

### Article I Name

The name of this organization shall be the Japanese Association.

### Article II Purpose & Goals

Section One: The purpose of the Japanese Association (referred to from here on as JA) is to welcome and help new students adjust to their new life at ISU, and also to introduce the Japanese Culture to those in the community through various activities, such as language classes and cultural events.

Section Two: "Japanese Association" abides by and supports established Iowa State University policies, and State and Federal Laws.

### Article III membership

Membership shall be open to all registered Iowa State students, faculty and staff, and the Ames community. As a member, one is required to attend organization meetings regularly and actively support organization projects.

### Article IV Officers

#### ELECTION OF OFFICER

Election of officers will require approval from the general membership. Members interested in becoming an officer must meet the following academic requirement:

- (a) **Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.**
- (b) **Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous registration Requirement) during their term of office.**
- (c) **Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).**

Members interested in becoming an officer can announce their candidacy or nominated by the general members. All officers are elected by 2/3rd hand vote of the general membership for actions deemed appropriate by the membership. Elections take place at the end of the fall and spring semester.

## TERM OF OFFICER

The term of office will be one full semester, officers may stand for re-election. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet prior to regular organization meetings. The Executive Committee shall appoint such committees as needed to carry out organization goals.

## TERM OF ADVISOR

The term of the adviser will be one full year (from August to August). The adviser will be selected by the officers and then voted on by the general membership. A majority vote is needed for an adviser to be selected.

## OFFICER DUTIES

1. President
  - Preside over all meetings
  - Represent the organization on campus
  - Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center
  - Maintain communication with the organization adviser
2. Vice-president
  - Preside over meetings in the absence of the President
  - Schedule meetings/events with appropriate University offices
  - Coordinate organization promotion and publicity of events
3. Secretary
  - Maintain an accurate record of all organization meetings and post for members
  - Maintain membership directory
  - Correspond when necessary with University administration and other recognized organizations
4. Treasurer
  - Maintain accurate records of organization transactions
  - Collect dues if required
  - Develop the organization budget and present it to membership for  $\frac{3}{4}$  vote
  - Cosign organization checks along with the Adviser
  - Arrange fundraising opportunities for the organization
  - Solicit additional funding if needed from the Student Government
  - Association in conjunction with the President
5. Adviser
  - Maintain communication and meet with officer(s) regularly
  - Be aware of and approve financial expenditures
  - Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activity Center

## REPLACEMENT OF OFFICER OR ADVISER

If an officer or advisor is removed the replacement procedure is the same as the election procedure described in the section of ELECTION OF OFFICER. It shall take place at the first meeting following the removal of the previous officer/advisor.

## EXAMPLE OF OFFICER/ADVISER REMOVAL

Officers may be removed from office by  $\frac{1}{2}$  votes of the other officers and  $\frac{3}{4}$  of the general membership for actions deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

### **Article V. Finances**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment. Dues can be collected if required. However, all dues collected by the organization shall not exceed \$150.00.

### **Article VI. Amendments & Ratification**

#### AMENDMENTS

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of  $\frac{2}{3}$  of the general membership is necessary. **The amended constitution will be submitted within 10 days to the Student Activities Center for approval.**

#### RATIFICATION

This constitution shall become effective upon approval by a  $\frac{3}{4}$  vote of the membership. **Ratified constitutions must be submitted to the Student Activities Center within 10 days for final approval.**