

# **MATSURI CONSTITUTION AND BY-LAWS**

UC San Diego

## **Article I. Name**

The organization shall be called Matsuri at UC San Diego.

## **Article II. Purpose**

The purpose of this organization is to plan and execute UC San Diego's oldest food festival, filled with food, games, and performances with a goal to spread Japanese culture through the power of food and activities. This organization is active primarily from the months of June to April, and is a collaborative effort between the Nikkei Student Union and the Japanese Student Association.

## **Article III. Non-Profit Statement**

Matsuri at UC San Diego is a non-profit student organization.

## **Article IV. Membership**

ARTICLE IV. SECTION 1. HAZING PREVENTION: Matsuri at UC San Diego is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

Section II. Member Involvement: All members of the Matsuri organization are involved in the creation and building of the event. All meetings are closed, member only meetings for those that are involved as an officer in the creation and building of the annual Matsuri festival.

Section III. Membership Limitations: All members of the Matsuri organization are limited to persons of UC San Diego as students, faculty, or staff.

Section IV. Membership Anti-Discrimination Policy: Upon selection of membership to the Matsuri organization, the factors of race, age, gender expression or identity, color, religion, or ability should not hinder the consideration of membership.

## **Article V. Meetings**

### Section I. All Meeting Rules and Procedures

During meetings, all respective club officers must follow the following meeting etiquette:

- Be respectful to each other's thoughts and ideas
- Do not shout, yell, or use any raised voice and express frustration calmly
- Stay on topic, do not diverge to off-topic matters that do not relate to Matsuri until the meeting has concluded
- One speaker at a time, do not interrupt other speakers when they are speaking

The following must be noted at each meeting:

- Time and Place Meeting Started
- All Action Items To Be Taken
- All Thoughts, Notes, and Spoken Items Brought Up Upon At Meetings

The Matsuri Intern will be responsible for creating the agenda for each upcoming meeting that they attend. If they do not attend said meeting, one designated Matsuri Coordinator will be responsible for the creation of an agenda. Agendas must be created at least 48 hours in advance, and should be sent out to the respective attendees in order to add or modify things within a meeting agenda

### Section II. Matsuri Coordinator Meetings

These meetings must take place every week. Interns are also required (with leniency) to attend these meetings. A general date and time for each quarter must be decided prior to the quarter.

Under a general consensus (at least 50%), a meeting and date can be moved to a different time or location. Under a unanimous consensus, a meeting can be canceled for a specific week.

### Section III. Matsuri Committee Lead Meetings

Matsuri Committee Lead Meetings will be held weekly beginning Winter Quarter. A room, with a place and time will be pre-reserved for the entire quarter.

During these meetings, Interns will go through the to-do list and complete tasks from prior meetings as well as guide the meeting along. Updates must be provided from each committee lead member.

Under a general consensus (at least 50%), a meeting and date can be moved to a different time, if location availability permits. Under a strong general consensus (at least 75%), a meeting can be canceled for a specific week.

## **Article VI. Club Officers and Volunteers**

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.

### **Section I - Matsuri Coordinators**

#### A - Roles and Responsibilities

The role of Matsuri Coordinator is defined as a person(s) designated to oversee the functionality and logistics of Matsuri. While the specifics of these responsibilities can be found in the various Matsuri Coordinator Handbooks which are written at the end of each annual Matsuri festival by the predecessors of the Matsuri Coordinators, the roles can be defined, but not limited to, the following:

- External Communication with Executive Board Members of the Nikkei Student Union and Japanese Student Association
- Handles the Recruitment Process of Committee Lead Officers, Through Social Media and Outreach

- Communication with external UC San Diego contacts such as CSI Advisors, University Centers, AV Tech, and Associated Students
- Overseeing the Food, Outreach, Sponsorship, Finance, Games, Performance, and Presentation Committees. Ensure that all tasks are being done, and fill in when necessary

#### B - Appointment and Technical Information

The role of Matsuri Coordinator is to be filled by 3-4 persons. The role of Matsuri Coordinator is to be filled in accordance with the respective appointment or elective processes of the Nikkei Student Union and Japanese Student Association. The Matsuri Organization itself will not be responsible for the appointment of Matsuri Coordinator, and must be done through these organizations.

At least 33% of each club must be represented in the form of Matsuri Coordinator. In plain terms, this translates to: If there are three coordinators, at least one must be from each respective organization. If there are four coordinators, at least two must be from each respective organization.

#### C - Removal and Impeachment

At any point in time when trust within a Matsuri Coordinator has failed, an external coalition must be created within the other Matsuri Coordinators in order to motion an impeachment. All persons other than the one being impeached must be joined together in order to push an impeachment motion.

The coalition must communicate with both Executive Board Members of the Nikkei Student Union and Japanese Student Association before finalizing the impeachment process. Upon successful impeachment, all account access to any Matsuri related files and accounts must be removed prior to informing the impeached that they have been removed from the Matsuri Coordinator team.

A replacement must be provided by the respective organization that the Matsuri Coordinator was elected from.

### **Section II - Matsuri Committee Lead Officers**

#### A - Roles and Responsibilities

There are 18 Matsuri Committee Lead Officers. The delegation of tasks are divided into the following:

**Food - 4 Members:** Tasked with the delegation of the entire food recipe creation process, equipment acquisition, managing food inventory, storage space, and day-of food logistics. The food committee is

also responsible for representing the Nikkei Student Union and Japanese Student Association booths at the Asian Night Market hosted by Triton Fest

**Outreach - 4 Members:** Tasked with outreach and publicity of the Matsuri Festival event to the UC San Diego community. Must be in contact with any advertisement related contacts such as University Centers, Triton Transit, UC San Diego Colleges, and others. They are also in charge of managing our technical side of things such as social media and website design.

**Sponsorship - 2 Members:** Tasked with reaching out to different organizations, non-profits, companies, and corporations in order to maintain monetary support or inventory based support. These sponsorship members will be contacting Japanese-related organizations in order to garner their support.

**Performance - 2 Members:** Tasked with the organization of performers off and on the UC San Diego campus. In charge of writing the minute-by-minute script in terms of announcements and MCs. In charge of the media and music for the day-of event.

**Finance - 2 Members:** Tasked with the handling of financials, such as communicating with our off-campus bank account, Chase Bank, managing Venmo, Zelle, and other related payment methods, as well as handling projected expenditures, and member reimbursements.

**Presentation - 2 Members:** Tasked with the creation of day-of art such as banners and posters to be posted at the event itself. In charge of communicating with Outreach in order to get support for people to come to work-parties in order to create posters.

**Games - 2 Members:** Tasked with the creation of Matsuri games and activities. In charge of drafting different game designs, taking inspiration from Japanese games and either implementing them or making different twists into games.

#### B - Appointment and Technical Information

The appointment process for the Committee Lead role will be done through the Matsuri organization, with the exception of finance. The respective organizations that have elected / appointed the Matsuri Coordinators will not be involved in the decision making of persons appointed into the Committee Lead role.

Upon the beginning of the school year, Committee Lead adverts will be pushed out through various social media platforms of the Matsuri social media accounts as well as the Nikkei Student Union and Japanese Student Association accounts. Following the application deadline, interviews will take place with the Matsuri Coordinators.

SPECIAL CASE: The finance committee will be composed of the active Finance officers of Nikkei Student Union and Japanese Student Association.

#### C - Removal and Impeachment

At any point in time when trust within a Committee Lead has failed, an external coalition must be created within the other Committee Lead(s) in order to motion an impeachment. All persons other than the one being impeached must be joined together in order to push an impeachment motion.

The coalition must communicate with the Matsuri Coordinators in order to decide on the best way forward. At the time, any related evidence and supporting documents shall be handed over to the Matsuri Coordinators. The Matsuri Coordinators will make a final decision on a Committee Lead impeachment petition.

At a point of impeachment, the Matsuri Coordinators must decide whether to replace or not replace the Committee Lead through a special application process or special selective process determined by the respective Matsuri Coordinators.

### **Section III - Matsuri Interns**

#### **A - Roles and Responsibilities**

The responsibilities of interns will be the following:

- Plan Bonding Events
- Assist with Committee Leads in Terms of Work
- Conducting Check Ups with Committee Leads
- Announce Updates at any Matsuri-related events such as Nikkei Student Union General Body Meetings

#### **B. Appointment and Technical Details**

The Intern Role is provided by the Nikkei Student Union, and thus is a Nikkei Student Union intern. However, during the interview process, all Matsuri Coordinators will be included, as the intern will be working closely with all the Matsuri Coordinators.

The appointment technicalities can be viewed under the Nikkei Student Union constitution.

#### **C. Removal and Impeachment**

At any point in time when trust with a Matsuri Intern has failed, the Matsuri Coordinators must create a coalition and report back to the Nikkei Student Union Advisor Officers. Following this, in combination with the procedures outlined in the Nikkei Student Union constitution and deliberation between the

Nikkei Student Union Advisor Officers and Matsuri Coordinators, impeachment will take place if in combination, both parties decide to remove the Matsuri Intern.

At a point of impeachment, the Matsuri Coordinators and NSU Advisor Officers must decide whether to replace or not replace the Matsuri Intern through a special application process or special selective process determined by the respective Matsuri Coordinators and NSU Advisor Officers.

#### **Section IV - Matsuri Volunteer Members**

##### **A - Roles and Responsibilities**

The Volunteer Role is a variety of roles, in which each respective committee may need volunteers throughout the year to participate in these roles. Upon signing up to be a volunteer position, these members are guaranteed membership within the Matsuri organization.

These roles are titled as, but not limited to, Food Lead, Flyer-er, Food Volunteer, Games Lead, Games Volunteer, etc.

##### **B - Appointment and Technical Details**

Each respective club officer will be responsible for doing outreach in terms of Volunteer Signups. There will be no interview process or thorough application process to be done for volunteers. These volunteers will be guaranteed compensation through the form of tickets at the day-of event.

##### **C - Removal and Impeachment**

At any point in time when trust within a Volunteer has failed, a Committee Lead must express their concern to the Matsuri Coordinators in which judgment will occur to whether or not to remove the Volunteer.

Replacement volunteers are not required when a volunteer for Matsuri has been removed from the team.

#### **Article VII. Risk Management**

##### **Section I - Statement on Risk Management**

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

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

## Section II - In Case of Handling of Materials, Equipment, Machinery, and Sharp / Hazardous Objects

Matsuri at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Matsuri at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Members will receive safety training regarding the use of stoves, hot equipment, sharp tools, and other kitchen utensils before participating in any cooking activities. All participants must adhere to best practices for the safe use of these items, including wearing appropriate Personal Protective Equipment (e.g., gloves, aprons) and observing cautionary protocols to prevent burns, cuts, and other injuries. Members should work under close supervision if they are inexperienced or handling particularly hazardous equipment.

## Section III - In Case of the Provision of Medical Assistance

In the event that Matsuri at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

## **Article VIII. Financial Management**

### A - EIN Number

An EIN is usually a matter of public record, and thus will be recorded in the constitution. It is registered under the "UCSD Matsuri" name under EIN #33-1434302. Please advise that "UCSD Matsuri" is purely for tax purposes for identifying purposes and does not reflect the branding guidelines that UC San Diego advises. The organization does not plan to list Matsuri as "UCSD Matsuri" on university-official documents and other related activities.

### B - Off-Campus Bank Account

The bank of choice for Matsuri will be at Chase Bank under a Business Checking Account. The primary location for support in relation to this bank account will be the local Chase Bank at 8807 Villa La Jolla Dr, La Jolla, CA 92037. All club officers and finance committee members will have administrative access to the bank account.

Please note that the account number is kept private, and will not be documented within the constitution. It is advised that if you are a member needing this account number, that the primary source of contact is a Matsuri Coordinator or Finance Committee Member.

Additional banking information will be kept in internal documents accessible to Matsuri Coordinators and Finance Committee Members.

### C - Expenses, Projected Expenditures and Reimbursement

Expenses shall be done via check directly to the vendor whenever possible. At a point where there is a time when the check is not accepted, then officers may have to upfront costs, and expect reimbursement by the Matsuri Organization within 21 days of payment.

Payment upfront will not be permitted for one-time costs totalling more than \$250, and a finance committee member is responsible for organizing a money order or check to the vendor. Prior to officer spending, a Projected Expenditure form must be completed, at a minimum once a month.

Once things have been purchased or spent, the committee lead officer, must fill out the respective forms for either noting purchased directly made by Matsuri or imbursement requests.

### D - Process of Designating and Transition Bank Accounts

Each year, there must be one primary account-holder of the bank account. And thus, each year, that primary account holder must transfer to one of the Matsuri Coordinators for the subsequent year. This should happen in June following the appointment of the Matsuri Coordinators.

Upon transfer, additional administrative members, such as other Matsuri Coordinators and Finance Committee members, should and will be added by the end of October in the subsequent school year.

### E - Profit Sharing Between Affiliated Organizations

Upon the end of the Matsuri Festival, the Matsuri Bank Account will keep 40% of all generated profits. 60% will be allocated to the respective Clubs.

In order to determine the allocation of the 60%, a meeting must be held at the beginning of the school year, once between the months of September - October in order to discuss the terms of profit sharing. These terms include quantifying effort between staff members of each club, level of engagement of social media, etc. A meeting must be held between the two executive board members of the Nikkei Student Union and Japanese Student Association as well the Matsuri Coordinators.

One month prior to the Matsuri event, a meeting between the Matsuri Coordinator, Nikkei Student Union Executive Board and the Japanese Student Association Executive Board will take place. At this time, concerns between the efforts of the two respective clubs shall be discussed, and any changes made to the terms of profit sharing shall be adjusted accordingly.

Following this meeting, no changes shall be made unless one party unanimously agrees to rediscuss the terms of profit sharing. A maximum of one meeting following the day-of event can occur. If this meeting occurs, a percentage must be locked for the academic year, and can not be revisited until the following academic year.

## **Article IX. Affiliation with Other Organizations**

Section I. Student Organizations at UC San Diego: The Matsuri Organization is affiliated with the Nikkei Student Union and Japanese Student Association at UC San Diego. As will be described in above articles, the Matsuri Coordinator position is appointed / elected completely by the respective affiliated organizations.

Funding may be provided by both respective organizations and profits will also be shared directly to the affiliated organizations after the event has been conducted.