

The Constitution and By-laws of the Japanese Student Association

A. TITLE:

- a. The association shall be titled: “Brandeis Japanese Student Association” hereinafter called “JSA”

B. PURPOSE:

- a. Despite the small number of Japanese students present at Brandeis, we work together to bring to the Brandeis community different aspects of the Japanese culture through events including food services, performances, and educational presentations.
- b. To promote having a safe and comfortable environment for everyone to get to know Japanese culture and inspire conversations.
- c. Engage in activities with other ICC clubs, and University clubs to create relationships with others from different backgrounds.

C. QUALIFICATIONS FOR MEMBERSHIP:

- a. JSA is based on two different groups of memberships: General Membership and Executive Board Membership.
- b. General Membership is gained through attending JSA events and JSA general meetings regularly. They will be able to volunteer, support, and help plan events (if part of different committees established below).
- c. General Members may apply to be appointed as part of Committees of the club, which are detailed below. The Committees that constitute JSA are as follows: Event Planning Committee, JSAI Planning Committee, Design and Art Committee, Outreach Committee, and Internal Affairs Committee.
- d. Committee members are expected to also attend weekly meetings, remain active in online communication with Executive Board members, and assist in the preparation and execution of JSA events.
- e. Executive Board Membership is gained only through election after an application/nomination cycle (depending on the position). The selected e-board members will be the ones to organize and run events. They are also required to attend weekly executive board meetings and be active in online communication and meetings.
- f. Memberships are only confined to those who are currently on the executive board or the general membership. Any executive decisions under the name of JSA are solely up to the active executive members.
- g. After the school calendar year is over, if one has chosen not to reapply or is unable to return, they are no longer eligible in making decisions or representing JSA. They must forfeit the name and title of JSA Executive Board Member.
- h. General Membership is open to Graduate school students; however, the executive board is only open to undergraduate students of Brandeis University.
- i. Members must agree to abide by our constitution and by-laws and must satisfy the Club’s suitability in order to join.

- j. If a member of the executive board is not performing their duties, they may be subject to a possible suspension or dismissal from the board.

D. POSITIONS OF THE ASSOCIATION:

- a. JSA shall consist of the following positions: President, Vice-President, Treasurer, Secretary, Event Coordinating Head, J-SAI Coordinating Head, Outreach Head, Design and Art Director, Internal Affairs Head
- b. If under special circumstances, the listed positions cannot be filled, the following positions **MUST** be filled: President, Vice-President, Treasurer, Secretary, and Event Coordinator. They shall be responsible for other positions of work, too.
- c. If under special circumstances, additional roles are needed. The president may create additional positions with the purpose of having better communication, organization, or leadership.
- d. If a club experiences difficulty transitioning from the previous year or if members show preference towards co-presidency, a vote can be taken before the election to decide whether to have co-presidents or president and vice president the following year.
- e. Here are the following duties and responsibilities of the positions:
 - i. President/Co-President
 - 1. In charge of the overall decision of the club
 - 2. Represents JSA
 - 3. Oversees work and coordination between different departments
 - 4. Leads weekly meetings
 - 5. Make sure the club is abiding by the constitution
 - 6. Work with the other members to organize events
 - ii. Vice-President (if club elects to not have Co-Presidents)
 - 1. Assist the president in the decision-making process
 - 2. Represents JSA with the President
 - 3. Take charge in the absence of the president
 - iii. Co-President
 - 1. Alternative form of leadership if the club decides not to choose one president and one vice president.
 - 2. In charge of the overall decision of the club
 - 3. Represents JSA
 - 4. Oversees work and coordination between different departments
 - 5. Leads weekly meetings
 - 6. Make sure the club is abiding by the constitution
 - 7. Work with the other members to organize events
 - iv. Treasurer
 - 1. Oversee the financial functions of the club, including but not limited to: requesting for allocations from A-Board during marathon, requesting for emergency funding, submitting expense requests, purchasing of JSA goods through the University, and submitting the required documentation for reimbursements.

2. Assist event coordinators and J-SAI coordinators with their allocations during marathon
 3. Assist the co-presidents in other financial matters of the club, such as budgeting for events
- v. Secretary
1. Send out informative emails to the out general members (listserv)
 2. Take notes during the meeting and send out the notes to members afterward; notes should include any members that are absent and presidents will then go in and log whose absence is excused versus unexcused
 3. Assist the president and vice president with their tasks
 4. Make sure members are coming in to help for their shifts (keeping track/keeping contact with the members)
- vi. Event Coordinating Head
1. Will be in charge of the Event Planning Committee, elected or appointed by the Co-Presidents.
 2. Leads the Event Planning Committee in the functions of planning, organizing, and executing the hosting of JSA Events as described below.
 3. Plan events for the semester and works on allocations with the treasurer
 4. Create event descriptions and assist in the answering event details section of the allocation
 5. Create a doc in the google drive that consists of the event details
 - a. Event description for allocations (Paragraph)
 - b. Event description for social media post (Paragraph)
 - c. Location
 - d. Date
 - e. An estimate of attendees and the reason behind the estimate
 - f. Past event details (could use the event description from the previous year as reference)
 - g. If any contractor fee and the reasoning behind the specific amount
 6. Work with the Design and Art team to decide on the aesthetics of each event and promotional materials
- vii. J-SAI Coordinating Head
1. Will be in charge of the JSAI Planning Committee, elected or appointed by the Co-Presidents
 2. Will lead the JSAI Planning Committee in the planning, organization, and execution of all JSAI related functions, including but not limited to the below.
 3. Plans out the event (J-SAI)
 4. Create a doc in the google drive that consists of the event details
 - a. Event description for allocations (Paragraph)
 - b. Event description for social media post (Paragraph)

- c. Location
 - d. Date
 - e. An estimate of attendees and the reason behind the estimate
 - f. Past event details (could use the event description from the previous year as reference)
 - g. If any contractor fee and the reasoning behind the specific amount
 - 5. Work with the Outreach and Design and Art Heads to decide on the aesthetics of JSAI and the promotional materials
 - 6. Lead the group during the preparation stage of the event
 - f. Once the election for the president and vice president is done, and the new executive board members apply for positions, which the presidents will look over and either approve or reject, and then move onto elections for each of these positions. Former members in the positions are expected to teach the new members taking the positions through a transitioning process.
- E. COMMITTEES OF THE CLUB:** The following committees consist of general members who apply to and are appointed to the respective committee. The committees are: Event Planning, JSAI Planning, Design and Art, Outreach, and Internal Affairs
- a. **Event Planning Committee:** the goal of this committee is to carry out the executions involved with planning and hosting JSA events (generally 2-3 events per semester). The committee is headed by the **Event Coordinating Head**, who is part of the Executive Board, and will be appointed/elected by those in the committee.
 - i. Responsibilities include: planning, organizing, and executing the hosting of JSA Events through creating event descriptions, collaborating with Design and Art committees, deciding on event location, date, theme, etc.
 - ii. Consists of at least 2 Event Coordinators and 1 Event Coordinating Head, more Event Coordinators may be appointed (up to Co-Presidents' discretion)
 - b. **J-SAI Planning Committee:** the goal of this committee is to carry out the executions involved with planning and hosting JSA's annual cultural show, J-SAI, which typically occurs in the spring. This committee is headed by the J-SAI Coordinating Head, who is part of the E-Board, and who will be appointed/voted for by those appointed to the committee.
 - i. Responsibilities include but are not limited to: planning, organizing, executing the process of hosting JSAI through booking venue space, contacting outside contractors to perform, contacting student groups to perform, event descriptions for allocations, etc.
 - ii. Consists of at least 1 JSAI Coordinator and 1 JSAI Coordinating Head (normally, consists of 2 JSAI Coordinators and 1 JSAI Coordinating Head), more JSAI Coordinators may be appointed (this is up to leadership's discretion)
 - c. **Art and Design Committee:** the purpose of this committee is to maintain the aesthetics of JSA. This is inclusive of the flyers, social media graphics, and artwork that are used to promote JSA events and during JSA events as props. This

committee is headed by the Creative Director, who will be appointed/elected by those within the committee and will be a part of the Executive Board. The following positions exist within the committee (but all positions are not required to be filled in any given semester, this is up to Creative Director and Presidents' Discretion). All members of the committee are expected to work closely with the outreach committee, specifically the marketing coordinator and secretary

- i. **Creative Director (required):** head of the committee, assists the Event Planning and JSAI Planning committees in deciding the aesthetics of events/JSAI and how to execute these with the resources given. Assists in the actual creation of all creative products of JSA
 - ii. **Content Creator (at least 1 required):** primarily creates digital art associated with JSA, including but not limited to logos, digital posters/flyers advertising events, social media content (graphics), pamphlets, etc. May be called upon to assist Physical Art Creators as well.
 - iii. **Physical Art Creator (at least 1 required):** primarily creates the physical art that JSA requires, including but not limited to: posters, artwork, and menus for JSA events, the JSAI backdrop and frontdrop
 - iv. **Photographer/Videographer:** primarily responsible for taking photographs and videos at JSA events and during JSAI for proliferation on the JSA instagram. Is primarily responsible for creating, filming, and editing the JSAI video.
- d. **Outreach Committee:** the primary purpose of this committee is to act as the primary point of contact for other clubs, organizations, and students to learn more about JSA events and JSA as a club. The committee is headed by the Outreach Head (appointed/elected by members of the committee), who will be a part of the executive board. The committee consists of the Outreach Head, Marketing Coordinator, ICC Coalition Delegate, Outreach Coordinator, and Freshman/Midyear Representatives. The committee works closely with the Secretary.
- i. **Outreach Head:** oversees the outreach committee, including but not limited to assisting with the social media campaigns of the club, contacting other clubs for collaborations, and assisting the ICC Coalition Delegate when needed. In charge of coordinating general meetings.
 - ii. **Marketing Coordinator:** oversees the JSA social media pages, including but not limited to the posting of flyers, promotions, photos, and videos.
 - iii. **ICC Coalition Delegate:** primarily acts as a representative for JSA at the ICC Coalition meetings, promotes collaboration with other ICC Clubs, and informs the Executive Board of important ICC Coalition updates. Often also holds another position in the club.
 - iv. **Outreach Coordinator:** primarily responsible for any sponsorships/collaborations JSA has with outside organizations, such as TokyoTreat. Assists the ICC Coalition Delegate and Outreach Head when needed. Additionally, assists in the planning of General Meetings.

- v. **Freshman/Midyear Representatives:** represents JSA to other freshmen and midyears, promotes JSA events, and assists in event preparation when needed.
- e. **Internal Affairs Committee:** primarily handle Internal JSA Affairs, including but not limited to fostering a healthy and close club culture, handling disputes within members, and holding leadership accountable for their responsibilities.
 - i. **Senior Advisor:** plans bonding events and activities for JSA members, answers questions utilizing their experience in JSA, and assists in event preparation.

F. AFFILIATION:

- a. JSA is affiliated with the Intercultural Center and is a member of the ICC Coalition at Brandeis University.

G. ELECTION:

- a. Elections will be held annually during the last two months of the school year, depending on the timelines provided by the Intercultural Center.
- b. The President and Vice President (or Co-Presidents) of JSA will be voted in by the executive members on the board of the academic year.
- c. A student who is running for the position of either the President or the Vice President must be on the executive board for the academic year.
- d. Candidates must give a speech to the executive board, and the members will make a fair decision based on the candidates' activities throughout the year and on their speeches.
- e. Voting will be held anonymously.
- f. The remaining executive board positions will be applied for by interested executive board or general members. These applications will be reviewed by the new presidents, and then either approved to move onto elections or rejected. The presidents will then conduct an election for each executive board position (if members are running uncontested, there is no need to conduct an election).
- g. Candidates must agree that if they are chosen, they must serve for a whole academic year as the role.
- h. If under certain circumstances, a position becomes vacant, the President and the Vice President shall appoint a replacement until the next election.
- i. In the event that there are no candidates for the position of the President and the Vice President, the previous President and Vice-President must automatically enroll again for the positions through the next academic year in order to promote JSA and seek more candidates.
- j. Under special circumstances such that JSA goes through an academic year without in-person events, and members lack proper training/experiences which are necessary to become the President and the Vice President, they will not qualify to run as a president or vice president, unless they are able to get $\frac{2}{3}$ of the executive board members to vote.

H. MEETINGS:

- a. Executive board meetings will be held every week.
 - i. Executive board members are expected to attend all of these meetings, and are allowed up to 3 absences before receiving a warning from presidents.
 - 1. This refers to unexcused absences, excused absences are those that involve academics, family emergencies, etc. Note that communicating an absence to leadership does **not** automatically make the absence excused.
- b. General meetings which include the general members of JSA will be held monthly.
- c. At least two to three events, including our culture show in the spring, will be held each semester of the academic year.
 - i. General members and Executive Board are expected to attend these events and assist.

I. CONSTITUTION AND AMENDMENTS:

- a. Every JSA member is required to read through the constitution and solemnly understand the content before the academic year starts.
- b. The presidents must go over the constitution during the meeting in the beginning of the academic year.
- c. Every JSA executive member must act upon our club constitution and amendments.
- d. Any constitution shall be approved or edited by the executive board if voted in by the $\frac{2}{3}$ of the members.
- e. Any amendments shall be approved or edited by the executive board if voted in by the $\frac{2}{3}$ of the members.

J. DISMISSAL PROCEDURES:

- a. If a member of the executive board is not performing their duties as stated in this constitution or violates the constitution, then that member is subject to dismissal.
- b. JSA also does not tolerate any members to have misconduct such as any harassment based on sex, age, gender, sexual orientation, race, nationality, physical ability, class, or political affiliation.
- c. First, the accused must have a confidential meeting with the President and the Vice President.
- d. If a member gets two violation codes, they will be dismissed from the executive board.
 - i. If they would like to petition this, they may request a formal hearing in front of the other members of the club. Both the member and the co-presidents are allowed to present their case/defense, and then the club will vote on the dismissal. A vote of at least $\frac{1}{2}$ is required for the club member to be dismissed in this case.

- e. Finally, any executive board member who resigns is required to sign a form of resignation, formally renouncing their title in JSA.
- f. The vacant position should be filled with a replacement by a member of the club until the next election takes place, however, this is up to Presidents' discretion.

K. STATEMENT OF NON-EXCLUSIVITY

The Japanese Student Association is open to all members of the Brandeis Community.

The Japanese Student association does not discriminate against members on the basis of sex, race, religion, sexual preference, class, age, nationality, physical ability, or political affiliation.