

Japanese Language Study Club Constitution and By-Laws

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be Japanese Language Study Club.

Section B: The purpose of this club shall be:

1. To further our knowledge of the Japanese language we will:
 - a. Provide materials for students to study with
 - b. Provide an environment conducive with learning

2. To provide students with an opportunity to take the Japanese Language Proficiency Test we will:
 - a. Raise funds to purchase study materials for students
 - b. Raise funds for students to be able to take the JLPT

ARTICLE II: MEMBERSHIP

Section A: Eligibility - Membership shall be open to all students who are currently or have previously been enrolled in a college level Japanese course, or can prove they have a sufficient degree of knowledge in the language.

Section B: Inclusion - Membership in this organization shall not be denied to any person on the basis of race, creed, religion, sex, political affiliation, sexual orientation, or physically handicapped.

Section C: This club will follow the procedures outlined in the constitution and by-laws of ASGC and ICC.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, Treasurer, and Inter-Club Council Representative

Japanese Language Study Club

Bylaws

ARTICLE I: Qualifications and Election of Officers

Section A: Eligibility – Officers must have passed Japanese 1A to be eligible for office.

Section B: Election – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section C: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section D: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE II: DUTIES OF OFFICERS

Section A: President – It shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club at events and activities
- Maintain open communication with club advisor
- Perform such other duties as ordinarily pertain to this office or as delegated

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Represent the club at events and activities
- Perform such other duties as ordinarily pertain to this office or as delegated

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Collect and keep record of monetary transactions involved with the club
- Keep an itemized account of all receipts and expenditures and make reports as directed
- Report at each meeting the club's account balance
- Maintain open communication with club advisor
- Represent the club at events and activities
- Perform such other duties as ordinarily pertain to this office or as delegated

Section E: The Inter-Club Council (ICC) Representative shall:

- Attend all ICC meetings.
 - Report on the discussion from ICC at the next club meeting.
 - If the ICC Representative is unable to attend, a substitute, usually another executive member will be sent chosen by the ICC representative.
 - The ICC Representative will notify the president and advisor as soon as possible if unable to attend.
- Represent the club at events and activities
- Perform such other duties as ordinarily pertain to this office or as delegated

ARTICLE III: **MEETINGS**

Section A: Meetings – Regular meetings shall be held every Friday at 12 PM during the regular school year.

Section B: Quorum – A quorum shall consist of half of the membership.

Section C: Parliamentary Authority – Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE IV:
ADVISOR

Section A: Selection – there shall be a full time faculty/staff advisor. A co-advisor may be selected.

Section B: Duties – The responsibilities of the advisor/co-advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Coordinator.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE V:
AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting.

ARTICLE VII:
IMPEACHMENT / REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS

Section A. All elected officers may be subjected to impeachment and removal by a two-thirds majority vote of the membership present.

Section B. Grounds for impeachment and removal from office are:

- Negligence of club duties.
- Any act of prohibited conduct as referenced in the Student Rights and Responsibilities Handbook.
- A two-thirds vote of the membership present is required.
- Prior to impeachment/removal action, there must be a notice of intent listed on the agenda and given to the officer/club member in question.