**Japan Club**

Spring 2012

**ARTICLE I: NAME AND PURPOSE**

**SECTION ONE: NAME**

This organization shall be known as Japan Club, a Class II Organization of the Student Government Association of Montclair State University Incorporated.

**SECTION TWO: PURPOSE**

The purpose of this organization is to introduce aspects of Japanese culture to the campus community. Japanese language, music, entertainment, and mythology are just some facets of Japan we aim to share. We plan to be very active in cultural festivals and want to spread the unique culture of Japan to the entire Montclair State University population.

**ARTICLE II: MEMBERSHIP**

**SECTION ONE: ELEGIBILITY**

Membership is open to all fee-paying undergraduate members of the Student Government Association, Inc.

**SECTION TWO: MEMBERS IN GOOD STANDING/VOTING MEMBERS**

Students who attend a minimum of two meetings in a single semester will be entitled to voting privileges thereafter for the current semester. To remain in good standing/a voting member, students may not miss more than five consecutive general meetings. (See Article VIII, Section One)

**SECTION THREE: SPECIAL MEMBERSHIP/HONORARY MEMBERSHIP**

Honorary membership may be conferred upon individuals who do not meet the eligibility standards of the organization but do remain active with the organization.

**ARTICLE III: ADVISOR**

A faculty/administrative advisor must be appointed by the President and approved by 2/3 of the voting membership present. The advisor shall serve in an advisory capacity only and must be an ex-officio member.

**ARTICLE IV: MEETINGS**

**SECTION ONE: MEETING TIME**

Prior to the first meeting of each semester, the membership shall set forth a day and time for general membership meetings, which must be adhered to throughout the semester.

**SECTION TWO: EMERGENCY MEETINGS**

Emergency meetings may be called by the President or Vice President. Voting members may call for an emergency meeting by 2/3 of the voting members signing a petition, which is submitted to the President or Vice President.

**SECTION THREE: QUORUM**

 A minimum of fifty percent plus one of the voting membersis required for quorum. A meeting cannot be called to order for the purpose of transacting legal business without this minimum.

**SECTION FOUR: TRANSITIONAL MEETINGS**

Transitional meetings shall be held with the outgoing Executive Board after the election of new Executive Board, wherein all organizational materials will be transferred.

**ARTICLE V: EXECUTIVE BOARD**

**SECTION ONE: THE EXECUTIVE BOARD**

The organization shall be administered by an Executive Board, which shall consist of President, Vice President, Treasurer, Secretary, Event Coordinator, and Japanese Media Consultant.

**SECTION TWO: DUTIES OF THE PRESIDENT**

1. Ensure that the organization operates in accordance with current SGA Policies, Procedures, & Sanctions.
2. Preside over all meetings.
3. May vote at any other time with the voting board, but shall vote only in the case of a tie during elections.
4. Be the official host of the organization.
5. Co-sign financial documents with the Treasurer.
6. May appoint assistant(s) for specific e-board members, with exception of the treasurer, if needed whose duties are as follows:
	1. Assist with the completion of excess work for the specific e-board member who requested the assistance.
	2. May vote at any time with the voting board.
7. Must act in accordance with all current SGA Policies, Procedures & Sanctions.

**SECTION THREE: DUTIES OF THE VICE PRESIDENT**

1. Oversee the functioning of all committees.
2. Fulfill the duties of the President in his or her absence.
3. Manages member outreach and organization of membership involvement.
4. May vote at any time with the voting board.
5. Must act in accordance with all current SGA Policies, Procedures & Sanctions.

**SECTION FOUR: DUTIES OF THE SECRETARY**

1. Maintain complete records of all correspondence.
2. Shall provide up-to-date organization information to the SGA.
3. May vote at any time with the voting board.
4. Must send the organization minutes to the membership and the SGA executive secretary.
5. Manage the club's online presence, including but not limited to the club web sites, blogs, Facebook group, and email account.
6. Communicate with E-Board about content in these accounts.
7. Update and maintain these accounts.
8. Must act in accordance with all current SGA Policies, Procedures & Sanctions.

**SECTION FIVE: DUTIES OF THE TREASURER**

1. Manage the accounts of the organization and co-sign financial documents with the President
2. May vote at any time with the voting board.
3. May Appoint an Assistant Treasurer if needed whose duties are as follows:
	1. Fulfill the duties of the treasurer in his/her absence.
	2. Helps Treasurer manage the accounts of the organization and can co-sign financial documents with President in place of the treasurer if needed.
	3. May vote at any time with the voting board.
4. Must act in accordance with all current SGA Policies, Procedures, & Sanctions.

**SECTION SIX: DUTIES OF THE EVENT COORDINATOR**

1. Make reservations for all events
2. Communicate with E-Board on all event arrangements.
3. Make sure students are well notified about the activities of the club with the exception of Anime Nights.
4. Keep track of club event history, such as event photos and fliers, in a physical format or online photo account, such as Flickr.
5. May vote at any time with the voting board.
6. Must act in accordance with all current SGA Policies, Procedures & Sanctions.

**SECTION SEVEN: DUTIES OF THE JAPANESE MEDIA CONSULTANT**

1. Communicate with E-Board on all anime night arrangements.
2. Make sure students are well notified about the anime nights.
3. Makes all arrangements as far as informational technologies (I.T.) needs for events
4. Any other tasks to be determined and assigned by the President and/or advisor
5. May vote at any time with the voting board
6. Must act in accordance with all current SGA Policies, Procedures & Sanctions.

**SECTION EIGHT: EXECUTIVE BOARD MEETINGS**

The Executive Board shall meet at least two times per month to coordinate and discuss the organization’s activities.

**SECTION NINE: TRAINING**

All outgoing officers shall be responsible for training their respective successors before the end of the outgoing officers’ term.

**SECTION TEN: TERM OF OFFICE**

The term of office for all officers shall be from June 1st of the election year to May 31st of the following year.

**ARTICLE VI: ELECTIONS**

**SECTION ONE: ELEGIBILITY**

Anyone wishing to run for an Executive Board position must be a voting member of the organization and must currently be an undergraduate member in good academic standing with Montclair State University. Members wishing to run for presidency must have previously held an e-board position within an SGA organization. This requirement will only be waived if no qualified members can run for the presidency.

**SECTION TWO: PROCEDURES**

1. Nominations for executive offices shall be taken at the first meeting in the month of April. Nominations may be made by all voting members.
2. The election for positions for the following year shall be conducted at the second meeting of the month of April.
3. Voting shall be conducted by secret ballot.
4. Tabulation of votes shall be done by two or more mutually agreed upon members in good standing with the advisor or a member of the SGA legislature present.
5. A plurality of the votes cast is required to win.

**SECTION THREE: VACANCIES**

1. In the event the office of the President is vacated, the Vice President shall complete the term, and a new Vice President shall be elected.
2. In the event that any officer is vacated, nominations shall be held at the next meeting with the election to occur at the following regular meeting. All appropriate procedures governing elections shall be followed; however the dates aforementioned do not apply to emergency elections. The replacement officer shall serve for the remainder of the term.

**ARTICLE VII: COMMITTEES**

**SECTION ONE: ESTABLISHMENT**

Committees may be introduced by the President or by a petition of 2/3 vote of the voting membership. The Vice President shall oversee the functioning of all committees (see Article V, Section three, Sub-Section a).

**SECTION TWO: MEMBERSHIP**

Committee members are self-selected and self-appointed from the general membership of Japan Club.

**SECTION THREE: LEADERSHIP**

1. Committees voted in as by the membership or introduced by the President shall be administered by a leader.
2. Anyone wishing to be a committee leader must be a voting member of the organization and must currently be an undergraduate member in good academic standing with Montclair State University.
3. Leaders may be introduced by the President or by a 2/3 majority of the committee membership.
4. Leaders may step down from their position provided that the committee immediately holds a vote for a new leader or the President appoints a new leader.
5. Leaders may be removed from office using the same procedures described in Article VIII, Section Two.

**SECTION FOUR: DUTIES OF A COMMITTEE LEADER**

1. Preside over all committee meetings in a professional manner.
2. Maintain complete records of all meeting activities and discussions.
3. Must send detailed committee meeting minutes to the committee’s membership and to the Executive Board.
4. Communicate with E-Board regarding any committee members’ concerns, all committee recommendations, and any requests.
5. Must act in accordance with all current SGA Policies, Procedures, & Sanctions.

**SECTION FIVE: MAINTANENCE**

1. Once a committee has been established, it retains its status as an active committee for the remainder of the semester in which it was established.
2. At the termination of the semester in which a committee is established, the committee receives an inactive status.
3. In order to reactivate a committee, a 2/3 majority of the voting membership present on the 3rd meeting of a semester shall be required (See Article II, Section Two for qualifications of a voting member).

**ARTICLE VIII: REMOVAL OF PRIVILEGES**

**SECTION ONE: LOSS OF VOTING RIGHTS**

1. A member may lose his/her voting rights with the following justifications:
2. The member has accumulated five cumulative absences in the current semester.
3. The member fails to maintain in good faith the requirements necessary to carry out the purposes of the organization.
4. The member fails to act in accordance with current SGA policies and procedures.

**SECTION TWO: REMOVAL FROM OFFICE**

1. An officer may be removed from office by acting in contradiction to the constitution or showing irresponsibility with the organization’s functioning through his/her duties.
2. The officer may be brought up for removal by a petition signed by a majority of the general membership.
3. The accusers shall present their argument for removal at the earliest possible meeting provided the accused has been given two weeks to prepare a defense.
4. A 2/3 vote of the voting membership present shall be required to remove an officer.
5. The SGA Attorney General, Chief Justice, or an Associate Justice must be present at any impeachment proceedings.

**SECTION THREE: APPEALS/REINSTATEMENTS**

Any action taken under the auspices of this article may be appealed within two weeks. A ¾ vote of the voting membership present shall be required to reinstate the member or officer. Reinstatement of voting rights can also be reestablished by following the guidelines set forth in Article II: Membership.

**ARTICLE IX: AMENDMENTS**

**SECTION ONE: INTRODUCTION OF AN AMENDMENT**

Amendments may be introduced by the President or by a petition signed by a majority of the voting members submitted to the President. The proposed amendment must be introduced at least one meeting prior to voting.

**SECTION TWO: PASSAGE**

A 2/3 vote of voting membership present shall be required for the amendment to pass.

**SECTION THREE: FINAL APPROVAL**

Final approval by the Student Government Association, Inc. of Montclair State University is necessary before any amendments go into effect.

**ARTICLE X: PARLIMENTARY PROCEDURE**

Robert’s Rules of Order shall govern all procedural matters not governed by this constitution.

**ARTICLE XI: DELEGATION OF POWERS**

All powers not expressed in the document are hereby delegated to the Student Government Association, Inc. of Montclair State University.

**ARTICLE XII: ADVERTISING CLAUSE**

The organization shall use only its full chartered name or a recognizable abbreviation in all its advertising for meetings and events. All advertising shall state, “Japan Club is a Class II Organization of the SGA.” All advertising must follow current SGA and MSU posting policies.