decorations, and planning gifts for departing seniors. Responsible for planning Staff Auction and other Banquet fundraising events.
6. **Media Chair:** Responsible for creating an NSU logo to be used for the year. Also responsible for creating designs for NSU. Responsible for creating membership t-shirts at the beginning of the year. Responsible for creating the Culture Show program, Banquet program, and creating t-shirt designs for Classic (spring basketball tournament). Runs the contest for sweatshirt design and orders the sweatshirts with the Executive Council. Designs flyers, GBM cover photos, and Facebook page cover photos for major events and designs the Sun God tank.
7. **Cultural Chair:** Responsible for organizing events specifically geared toward increasing awareness of Japanese and Japanese American culture. Events include but are not limited to Day of Remembrance, Pilgrimage to Manzanar, and Manzanar at Dusk (MAD). Responsible for creating a Culture Corner presentation at each GBM.
8. **Historian:** Responsible for taking pictures and videos at NSU events or finding someone to take pictures and videos in their absence. Also responsible for creating GBM videos and uploading pictures to flickr. The Historian is also responsible for making the banquet slideshow. Makes an NSU scrapbook for the end of the academic year. Works with the Secretary in posting pictures on the NSU website and posting videos on youtube and works with Communications Officers in posting pictures and videos to other social media platforms. At the end of spring quarter, is responsible for making a new picture board poster that will be used for membership drives and tabling for the following year.
9. **Advisor:** Advises officers and staff, providing an unbiased opinion on any issue that may arise. However, he/she will only provide their suggestions when necessary. Must attend meetings (both staff and exec meetings) when called upon. Preferably an NSU member that was on staff the preceding year. Responsible for mediating one open forum (discussing large events, pro/delta, self-reflection) at the end of every quarter of the academic year. Responsible for keeping track of minutes of open forum for future cabinets to use. Responsible for contacting alumni about major NSU events (Culture Show, basketball tournament, Banquet, etc) through UCSD NSU JaMs alumni on

Facebook, and at least one planned event for alumni during major years (30th anniversary, 35th, etc).

D. Responsibilities of Executive Council and Appointed Board:

1. Executive Council and Appointed Board members must attend all staff meetings, GBMs, and events unless there is an academic, personal health or family reason.
 - a. Executive Council and Appointed Board members are to be early or on time for all staff meetings, GBMs, and events unless the President and Vice President has been notified beforehand.
2. NSU responsibilities are a priority after academics, family, and personal health.
3. Executive Council and Appointed Board members who are planning events are responsible for completing checklists and providing updates at executive council and staff meetings.

E. Officer Transition:

1. **Shadowing:** Any individual interested in later applying for candidacy for a particular NSU office may submit an application prepared by the current Executive Council to “shadow” a current officer during the first four weeks of Spring Quarter in a process similar to an internship, allowing for the individual to gain familiarity with the position applied for. Participation in the shadowing process is not a prerequisite for application for an officer position but is highly recommended.
2. **Electoral Process:** The application process to elect officers for the following year will begin following the start of the shadowing period, with the applications made available starting from the 1st GBM of Spring Quarter, due by the end of the 4th week of Spring Quarter.

a. Executive Council:

- i. **Application:** Candidates for Executive Council positions must fill out an application form created by the current Executive Council and submit the application by the date specified. Candidates will be contacted for individual interview dates and times as determined by the Executive Council.
- ii. **Staff Election:** Candidates for Executive Council positions must prepare a short speech at a staff meeting where staff members vote on ballots. Whichever candidate receives the most votes will get 2 additional votes during the Voting Procedure.
- iii. **Interview:** Interviews shall be conducted during Week 5 of Spring Quarter at times to be determined by the Executive Council. Interviews will be conducted with all members of the current Executive Council present upon review of the candidate’s application.
- iv. **Voting Procedure:** The Executive Council for the year following will be voted on by members of the current Executive Council, who must make a unanimous decision for each position of the Executive Council. Candidates will be notified by the end of Week 5 of Spring Quarter. In the case of a tie vote where a unanimous decision cannot be reached for any position, the Executive Council may set a predetermined amount of

time to debate each candidates' qualifications and following the debate, the current Executive Council may choose a candidate based on a simple majority vote. If a decision regarding any position cannot be agreed upon, the newly elected Executive Council must start the application process for vacant positions the following year at the start of Fall Quarter.

1. If any current Executive Officer is applying for an open position on the following year's Executive Council, they may not participate in debate or voting regarding the new position they have applied for.
2. The current Executive Council may request that the NSU Advisor sit in on interviews for the following year's Executive Council. The advisor may ask questions and participate in debate regarding any position, but does not have an official vote in the election process.

b. Appointed Positions:

- i. **Application:** Candidates for appointed officer positions must fill out an application form created by the current Executive Council and submit the application by the date specified. Candidates will be contacted for individual interview dates and times as determined by the Executive Council.
- ii. **Interview:** All members of the newly selected Executive Council must be present at the interview of the candidate, while the current person holding the office being interviewed for is invited to attend and participate in the interview (i.e. the current culture show chair will sit in on the interview for the future culture show chair). The committee will interview candidates upon review of their application.
- iii. **Voting Procedure:** 2/3 of the officers present at the interview of the candidate must agree on which applicant is most suited for the job after the interview has finished. If present at the interview, the person currently holding the position being interviewed for is allowed to vote with Executive Council members on the decision. Candidates will be notified by the end of week 6 of Spring Quarter. If in case there are no candidates who receive 2/3 of the votes of the interviewing officers, the current Executive Council shall leave said position vacant until a decision can be reached upon reexamination of the candidate(s), or the newly elected Executive Council must start the application process for vacant positions the following year at the start of Fall Quarter.

F. Terms of Office:

1. **Start of Terms:** Terms for all offices for the following year, determined before the end of Spring Quarter, shall begin upon the staff meeting directly preceding the final GBM of Spring Quarter. Terms for all offices determined following the start of Fall Quarter shall become effective as of the decision to grant a candidate office.

2. **End of Terms:** Terms for all offices shall end upon the beginning of the staff meeting directly preceding the final GBM of the Spring Quarter following the start of the term.

G. Impeachment Procedures:

1. Should an officer (Executive or Appointed) fail to perform their responsibilities, so much so that it becomes detrimental to the efficiency of the Executive Council, impeachment hearings may be brought up by other officers or members.
2. Impeachment hearings may be brought up even if the officer in suspect is not present. If a 2/3 vote of the Executive Council agrees with the impeachment charges, the officer held in suspicion will be asked to step before the council members at a later date.
3. The officer held in suspect must be given the chance to answer to the aforementioned charges. Once he/she has done so, the remainder of the Executive Council will take a second vote. Should there be a 2/3 vote that the officer in suspect is indeed lacking in their responsibilities, they are to vacate their position immediately.
4. Once an officer has been impeached, it is up to the remainder of the Executive Council to decide on a replacement. This person, with their consent, will take over the vacant position immediately.

H. Decisions: The Executive Council shall make all decisions that allocate monies from the NSU treasury or affect NSU's immediate or long-term agendas. Decisions shall be based upon a 2/3 majority of council.

I. Delegation of Power: Officers of NSU may delegate their powers to any member of the NSU staff, and then the NSU general membership.

J. General Staff: General Staff members may be appointed by the Executive Council. Any general staff member or Executive council member may resign from his/her position at any time. The remaining Executive Council members shall appoint his/her replacement.

Article VII. Risk Management

Nikkei Student Union at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself. Nikkei Student Union at UCSD understands that the University does not assume legal liability for the actions of the organization. In the event that a member gets physically injured at an NSU event, NSU understands that the University does not assume legal liability for the actions of the organization. To avoid physical injuries at events, NSU Executive and Appointed officers will take necessary precautions to ensure the safety of members.