

Constitution of “ Japanese Association at UTM ”

1. Name

The official name of this recognized campus group is “ Japanese Association at UTM ”
The acronym or abbreviation of this group is: JAM

2. Purpose and Objectives

Purpose:

The Japanese Association at UTM (JAM) aims to be a vibrant and inclusive community that brings together Japanese students and those interested in Japanese culture. With a strong focus on fostering connections, promoting cultural understanding, and organizing engaging events, JAM provides a platform for students to interact, learn, and celebrate Japanese culture. The mission to achieve these visions and goals is to make the organization known to students by hosting Japanese cultural events for a variety of purposes.

Objectives:

1. Interactions among Japanese students: JAM is committed to creating a community and belonging for Japanese students at the Mississauga campus. We aim to provide a space for students to interact, share experiences, and form lasting relationships. Regular meet-ups and social events such as sports festivals, new year events, and the end-of-year party facilitate meaningful connections and support among Japanese students on the Mississauga campus.
2. Cultural enrichment: JAM offers opportunities for individuals who are interested in Japanese culture to learn and engage more deeply. We organize cultural events such as New Year events, Setsubun, and Japanese sports festivals. Through these activities, we aim to provide connections between Japanese students and individuals who are interested in Japanese culture. Also, these activities aim to broaden perspectives and foster cross-cultural understanding.

3. Membership

membership for the Japanese Association of UTM (JAM) consists of two different types which are team membership and free membership.

Team Membership:

1. Description: Team membership is exclusively available to all UTM students who are interested to participate and contribute to the organization’s activities. Team members have the opportunity to become associates of JAM where they can help organize and coordinate events and initiatives. The team membership fee will be \$0 per year.

2. Application process: UTM students can apply to become executive members of JAM by completing the application form. The selection process involves submitting the application and attending an interview with current executives. Executive recruitment information will be announced on JAM's Instagram page once the fall semester starts.

Free Membership:

1. Description: Free Membership is open to students from all three campuses including the Mississauga campus, St. George campus, and Scarborough Campus. Members can participate in JAM's events and activities without the additional responsibilities associated with Team Membership. The free membership fee will be \$0 per year, but some events may require a fee to participate.
2. Application: To become a Free Member, students need to register by completing a membership form provided by JAM. The form includes essential details such as the student's email address, campus (UTM, UTSG, UTSC), and their current academic year. By completing the membership form, students automatically become part of JAM's mailing list and able to get event announcements, updates, and other relevant information. This system ensures that members stay informed about upcoming events, activities and opportunities.

4. Executive List and Duties

The executive committee shall be comprised of 4 elected officers. These include a president, vice-president, social, culture, and finance.

The President shall:

- Oversee the operations, management, and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure the transition of office to the future Executives
- hold a meeting once a month with all executives to share updates

The Vice-President shall:

- Assume the duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto
- Coordinate organizational recruitment effort

The Social shall:

- The main duty is to hold events and activities that aim to provide the opportunity for all Japanese students to interact and get to know each other
- Brainstorming conceptualizing event ideas and themes
- developing event timelines, schedules, and logistic plan
- making a reservation for the event place
- hosting an event that attracts everyone to participate
- Share all the information about the event with all executive members frequently

The Culture shall:

- The main duty of the culture division is to hold an event for people who are interested in Japanese culture
- brainstorming conceptualizing event ideas and themes
- making a reservation for the event place
- host an event that is relevant to Japanese culture
- marketing and promoting non-Japanese students to join our event by posting appealing posts on Instagram
- developing event timelines, schedules, and logistic plans
- share all event information with other executive members frequently

The Finance shall:

- creating and managing the organization's budget, ensuring it aligns with the organization's goals and objectives
- collaborating with other divisions, especially with the culture and social division to develop an event budget and financial plan.
- maintaining accurate financial records and documentation for all transactions
- providing financial updates and insights during regular meetings
- providing financial insights and advice during the organization's decision-making processes

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

JAM must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Suppose election procedures are deemed to be unfair by reasonable standards by the Clubs Committee. In that case, these results will be subject to the petition by team members, and re-election by the executive members. The executive member selection elections typically take place during the initial three days of October.

Election Procedures:

- Executive recruitment information will be announced on JAM's Instagram page once the fall semester starts. This will be announced in a two weeks prior to election dates.
- Elections must open to all interested candidates who are UofT students.
- Candidates can apply to become executive members of JAM by completing the application form.
- Candidates will attend an interview with current executives.
- Candidates must have 2/3 of the Executive members' votes at the beginning of October.

A Nomination period following the advertising period should be written on the Instagram post.

If no one opts to run in the election for a particular position, the former executives collectively have the right to appoint a suitable candidate. If the former executive team is unavailable to appoint a suitable candidate, the current year executive team can directly appoint a candidate for this position.

The Clubs Committee withholds the right to nullify any club election results if evidence of gross misconduct has been found in the operation of the election. The election speech content shall contain truthness and the candidate shall be responsible for the election presentation. All false evidence provided in the election presentation will immediately affect the candidate's status.

6. Finances

The Treasurer will record by finance member and all executive members have access to view the record. All expenses will be discussed at the meeting and must be agreed with the majority of the executive members.

The members will not participate in activities that primarily involve commercial interests. However, this does not prevent JAM from charging fees for specific events.

JAM does not engage in activities that align it with a commercial entity on campus, sell goods or services for a profit when the profit is used for purposes other than benefiting the organization itself, and provide salaries to the members, whether some or all of them.

7. Meetings

We have executive meetings once every week. We hold a meeting every week to reduce misunderstanding between the members and goals for UTMCSSA. The meeting will include plans of the upcoming events, event staff organization, and funds approval. The meeting minutes will be written and shared with all the club team members.

8. Amendments

The Executive committee may add some positions and members in September, especially for the first-year students to encourage involvement.

Any amendment will be discussed at the weekly meeting with all executive members.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The voting process is according to [the election procedure] in the previous section.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by the general members.

Clubs shall conduct a review of their constitution on a yearly basis.

A copy of any ratified JAM constitution shall be kept on file with the JAM executives team and able to access to all the members. This shall be the official copy of the constitution and shall be held to be authoritative.