

JAPAN CONNECTION – CONSTITUTION

Preamble

Japan Connection is a student run, USG recognized, non-profit club at Case Western Reserve University. Its purpose is to promote interest in the language and culture of Japan through social, cultural, and educational activities. All events are free unless otherwise specified. Japan Connection events are open to anyone, regardless of academic affiliation. Officer positions are restricted to undergraduate members of Case Western Reserve University.

Article I: Statement of Purpose

Section 1: The purpose of the organization shall be to promote interest in the language and culture of Japan through social, cultural, and educational activities.

Section 2: The cultural division shall be responsible for all aspects of Japan not covered by the anime division, including, but not limited to, history, food, and popular culture.

Section 3: The anime division shall be responsible for Japanese animation and related aspects, including, but not limited to, Japanese comics. It shall offer regular showings of Japanese animation to club members and interested visitors in a semi-public venue free of charge.

Article II: Membership

Section 1: Membership shall be open to all current undergraduates, faculty, and staff of Case Western Reserve University regardless of race, color, creed, sex, sexual orientation, national origin, disability, age, or status as a veteran.

Section 2: All students currently paying the Student Activities Fee shall be eligible for membership, while not excluding graduate students and faculty.

Section 3: Membership shall occur after necessary contact information is provided and participation in an organization meeting or activity.

Article III: Executive Board

Section 1: There shall be an Executive Board comprised of a President, Executive Vice President, Vice President of Culture, Vice President of Anime, Treasurer, Secretary, and Public Relations Director.

Section 2: There shall be a General Officers Board comprised of all members of the Executive Board, the Assistant Vice President of Anime, and the Assistant Vice President of Culture.

Section 3: There shall be an Officials Board comprised of all members of the General Officers Board, the Artist, the Cleveland Institute of Art Liaison, the Cleveland Institute of Music Liaison, and the Advisory Council.

Section 4: The President shall ensure the functioning of the organization, head the Executive Board, conduct the general meetings of the organization, act as a primary liaison between the

organization and the student organizations, give final approval for any funding requests, and create event committees when needed.

Section 5: The Vice President of Culture shall ensure the functioning of the cultural division, conduct its general meetings, act as a primary liaison between the division and the student organizations, give final approval for any funding requests of the division, and create event committees for the division when needed.

Section 6: The Assistant Vice President of Culture shall conduct business in the absence of the Vice President of Culture and assist the Vice President of Culture and the organization wherever necessary.

Section 7: The Vice President of Anime shall ensure the functioning of the anime division, conduct its general meetings, act as a primary liaison between the division and the student organizations, give final approval for any funding requests of the division, and create event committees for the division when needed.

Section 8: The Assistant Vice President of Anime shall conduct business in the absence of the Vice President of Culture and assist the Vice President of Anime and the organization wherever necessary.

Section 9: The Secretary shall be responsible for all communication with members, recruitment, meeting minutes, website maintenance and updates, and other documents.

Section 10: The Treasurer shall be responsible for submitting annual budgets to the Undergraduate Student Government, maintaining accurate organization finance records, and coordinating fundraising efforts.

Section 11: The Public Relations Director shall be responsible for all communications with the Case Western Reserve University student body and any other body served by the organization, publicizing events, and handling all media needs.

Section 12: The Artist shall be responsible for creating art for the organization, such as t-shirt designs and promotional artwork.

Section 13: The Cleveland Institute of Art Liaison shall be responsible for ensuring communications with the Cleveland Institute of Art student body, publicizing events, and handling media needs.

Section 14: The Cleveland Institute of Music Liaison shall be responsible for ensuring communications with the Cleveland Institute of Art student body, publicizing events, and handling media needs.

Section 15: The Advisory Council shall be responsible for advising the General Officers Board in the execution and management of organizational affairs.

Article IV: Elections

Section 1: The annual elections for General Officers Board officers shall occur during the eleventh week of the spring semester.

Section 2: All members that are current undergraduates at Case Western Reserve University shall be eligible for a General Officers Board position after one academic year of participation in club activities, provided that the term of their position does not exceed the term of their status as an undergraduate student.

Section 3: All persons that are current students at Cleveland Institute of Art shall be eligible for the position of Cleveland Institute of Art Liaison after one academic year of participation in club activities, provided that the term of their position does not exceed the term of their status as a student at Cleveland Institute of Art.

Section 4: All persons that are current students at Cleveland Institute of Music shall be eligible for the position of Cleveland Institute of Art Liaison after one academic year of participation in club activities, provided that the term of their position does not exceed the term of their status as a student at Cleveland Institute of Music.

Section 5: All persons shall be eligible for the position of Artist or a position within the Advisory Council.

Section 6: Each officer of the General Officers Board shall serve a term of one year until the next annual election.

Section 7: The general body shall appoint an Elections Director three weeks before the annual elections. The Elections Director shall officiate the elections process and shall not be a candidate for any office up for election.

Section 8: Candidates for General Officers Board positions may submit letters of intent to the Elections Director. They may do so beginning after the appointment of the Elections Director up until one week before the election. The Elections Director shall make the letters readily available to the general body beginning one week before the elections.

Section 9: Voting shall occur by secret ballot, with each member receiving one vote per office. The votes are to be tabulated by the Elections Director and two other members not seeking office.

Section 10: A simple majority of ballots cast is necessary to be elected. If no majority exists, the top two candidates shall proceed into a run-off round of balloting following a short discussion period. If there is a tie, there shall be a revote between the two candidates following a short discussion period.

Section 11: The positions of Cleveland Institute of Art Liaison, Cleveland Institute of Music Liaison, Artist, and member of the Advisory Council shall be appointed by the President in consultation with the General Officers Board.

Article V: Vacancies, Special Elections, and Impeachment

Section 1: If a vacancy occurs in any of the General Officers Board positions, a special election shall be held. Upon a vacancy in the office of President, the Vice-president shall assume the duties of President until the special election can be held.

Section 2: The special election shall occur at the next general body meeting following a one week notification to the general membership in advance of the election. Nominations for the vacant office shall be accepted at the meeting.

Section 3: Any General Officers Board member may be removed from office for failure to complete his or her duties or for misrepresenting the organization to the student body. Any member may propose a motion during a general body meeting, requiring a second, to remove an officer. The motion shall be discussed, then tabled for the next meeting. Upon a vote of two-thirds of those present, the member shall be removed from office.

Article VII: Meetings and Operations

Section 1: Meetings shall occur on a weekly or biweekly basis. Meeting times and places shall be decided on by the President in consultation with the other General Officers Board members.

Section 2: The General Officers Board shall meet at as determined necessary by the President in consultation with the other General Officers Board members.

Section 3: The President shall conduct the meeting according to an agenda set by the General Officers Board prior to the general meeting.

Section 4: A quorum shall be necessary to conduct official business and shall consist of a minimum of twenty members excluding any General Officers Board members.

Section 5: Events and projects shall be headed and organized by an event director or an event committee as appointed by the President.

Section 6: All meetings shall be held on Case Western Reserve University Campus, unless unanimously approved by the Executive Board members on an individual basis.

Section 7: All regular meetings shall be free of charge. Special events are encouraged, but not required, to be free of charge.

Article VIII: Amendments

Section 1: An amendment may be proposed by any member during any general meeting, requiring a second. The proposed amendment shall be discussed then tabled for the next meeting.

Section 2: A written version of the amendment must be approved or rejected at the next general meeting following the proposal. The amendment must be approved by three-quarters of the Executive Board members and two-thirds of the membership.

Article IX: Funding and Prizes

Section 1: Organizational funds shall not be used towards officer salaries, nor any other type of compensation for officers.

Section 2: Officers shall be prohibited from winning prizes from skill-based contests judged by members of the General Officers Board. Officers shall not be prohibited from winning prizes from chance-based contests (e.g., raffles) or contests not judged by members of the General Officers Board (e.g., design contests).

Article X: T-Shirts

Section 1: T-shirts or similar items shall be released once per year in the spring semester. They shall be sold at each general meeting of the semester following receipt of stock until inventory is depleted. If stock remains by the following academic year, it shall be sold at the first four general meetings of the fall semester. If stock still remains, it shall be offered for sale at any time other designs are sold, until such time as inventory is depleted.

Section 2: If inventory of the current design is depleted or nearing depletion, additional stock of the current design may be ordered after approval by two-thirds of the Executive Board members.

Section 3: Designs shall be accepted until the general meeting on the fourth week of the spring semester. Voting by the membership shall occur at the general meeting on the fifth week of the spring semester, after approval of all acceptable designs by two-thirds of the Executive Board members. Alternatively, the Artist may submit a design to be used without a general membership vote after approval by two-thirds of the Executive Board members.

Section 4: Designs shall not contain any adult content, or content deemed otherwise inappropriate by two-thirds of the Executive Board.

Section 5: Designs shall be original in nature; derivative works of copyrighted material shall be prohibited. Use of university branding shall be permitted in compliance with university requirements.

Article XI: Freedom of Information

Section 1: Copies of the organization's constitution and budget shall be made available on the organization's website.

Appendix I: Organizational Chart

