**日本倶楽部**

**(The Japanese Club)**

**Constitution**

**Article I – Organization and Purpose**

**Section 1** – The name of this Lone Star College-Kingwood student organization is: **The Japanese Club**

**Section 2** – The purpose of this organization is as follows:

* Show people the Japanese culture, traditions, touristic places.
* Entertain by watching movies/videos, playing traditional games, and so forth.
* Provide a culture of respect and inclusivity for all students.
* Encourage people to have more interest for Japan.
* Discuss and talk about the Japanese culture and all its extensions.
* Establish a comfortable Japanese representational group on campus.

**Article II – Membership**

**Section 1 -** Any registered student (full time or part time) at LSC-Kingwood who is in good standing with the college and fulfills the membership requirements which coincide with the purpose of the organization is eligible for membership. Alumni, faculty and staff of LSC-Kingwood may participate as members, but may not have voting privileges or serve as officers of the organization.

**Section 2 -** Privileges of active student members include community and campus activities, voting, nominations, serving as an officer, and meeting attendance.

**Section 3 –** In order to guarantee equal rights to all members of the LSC-Kingwood student body, equal opportunities shall be afforded to all the students without regard to race, color national/and or ethnic origin, religion, creed, gender, marital status, sexual orientation, age, citizenship, veteran status, or physical ability.

**Article III – Officers**

**Section 1 -** The elected officers of **The Japanese Club** shall be as follows: President, Vice President, Public Relations, Media, Treasurer, Assistant. These officers will serve as the Executive Committee of the organization.

**Section 2 -** All officers shall meet the following requirements:

1. All officers shall be reported to the LSC-Kingwood Office of Student Life.
2. Pass an interview executed by the President or any vice-President of the club and have the approval of President and at least 2 officers in good standing. (Which could include the same officer that is performing the interview)
3. Commitment to serve in the appointment position throughout the academic year.
4. Ability to conduct themselves in a fashion that their actions will not reflect negatively on the image of the organization, its members or LSC-Kingwood.
5. The officer should at least maintain a GPA of 3.0.
6. The officer should have enough time to participate on club meetings, campus activities, and so forth.
7. The interviewer shall reserve the right to suspend and/or reject the officer candidate at any time.

**Section 3 –** Length of term for appointed officers will be one academic year. Upon completion of the term, officers who wish to maintain the same position must have had a good performance throughout the academic year.

**Section 4 –** To hold new Presidential Elections, at least one of the following conditions should be met:

* Resignation of the current President.
* Officers/Members collecting signs from 75% of the club members to impeach the current President.
* If the advisor considers that the current president is not able to execute its duties.

**Section 5 -** The selection of the Club Advisor for the organization shall be voted on by the Leadership Team.

**Section 6 -** Duties of Officers:

* The presence of all members of the Leadership Team is not mandatory, but highly recommended to attend at least at 70% of the meetings to keep clean record.
* **President -** Oversee all meetings and activities; Ensure that, at all times, the organization is abiding by the rules and regulations set forth by LSCS policies; in the case that a representative is needed, the President will represent the organization on its behalf except in the case where another member has been assigned. The President will also have full access to all social media pages and club’s e-mail with all rights and privileges.
* **Vice-President -** Assist and support the President in all duties and responsibilities of the organization; Oversee the needs of the organization including supplies and additional resources needed; Assist with budget decisions in reference to the organization. This person will also be a substitute in case the president is not able to execute its duties.
* **Public Relations -** Who shall work closely with the President and Vice-President to keep abreast of organizational goals, needs, policies, and procedures; Document and communicate meeting dates and minutes; Manage and maintain all documents and files. Public Relations will be the main position in charge of the social media pages and the club’s e-mail with all rights and privileges.
  + - **Media** – Keep track of the summary of each meeting. In addition, responsible for the taking of photographs and video, writing small articles and managing the social media page and promoting the club. ***(This is a subdivision of the Public Relations.)***
* **Treasurer -** Ensure that all budget decisions are approved by the Club Advisor; Maintain a comprehensive record of and balance of the organization’s finances and expenses; Research and report current financial needs; Maintain a positive working relationship with the office of Student Life and Business Office personnel; Consult fellow officers in advising on budget needs and limitations before proceeding with decisions.
* **Assistant –** Aid and support the club by assisting others positions. Work will vary depending what the assistant is assigned to do. The previous positions can receive help from an assistant when required.

**Article IV - Advisors**

**Section 1 -** The Club Advisor shall work with the Leadership Team in coordinating campus activities, meetings, community service projects and other functions to ensure that objectives are achieved.

**Section 2 -** The Club Advisor shall be responsible for providing guidance and support to organization members, approval of appropriate activities, and having ultimate responsibility for the finances of the organization

**Article V - Elections**

**Section 1 –** Members and Officers in good standing can vote. Elections can be prompted at anytime by the president. But will normally take place: ***The second week of April.***

**Article VI - Election Procedures**

**Section 1 -** ***Method of Nomination:*** Any active member can nominate a vice-president to candidacy, or a vice-president may nominate himself/herself as long as one of the conditions in Article III, Section 4 is met. All nominated individuals must formally accept their nomination either verbally (at a general meeting of the organization) or in writing.

**Section 2 –** All voting members/officers shall be allowed to vote anonymously by casting their individual votes.

**Section 3** – In case of a tie, the current president will be enabled to take the last decision.

**Section 4** – In case of rejection of a candidate they might be able to apply again at least after ***two meetings***.

**Section 5** – If the candidate is accepted, the president is in its responsibility to teach the new officer the ropes of it’s duties.

**Article VII – Meetings**

**Section 1 -** Regular Meetings shall occur: ***Three Times a Month on Thursdays.***

**Section 2 -** Emergency, special interest or additional meetings shall be confirmed by the President and/or Vice-President. Attendees will be given at least 3 days prior notice of meeting time, date and objective.

**Article VIII - Finances**

**Section 1 -** Fiscal Operating Year is from September 1 thru August 31.

**Section 2 -** No money shall be spent or guaranteed without the approval of the Club Advisor, President, or Treasurer.

**Article IX - Amendments**

**Section 1 -** Amendments to the organization’s constitution can be made at any time by the club’s president with the approval of the club’s advisor, and with the approval of the majority of the officers at an officer meeting.

**Section 2 -** If approved, copies of the amended constitution must be provided to the Club Advisor, the Office of Student Life, Officers and Members.

**Article X - Ratification and Enactment**

**Section 1 -** This Constitution shall become effective immediately upon its approval by a two-thirds vote of a quorum of members and the Office of Student Life.

**Section 2 -** This Constitution shall become the official governing document of **The Japanese Club** at Lone Star College – Kingwood.

**Article XI – Rules**

**Section 1 –** Any weaboo**\*** or disrespectful attitude towards the culture will not be tolerated. \***Weaboo:** A negative term directed to anyone overly obsessed with Japanese culture to the point where they become annoying.

**Section 2** – Disrespectful arguing is not allowed on meetings or social media. Members/Officers will be asked to leave the meeting or **banned** for a short period of time **(1 – 7 days)**, if done in a club’s social media site.

**Section 3 –** Harassing other members is absolutely **not tolerated** and will result in a permanent ban if the case is reported and proven to be true. The club will also report the case to Campus.

**Section 4 –** Misbehavior of Members/Officers are minor. However, they can be counted as a warning.

**Section 6** – Racism or discrimination is not allowed. Everyone should be respected disregarding the religion, race or ethnicity.

**Section 7 –** Punishments and Warnings shall be given by any Officer at any time. However, if the member in judgment has been proved to have been misjudged. The officer will have to explain the situation and take responsibility. Otherwise, the officer will receive a warning.

**Section 8 –** There will be a **three (3) warning system** which will function as the following:

* **First Warning –** It will be passed by e-mail or message and will let the member/officer know about the mistake it has done. The member/officer shall stop breaking the rule immediately.
* **Second Warning –** It will be verbal (in private), explaining the member/officer about how critical its position is at that moment and will have to reply with an apology.
* **Third Warning –** Member/Officer will be suspended for at least **one (1) month** to **three (3) months** and will be allowed back once the amount of time has passed. However, this ban can be lifted by decision of the President.

**Note:** In the case of the offender being an Officer, its position will be **revoked** with all rights and privileges at the **Second Warning**. They will have to be **re-elected** again in order to take back this position.