

Carleton University Japanese Association Constitution

Article I

Name of the organization

The organization shall be known as the Carleton University Japanese Association, and hereinafter shall be referred to as CUJA.

Article II

Purpose of the organization

The organization shall work towards:

1. Introducing non-Japanese students to Japanese culture and language by hosting events in line with similar events held in Japan.
2. Promoting Japanese culture and promoting cultural exchange between students.
3. Providing an outlet for Japanese exchange students and Japanese international students to assimilate and experience Ottawa along with their peers here at Carleton University.

Article III

Structure

The General membership shall be composed of all the members of the club. The general membership will also vote for the executive members for the following year toward the end of the current year.

Article IV

Membership

There shall be two (2) levels of membership within the organization:

The General membership shall hold the ability to vote for the occurrence of a select number of events that would occur during the year. These members also have the ability to vote for the executive body for the next year during the election. The General members are available to be chosen as executive members through election.

The Executive membership holds the ability and responsibility to organize the events for the general membership as well as management of funds provided.

In the event that a member of the organization violates the organization's Constitution or CUSA's Constitution and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners.

Article V

Executive

The Executive shall be composed of the President, Vice-President (Social Media Officer), Vice-President (Finance officer, also called Vice-President of Finance), Social Secretary, Inclusion & Cultural Officer, Technology Officer, and Event Organizer(s).

The President shall be the head of the CUJA and provide both administrative and strategic leadership for the organization, oversee the planning and operation of the Organization's activities, and ensure accountability and integrity of the entire Administrative body.

The Vice President (Social Media Officer) acts as a liaison between the President and the other executives to ensure that the path envisioned for the club is achieved and maintained. The Vice-President oversees performing follow-up for the tasks designated by the President to other executives. The personnel are also in charge of uploading images and videos captured from different events into CUJA's SNS platform, helping spread Japanese Culture through social media, promoting the society to new members, and sharing events info with other organizations.

The Vice-President of Finance acts as a liaison between the President and the other executives, ensuring that the path that has been envisioned for the club is being achieved and maintained. The Vice-President oversees performing follow-up for the tasks designated by the President to other executives. The personnel are also responsible for creating a presentational budget, for being presented to CUSA at the start of the year, and an operational budget, which details profits and expenditures and is to be given to CUSA at the end of the academic year.

The Social Secretary is responsible for keeping track of task organization and management. The social secretary helps coordinate both large and small scale events with other members to ensure proper management and execution of each event. The personnel also meet with and maintain relations with business partners, sponsors, and other external organizations to build connections and maintain the welfare of the club's members and businesses. Also, working with the president, the secretary will secure CUJA's external connections by ensuring a proper flow of clear communication between the two parties.

The Inclusion & Cultural Officer is responsible for ensuring all events and activities are accessible and inclusive for those in need. The personnel also provide support for new and exchange Japanese students at Carleton and help bridge connections between Japanese and other students at Carleton. Furthermore, the executive in this position will help spread Japanese culture through events and social media with the Carleton community to promote the diversity of cultures at Carleton.

The Technology Officer ensures all online platforms and communication networks are accessible and are in proper function. The personnel is also responsible for setting up communication networks and technological needs for meetings and events when required.

The Event Organizer(s) shall be responsible for the logistics and organization of the events assigned to them throughout the year. The Head Event Organizer (if required) should be an Event Organizer with experience in this field and is responsible for oversight of budgeting requests and planning by the individual Event Organizer(s).

Article VI

Meetings

Meetings will be held once every week or every two weeks. The meetings will be organized by the executive members through the use of social media. All members, in ownership of CUJA members, will be invited to attend.

Article VII

Election

Executive positions, stated in Article V of the constitution, shall be elected during the first month of the Fall school semester or when the first general meeting is held. All members are eligible to run for executive positions and vote for any running candidate. A successful candidate should receive the highest percentage of the vote in order to be elected using the first-past-the-post system. .

A Succession Officer, a club member or external student non-member with no interests, will be appointed by the President to facilitate the election to ensure fair and unbiased results.

If only one candidate is running for a position, the candidate has to receive half of the votes in order to be elected. If a candidate fails to secure half of the votes, the Legislative body shall nominate another candidate.

Elected executive members can hold office for two semesters from the Fall to the Winter term.

A by-election shall be called to fill any vacancy of the executive position within two weeks of the seat becoming vacant.

Article VIII

Impeachment

Any executive member shall be removed from office if he or she is found:

- 1) violating Code of Conduct as prescribed by CUSA
- 2) transferring funds of the Organization for an unspecified purpose
- 3) committing conducts disgraceful to the Organization

Article IX

Amendments

The Organization's Constitution can be amended with the consent of the Legislative Body or at the discretion of the President with approval by the executive body.

Article X

Dissolution of the Organization

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to CUSA or a charitable organization decided by the Legislative body or the Executives.