

NOTE: All questions/prompts are **bolded**, our answers are not bolded. Explanations of the constitution questions are in *grey italics* – should be deleted before we submit the constitution.

**Example Constitution:** <https://www.csbsju.edu/sald/clubs/asia-club-constitution>

The submission of this form can be tracked by Forms Manager to ensure authenticity.

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**Upload Proposed Club Constitution Draft**

**College of Saint Benedict/Saint John's University**  
**CONSTITUTION**  
**Japanese Experience of Nippon instrumental Club**  
**ENI Japan Club**  
**Experiencing National Instrumentals Japan**

**Article I: Name and Purpose**

**Section 1: Name**

*State the name of the club (You may abbreviate the name after this section if you identify that abbreviation here.)*

Japanese Bunka Club

**Section 2: Purpose/Mission**

*State the purpose/mission of your organization – the reasons why you exist. (This can be in a list format, or in a paragraph.)*

- Engage in cultural exchange that introduces traditional and modern Japanese art forms
- Incorporate music, dance, and instruments such as taiko drums and stringed instruments such as the shamisen and sanshin
- Actively learn and create culture while exercising
- Combine styles of movement, including Japanese traditional dance, Okinawan dance, karate, ballet, hip hop, and more
- Nourish bodies at meetings and practices with Japanese treats
- Intending to explore variety of cultural expressions including but not limited to visual arts, music, and food

**Section 3: Affiliation**

*If your organization is affiliated with any regional/national organizations, please list those affiliations here.*

The college of Saint Benedict and Saint John's University

**Article II: Membership**

**Section 1: Eligibility for Membership**

The CSB/SJU Japanese Bunka Club is open to any and all currently enrolled CSB/SJU students. Non-students [e.g., faculty/staff/alumni] are not allowed to be participating members, but they can be supportive affiliates.

### **Section 2: Voting Member Criteria**

*State how a student becomes an official member of the club [e.g., attends a certain % of meetings/events, pays dues, etc] and if there are criteria for membership categories. Selection of club leaders should be democratic in nature; all official club members should have a voice in the club election process.*

Though anyone is welcome at Japanese Bunka club meetings and events, students must submit their name and email addresses to the club secretary in order to become an official member and start receiving club updates through email. Additionally, members will have the ability to vote for or run for an office position as long as they attend at least 25% of all club meetings and events.

### **Section 3: Removal of Members**

*State the process to remove any member who is not in good standing with the club. Due process must be followed. Things to consider are: reasonable notice to the person being considered for removal, opportunity to defend their position, quorum\* needed to vote, timeline for the process, appeal process.*

A club member that violates any rules, important guidelines, or benedictine values in a way that disturbs or disrupts other people affiliated with the club will be warned of their potential removal from the Japanese Bunka club via email. If the problem persists after two additional club meetings or events, two club officers will meet with this member privately. During this meeting, the member is given the opportunity to defend their position. Club officers will then choose to either remove the member officially or offer them one more chance to fix their issue at one final club event/meeting.

## **Article III: Officers**

### **Section 1: Officer Qualifications**

*Identify what qualifications a student must have to be eligible to be an officer. This may include length of time in organization, previous experience, etc. (Qualifications should not include grade point average)*

All officers must be current CSB/SJU students that have been registered as a member of the Japanese Bunka Club for at least one semester. Club officials are expected to have some knowledge of Japanese culture, dance, or music. See Article IV for Election procedures.

### **Section 2: Elected Officers**

*List the positions in descending order (e.g., President, Vice-President, etc). If you choose to have a non-hierarchical structure --that is fine! Simply list the main contact person first. Also clearly identify the Co-Funding Board (CFB) and Joint Club Board (JCB) contacts.*  
President, Vice-President, Secretary, Treasurer, Public Relations Official

### **Section 3: Duties of Officers**

*List each officer position and their duties. You can include this information in Section 2 if you prefer. You may rename positions and form a non-hierarchical structure. Term of office should also be addressed (e.g., academic year, April 1 – March 31)*

President: Presides at Club meetings; assigns teaching duties; calls special meetings with approval of the club officers; presides at Officer meetings; leads the planning of future dances/activities/events.

Vice President: Assumes President's duties in their absence; assists President in overseeing election process; communicates with the faculty advisor about upcoming events and ideas

for future projects (ex: obtaining a new instrument, inviting a performance group to campus, etc.).

Secretary: Takes and distributes minutes of all Club meetings; maintains current member rosters (see Article II, section 2); takes attendance at all meetings; informs members of removal from active roster; **facilitates appeal process for members**; accepts and compiles nominations for officer elections. Responsible for adding new members to the email list.

Treasurer: Keeps all financial records; submits monthly audit statements to CSB/SJU Co-Funding Board (CFB); periodically notifies Officers, Executive Board and club members of Club's financial status; prepares budget requests and allocations. Treasurer is the Club's primary contact with the CFB.

Public Relations Official: Notifies members of meetings and handles official Club correspondence; manages social media and Club's email account; oversees outreach activities, and other duties as directed by the Officers; serves as primary contact with CSB/SJU and with the CSB/SJU Joint Club Board (JCB).

Scheduler: Schedules club meetings for all members; schedules Executive Board meetings; reserves rooms; actively searches for events to participate in and notifies club officials of the event opportunities.

#### **Section 4: Vacancy in Office**

*In the event a vacancy should occur (resignation or removal), provisions must be made to fill the vacancy. Officer succession/"chain of command" should be addressed (e.g., in the event that the President leaves office, the Vice President will assume those duties until a special election is held. Then refer readers to the special election section of Article IV.*

If the President leaves, the Vice president should take over until a special election is held.

#### **Section 5: Removal of Officers**

*Grounds for removal of an officer must be clearly identified. Similar to the removal of members, due process must be followed. (see above) Make sure you note the role of your club advisor.*

*One example:*

*A petition to remove the officer in question must be submitted to another officer. This petition must contain the signatures of x% of voting members. When such petition is received, the officer shall call a meeting of the club to determine whether or not the officer should be removed.*

*Grounds for removal are then presented by the officer in charge at a regular or special club meeting. The officer in question shall be provided an opportunity to present a defense either in person or in writing. A quorum shall be present, and a (x%, 2/3, simple majority) vote of the voting members shall decide upon removal.*

*(While you will hopefully not need this section, it is very important that you have a process in place. When you need it, this will clarify the procedure and take out some of the difficult personal issues.)*

A club officer that refuses to complete their duties, violates any rules, or disrespects benedictine values in a way that disturbs or disrupts other people affiliated with the club will be warned of their potential removal from the Japanese Bunka Club via email. If the problem persists after two additional club meetings or events, two club officers will meet with this officer in question privately. During this meeting, the officer is given the opportunity to defend their position. Club officers will then choose to either remove the member officially or offer them one more chance to fix their issue at one final club event/meeting.

#### **Section 6: Appeal of Removal of Officers**

*This section clearly outlines what procedure a removed officer can take to appeal the club's decision.*

If a club officer feels wrongly accused of violating important rules/guidelines, they can appeal the club's decision. In this case, they need to type up a letter explaining their situation and email or deliver it to the club advisor. The advisor member will talk with the other officers and decide how to proceed together.

## **Article IV: Elections**

### **Section 1: Nomination Process**

*State how officer candidates will be nominated (by a current officer/member, self-nomination, etc.) and the timeline associated with the nomination process.*

When an officer resigns or graduates, a new officer will be elected to take their place. Current members of the club will be emailed an application form to fill out. The application form will include the position description and will ask the candidates to explain why they are interested in the position. Three officers will conduct an interview with each candidate. Club Secretary is responsible for solicitation of nominations and verification of eligibility. Candidates will be notified for their nomination and may accept or decline. Candidates may begin campaigning as soon as informed of their nomination. No later than ten days prior to election date, Secretary informs a special meeting of the Executive Board on the slate of candidates. Executive Board then sets agenda for and membership is informed of time and place for Club Election Day meeting at which candidates may present their platform. A secret ballot election at the conclusion of this meeting will determine the winners. A candidate with the most votes wins.

### **Section 2: Election**

*Explain election procedures, quorum, method of voting (secret ballot, etc.), number of terms a person can serve, and when the elections will be held. (The JCB mandates that officer elections take place in the spring of each year for the following academic year) The Department of Student Activities should notified of the new officers. Selection of club leaders should be democratic in nature; all official club members should have a voice in the club election process.*

To vote for the candidates, a forms manager with each candidate name will be sent to all club members and current officers. This forms manager will include a page where people vote for each officer position (ex: President, then Vice President, etc.). The votes will determine who becomes the officer. If there's a tie, the club advisor should vote to break the tie.

### **Section 3: Special Elections**

*This section outlines what procedures will take place if an officer leaves/is removed from office. Clearly state the timeline for these procedures (e. g, within "x" weeks of vacancy occurring). You may use the same procedures from Section 2, with a revised timeline.*

After an officer leaves/is removed from office, a new application will be sent out for their position to all club members. After one week, that application is taken down and all candidates will be entered into a forms manager so the club members can vote. The winner of the vote will take the position. If nobody applies, the president or vice president can offer the position to an eligible member of their choosing. If nobody accepts the job, the official duties of this position can be claimed by other officers.

## **Article V: Advisor**

### **Section 1: Selection**

*Indicate how your club will choose an advisor. (Note: All club advisors MUST be an employee of CSB or SJU.)*

Someone that works in the Japanese, music, or Asian Studies department will be chosen to be the advisor for this club. Officers can meet with potential advisors to discuss the duties before choosing them.

### **Section 2: Duties**

*What do you want your advisor to do? (See [Advisor Contract](#) for ideas.)*

The advisor can meet with and assist the club officers when they need advice or help fulfilling their duties. The advisor should attend a board member meeting once a month and can occasionally attend events and aid in event promotion. In addition, the advisor can be a contact with other faculty members when necessary.

## **Article VI: Meetings**

### **Section 1: Regular Meeting/Club Activities**

*Address how often business meetings will occur, any regular club activities, etc., process to notify members of meetings/activities.*

Meetings will generally occur on a weekly basis, but it might change depending on the season. If a performance is coming up, the club may meet to practice two or three times a week. Meetings will be announced via email and on a social media platform.

### **Section 2: Special Meetings**

*Identify why you would call special meetings, and the process used to call these meetings/notify members, etc. Will these meetings be run any differently than regular meetings?*

Special meetings might be needed before a performance/event. The officers will let club members know about special meetings through email.

### **Section 3: Parliamentary Authority**

*Will you use Robert's Rules of Order? How will the meetings be run.*

Meetings will be run using Robert's Rules of Order.

### **Section 4: Quorum\***

*What % of your membership must be present for official club business to occur? 2/3 is a standard number.*

*\*A quorum is a certain percentage of voting members required to be present during a vote. It is VERY important to clearly indicate what your quorum will be (often, it is 2/3 of the voting members). You want to make sure that when a vote takes place that you have a representative sample of your voting membership present.*

50% of the voting members should be present during a vote for it to count.

## **Article VII: Committees**

### **Section 1: Committee Structure**

*Include what committees (if any) that your club will have. Include responsibilities of each committee and who is responsible for each committee. (Examples include Membership, Programs, Elections, Fundraising, etc.)*

### **Section 2: Special/Ad-Hoc Committees**

*State that special/ad-hoc committees may be formed if needed.*

## **Article VIII: Finances**

### **Section 1: Co-Funding Board**

*Please note that recognized clubs MAY NOT have an off-campus account, even if it is from club generated funds. This is an institutional policy.*

*State whether or not your club will apply for CFB monies include a statement that reads: "If allocated resources, the \_\_\_\_\_ club will follow all CFB and institutional regulations, and keep all club funds in on-campus accounts."*

Club will apply for monies and, if allocated resources, will follow all CFB and institutional regulations. Club Treasurer oversees application and adherence to appropriate regulations.

### **Section 2: Honorariums**

*State whether or not any officers or members will receive an honorarium/stipend from the organization. (Note: if honorariums/stipends are given, they must come from club generated funds.)*

Receiving honorariums can be authorized when the club officers unanimously vote to support it. Any honorarium must come from Club generated funds.

### **Section 3: Dues (optional)**

*Membership in a club should be free. State here if members are expected to pay dues in order to participate in certain activities, and if so, how much that will be.*

Membership is free, but certain events may cost money. The club members will have to pay dues prior to each event if they want to participate. Depending on the proximity of the event, the fees or cost of materials might vary.

## **Article IX: Amendments**

### **Section 1: Ratification**

*Identify the process to be used regarding proposed constitutional amendments: voting procedures, timeline, etc.*

Amendments to this Constitution may be proposed by a petition signed by 1/3 of the club's members in good standing. Amendments may also be proposed by the club officers. Proposed amendments must be distributed to members within one week of their proposal and must be discussed and voted on at a meeting held no sooner than one week and no later than two weeks following distribution. A 2/3 vote of those present at said general meeting is necessary for ratification.

### **Section 2: Submittal to Department of Student Activities and Joint Club Board**

*Any changes made to this constitution must be submitted to the Department of Student Activities and the JCB.*

Any changes to this Constitution must be submitted to the Department of Student Activities and the JCB following the change.

## **Article X (The following is a required statement for all clubs and organizations)**

The **name of club** agrees that its activities, mission statement and goals are consistent with the Benedictine Values.

**Article XI (The following is a required statement for all clubs and organizations)**

The *name of club* admits students without regard to their race, religion, color, sex, age, sexual orientation, or national or ethnic origin to all the rights, privileges, programs, and other activities, generally accorded or made available to members of the organization.

**Article XII (The following is a required statement for all clubs and organizations)**

The *name of club* considers hazing to be a degrading and destructive activity which is inconsistent with the standards of this student organization. The (*name of club/organization*) recognizes the dignity of every person and opposes all forms of hazing.

**Date of recognition/revision:**