

The Constitution of the Japanese Student Association

Last Modified: 8/27/2024

1. Name of Student Organization

The organization shall be called Japanese Student Association at UC San Diego.

2. Statement of Purpose and Philosophy

Japanese Student Association at UC San Diego ('JSA' below) is for UC San Diego students whose home country is Japan, or those who are interested in Japanese culture. JSA attempts to build connections between cultures and is all-inclusive.

3. Nonprofit Statement

Japanese Student Association at UC San Diego is a non-profit student organization.

4. Requirements for Membership

Any current undergraduate or graduate student at UC San Diego is eligible to participate in JSA events. By subscribing to our mailing list for our weekly newsletter, one is considered an official member of JSA. Subscriptions to the mailing list are limited to UCSD email addresses only (xxx@ucsd.edu). The only exception to this is participants of the UCSD Extension program or exchange students.

There are no membership fees. However, a member may be required to pay money to participate in some events to account for materials they will be using, driver reimbursements, etc.

Participants in the senpai-kouhai system (see section 4b) have access to exclusive events and a mentor as a resource, and will be required to pay a fee not exceeding \$20.00 each quarter. This fee will be determined every quarter by the Family Committee Head.

4a. Removal of a member/participant

Anyone is subject to removal from JSA events. We do not tolerate discrimination of any kind within JSA. We expect all members to respect everyone in the organization regardless of identity (i.e., race, gender, sexuality, etc.) Anyone who violates this policy will be considered for removal. One email warning will be given after the first instance in which this policy is violated. If three or more members of JSA report instances of harassment, discomfort, or discrimination of any form by a member of JSA, this member will be removed after the case is reviewed by the board. If at least 80% of the board votes for the member to stay within JSA, then the member will not be removed. If the member is a board member of JSA, the case will be reviewed without the member. Once removed from JSA, the member will be banned from the JSA

Discord/communication channels, removed from the mailing list, and banned from all future JSA events. If the member continues to come to JSA events and perpetuate an unsafe atmosphere within the organization, they will be reported to CSI.

4b. Participation in the JSA senpai-kouhai family system

Any UCSD undergraduate students are eligible to apply to be a senpai in the JSA senpai-kouhai family system. To become a senpai, the student must fill out the official senpai application posted on JSA's social media/communication channels. These applications will be reviewed by the senpai-kouhai committee and senpais will be notified. Senpais are expected to serve as positive role models and contacts within JSA and are expected to serve their role for one academic year. If a senpai graduates in the middle of an academic year, the senpai can continue to serve as a senpai for the remainder of the year, only if they will be present in San Diego.

Any UCSD undergraduate students are eligible to apply as a kouhai in the JSA senpai-kouhai family system. To become a kouhai, the student must fill out the official senpai application posted on JSA's social media/communication channels. These applications will be reviewed by the senpai-kouhai committee within board and kauhais will be notified and put in contact with their senpai.

5. Frequency of Organization Meetings

Board meetings are held at least once a week, and are between 30 minutes and one hour and 30 minutes. All officers and staff are expected to attend the weekly board meeting. These meetings require more than half of the staffs' participation as well as either the president or vice-president's presence. The officers and staff will discuss and plan the future events. Each meeting will include a report from each officer (ie: Finance tells budget). Any outside persons wanting to attend the meeting must have approval from the president or vice president. They hold no voting rights. Minutes will be taken by the Secretary at every meeting.

GBM (General Body Meeting) is a meeting that is held each quarter in which JSA staff introduce future events to members and encourage bonding. It is also the place where officers and members connect and exchange information. Meetings will be planned in advance at officer meetings. There will be two to three GBMs per quarter.

6. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

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

6a. Officer Positions

There are 12 officer positions in JSA. The positions are President, Vice-President Internal, Vice-President External, Secretary, Finance, Event Coordinator, Webmaster, Matsuri Coordinator, Publicity, Senpai-Kouhai Committee Head, Language Table Head, and Historian. The people who hold these positions listed below are solely responsible for carrying out their positions. If they cannot carry out their duties at any given time, they are also responsible for finding a replacement. If any officers need help in their positions, they can ask for assistance from any other officers, but with a just reason. Officers will be re-elected annually, so officers should plan on remaining for the whole academic year.

The **President** represents JSA and takes ultimate responsibility. They help and take charge of each officer's jobs when necessary. They take charge of every JSA activity and chair the

meetings. They need to contact all officers of any changes of any urgent matters. They are responsible for making and planning the agenda for all meetings. The President must keep good relations with other club officers.

The **Vice-President Internal** assists the President and represents the President during their absence. They will help other officers and manage members' information along with the President. They are in charge of all members' contact information, as well as membership and T-shirt distribution, and updating members' information when necessary. They are in charge of a sign-in sheet for all events/meetings to record attendance. They will create weekly or biweekly newsletters for members who follow JSA social channels.

The **Vice-President External** will keep in good relationship with other student organizations (both at UC San Diego or otherwise), local businesses, and sponsorship partners. They will plan and lead joint events with such groups. They will also maintain correspondence via the official JSA email account. In addition, they create and modify any contracts or agreement forms for sponsorship. They will inform other officers of any new information from our sponsors.

The **Secretary** will record the minutes covered during weekly staff meetings. The Secretary is also responsible for communicating information about upcoming events to the Webmaster and Publicity for advertisement on the JSA website and JSA social channels, respectively. Furthermore, the Secretary will maintain a record of club room storage and items.

Publicity will decide the procedure & design of any forms of advertisement or media and decide the distribution of fliers. They are also in charge of managing the events of distributing the flier on campus. Publication Fee necessitates the approval at officer meetings. Any publications must have approval by officers before print (ie: flyers, posters). They will organize a team to help distribute advertisements.

Finance is responsible for the audit and other financial obligations of JSA as well as information of JSA at UC San Diego and Matsuri account at the bank. Finance will report the revenues and the expenditures of the account for every event during weekly staff meetings. They will also collect the event fees, membership fees, and fundraising profits. Approval from Finance is required in order to spend any organization funds. Furthermore, Finance will procure and retain receipt records of such expenditures and be responsible for providing timely reimbursements.

The **Event Coordinator** will organize the content, location, and budget of an event and form the information into a report. They have the obligation to help coordinate events with event leaders as necessary. They and any principal members will also reserve rooms for the various events.

The **Webmaster** will manage the JSA home page. They must keep website updated and obtain information from applicable officers (ie. Secretary, Event Coordinator, Historian, etc). They must design the website to include at least the following: sponsorship, staff information, and upcoming events.

Matsuri Coordinators will have the sponsorships for the upcoming year ready by the start of each fall quarter as necessary. They will be responsible for organizing the annual Matsuri Festival hosted jointly by JSA and Nikkei Student Union (NSU) in spring quarter.

Historian –will document events and meetings with photos and videos, and update them on the JSA website within 24 hours after the event. They must create some form of year-end presentation (ie: album/slideshow). They will create an album during summer for flyering purpose of the upcoming academic year.

Family Committee Head– responsible for planning and organizing events/meetings related to the family system. They are in charge of determining the family system membership fee, facilitating the creation of senpai-kouhai groups, distributing responsibilities surrounding loyalty cards, and communicating family system affairs within board.

Language Table Head– responsible for planning and organizing meetings related to language table. They are in charge of leading weekly language table committee meetings, facilitating the weekly language tables, and communicating any language table related affairs with the rest of board.

Staff –responsible for facilitating general club activities. This position is directed towards those who are interested in becoming an officer in the future, or would like to help JSA in planning events. They keep close relations with officers and attend any meetings possible in order to keep up with JSA events. When a staff member would like to run for an officer position, they will be selected through an interview or election based on the position.

Alumni Contact – must have previously served in an officer position for JSA. Alumni contacts consent to being contacted to answer questions regarding planning events and their previous officer position(s). They must agree to the expectations and responsibilities through an official form. They are not permitted to participate in planning events or attending meetings/events as they are no longer UCSD students. Alumni contact positions are held for the remainder of the academic year from the time that the application is approved.

6b. Dismissal of an Officer

Officer meeting has the right to dismiss the officer from the officer body. First, any problems must be talked out privately (handle the issue face to face), and if the problem persists, it can be proposed at the officer meeting. The President is responsible for resolving any problems, but if the problem is about the president, one can consult the VPE or VPI. The officer can defend their case at the next officer meeting. A unanimous vote is required for any dismissal of an officer.

6c. Selection of Officers

All those who are interested in becoming an officer must fill out an application. General elections will be held for all executive positions. An interview process will be conducted for all other officer positions. If there is more than one candidate for a position, an election will be held

at officer meetings. Staff members who have been involved with JSA for at least one quarter have priority in the following quarter to become a certain position. Only UC San Diego undergraduates are allowed to become an Officer. At the election, all officers need to be present, and staffs and candidates are allowed to join. However, only officers of the current year have final voting rights.

6d. Resignation of the Officer

All officers must stay for one full academic year and fulfill their position. Resigning officers should indicate their leave before the end of the current quarter, and they must continue their duty during the remainder of the current quarter. After their report of leave, JSA will immediately hold nominations at the next officer meeting to decide the successor. If two or more individuals run for the position, a vote by the active officers will be used to determine the successor. Successor will start their duty from the beginning of the following quarter.

7. Risk Management

Japanese Student Association at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.

Japanese Student Association at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

8. Hazing Prevention

JSA works to create an all-inclusive and welcoming community. Membership is not restricted and all registered UC San Diego students are welcome to participate in organization-sponsored events. Inclusivity is frequently discussed within JSA and board members are responsible for communicating any events of hazing with the proper authorities.

Hazing Prevention Resources:

No Student organization or other person attending UC San Diego shall knowingly commit, participate in, or conspire to commit in any manner, acts of hazing. "Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person." (UCOP Policy on Student Conduct and Discipline, Section 102 and 102.12)

- UCOP: <https://policy.ucop.edu/doc/2710530/PACAOS-100>

- UC San Diego:

<https://students.ucsd.edu/sponsor/student-conduct/policiesandprocedures.html>

9. Revision of Constitution

Whoever seeks the revisions to the constitution may organize the idea and submit it at the officer

meeting. The proposal will be discussed at the board meeting. The constitution will be revised by the proposal as it wins majority vote at the board meeting.

10. Events

JSA Events should be planned based on JSA Philosophy.

11. Privacy Policy

The President and Vice-Presidents, for safety and privacy reasons, will manage all private information. Anyone other than the former individuals is prohibited to view the information. To ensure the safety of all members in JSA, the officers have the authority to remove membership from specific individuals as necessary.