

NIKKEI STUDENT UNION

UNIVERSITY OF CALIFORNIA, RIVERSIDE

CONSTITUTION

AUGUST 2013

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The Nikkei Student Union
The University of California, Riverside
August 2013

Preamble

We, the members of the Nikkei Student Union at UCR, plan to develop positive cultural and social influences throughout the organization and the surrounding community through education about the Japanese American / Japanese culture. We do ordain and establish this constitution and subscribe to the regulations and policies of the University.

Article I: Name of the Organization

The name of this organization shall be, Nikkei Student Union at UCR.

Article II: Purpose

The Nikkei Student Union is an organization devoted to promoting, preserving, and educating the surrounding community and college-aged youth about the history of Japanese Americans. Some goals shall include:

1. Planning Social/ Cultural events with on-campus student organizations, as well as, participating NSU's at other colleges.
2. Serving the Japanese American community in the Inland Empire area through various cultural and community service events
3. Encouraging and promoting academic excellence through members.
4. Encouraging unity between Japanese American and non-Japanese Americans.

Article III: Membership

Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternity and sorority organizations which are exempt by federal law from Title IX Regulations concerning discrimination on the basis of sex. Active membership should also be composed of at least 50% UCR Students (undergraduate or graduate).

Section 1: Eligibility for Membership

All UCR students, faculty, community members and alumni are eligible for membership into the Nikkei Student Union. Only those who are students at the University of California, Riverside are eligible to run for board and vote. Prospective members should have an interest and/or be willing to learn about Japanese-American Culture.

Section 2: Criteria of Membership

- 1) All members are required to pay membership dues determined by the board.
- 2) Anyone interested in NSU may join any quarter of the academic year.
- 3) Members should attend most of the meetings and events planned by NSU.
- 4) Membership dues grant individuals the opportunity to participate in NSU's activities and events that occur throughout the year.

Section 3: Active Membership

All Students and faculty may be eligible for membership if they are registered students or employed at UCR.

Section 4: Categories of Membership

- i. Active (General Member): Any Student, Alumni, Community Member, or Faculty that is interested in learning more about the Japanese American Culture who has paid their dues.
- ii. Non-Active: Active members can become non-active members as per the discretion of the board based on activity or lack of paying the club dues.

Section 5: Withdrawal or Removal of Members

- i. Any member can request withdrawal from the club at any time of the academic year.
- ii. Any member may be expelled or removed for conduct contrary to the constitution or for conduct that impairs the rights of other members. The issue must be submitted in writing to the board whereupon a vote will be held. The member will be expelled if the vote is 2/3rd affirmative.

Article IV: Terms of Office and Election

Section 1: List of Officers

The operations of the Nikkei Student Union for the year will be decided upon by the board of elected officers. Board member positions will be added or condensed as needed.

- President
- External Vice President
- Internal Vice President
- Treasurer
- Secretary
- Public Relations
- Historian

- Sports Coordinator
- Cultural Chair
- Social Chair

Section 2: Duties of each Officer

The *President's* duties include:

- Providing leadership and allocating responsibility for NSU.
- Be the official spokesperson of the organization.
- Heading Board Meetings and General Meetings.
- Resolving conflicts between members and board members.
- Attending Financial and budget meetings.
- Serves as the representative of the club to the outside community.
- Maintain the integrity of NSU.
- Ensure that the board members abide by the rules stated in the constitution.
- Call and ensure Board meetings.

The *External Vice President (EVP)* duties include:

- Networking and rapport with all organizations outside of campus.
- Maintain ties with all other NSUs.
- Attend Intercollegiate Nikkei Council (INC) meetings.
- Serve as a primary Representative of the club and the larger community.
- Aid the president in making sure that Board members abide by the general requirements laid out.
- Responsible for helping the President enforce policies stated in the constitution.
- Maintain the integrity of NSU.
- Organize, supervise, and facilitate general meetings in conjunction with the IVP and President.

The *Internal Vice President (IVP)* duties include:

- Networking and rapport with all organizations on campus.
- Serve as a primary Representative of the club and the larger community.
- Aid the president in making sure that Board members abide by the general requirements laid out.
- Responsible for helping the President enforce policies stated in the constitution.
- Maintain the integrity of NSU.
- Organize, supervise, and facilitate general meetings in conjunction with the EVP and President.

The *Treasurer's* duties include:

- To manage NSU's financial account.
- Update the Board on monthly budgets throughout the academic school year.

- Responsible for obtaining the sufficient funds for various NSU projects and events.
- Organizing NSU fundraising events.
- To provide the club with long-term sustainability of the organizations finances through planning and regulating budget.
- Responsible for handling purchases and the reimbursement of orders.
- Resolving monetary issues.
- Determine the price and when dues are due.
- Collecting membership dues.
- Renewing ASUCR budget at the beginning of the year.
- Make financial records available to the Board.

The *Secretary's* duties include:

- Maintaining and recording minutes during Board Meetings.
- Track Officer's attendance at Board Meetings.
- Reserving rooms for various events and general meetings.
- Maintaining a list of Active members and contact information.
- Keeping track of members at General Meetings.

The *Public Relation's* duties include:

- Responsible for publicizing all NSU events throughout the campus and greater community.
- Making fliers and banners to advertise upcoming NSU fundraisers and events.
- Maintaining and keeping all social media updated.
- Connecting and relating with campus media.
- In charge of recruitment starting summer quarter.

The *Historian's* duties include:

- Archiving visual records of every event.
- Responsible for keeping digital records up to date.
- Creating slideshows, posters, and other medias to help advertise for NSU.

The *Sports Coordinator's* duties include:

- Organizing and registering NSU Intramural Teams.
- Create and manage sports tournament(s), if they choose to do so.
- Making sure NSU teams have the appropriate equipment. (Jerseys, Practices, etc.)
- Create sports teams for external sports events.

The *Cultural Chair's* duties include:

- Teaching Japanese and Japanese-American culture to General and Board Member.
- Planning the annual Day of Remembrance (D.O.R.) event on campus.
- Plan events that teach members about Japanese and Japanese-American culture.

- Stay informed about current Japanese and Japanese American Issues throughout the community.

The *Social Chair's* Duties include:

- Maintaining NSU's "family program."
- Organizing Retreats for General members.
- Creating fun and social events throughout the year.

Section 3: Qualifications of an Officer

- Eligibility to become a Board member is limited to active members of NSU, who are students at UCR.
- Candidates should be in the club for at least one quarter in order to run for a Board member position.
- Non-active members and non-members of the Nikkei Student Union are ineligible to run for an officer position
- Must maintain a G.P.A. of above a 2.0
- Must be in good standing with the university.

Section 4: Terms of Office

- Officers shall serve a term of one academic school year. Elected officers will assume their position at the end of the academic school year.
- In the event that an officer resigns or is impeached in the middle of the academic year, an emergency election shall be held by the board.

Section 5: Election procedures

- Election period will be held during the 4th and 5th week of Spring quarter.
- The newly elected are required to "job shadow" until the end of spring quarter and will assume their position on the start of the academic school year.

Section 6: Impeachment of Officers

Officers are subject for impeachment if:

- They do not meet the criteria of a NSU board member.
- Violation of school policy.
- Any active-member has the right to request impeachment of an officer, which will later be determined by the Board.

In order for a Board member to be subject to impeachment, at least two Board members must support this action. Along with a written reason as to why a board member should be impeached must be submitted to the President.

- Once an officer is up for impeachment, the following will occur:
 - The accused is allowed an allotted time, determined by the President, where they will be observed by the President.

- If the accused does not improve within the time. A meeting between the Board and the accused will be called.
- The accuser(s) shall present their case.
- The accused will have a chance to speak on his or her defense.
- A vote between the remaining officers will be taken place.

Article VI: Elections

Section 1: Times and period when elections occur

Elections occur once a year during the 4th and 5th weeks of Spring Quarter. Special elections may occur upon emergency or special request by the Board.

Section 2: Nominations

Candidates who wish to be part of the next year's Board must receive at least two nominations from current Board members.

Section 3: Notification

Once a member has received two nominations, they will be notified by a Board member and can accept or decline the nomination.

Section 4: Voting

Only active members are allowed to cast a silent vote, one vote for each position. The votes will be tallied by the President and the Vice Presidents. The Individual with the popular vote will be elected.

If a candidate were to run unopposed a vote still needs to take place in order for the candidate to be elected. If an unopposed candidate loses the popular vote, the responsibilities of the position will be delegated amongst the incoming Board.

Section 5: Special Elections

In the case, that a board member resigns or is impeached Special elections may occur. Special elections will take place amongst the board. The Board can choose whether to elect an individual or delegate the position amongst the board.

If the Board chooses to elect a new individual:

- i. Board members are allowed to nominate an individual.
- ii. Each individual can either accept or decline the nomination.
- iii. If they accept the nomination each individual will come to a special board meeting, where he or she will give a speech.
- iv. The board will vote amongst themselves
- v. The individual with the popular vote will be elected.

Article VII: Committees

Section 1: Types of Meetings

- Culture Show meetings: head of the committee shall be determined by the President.
- Fundraising meetings: head of the committee is the Treasurer, unless delegated
- Intern Meetings: head of the committee shall be determined by the President

Section 2: Temporary and Special Committees

- Committees shall be formed to by a Board member.
- Committees are created to allow general members participate in club logistics.
- The duration of the committee is determined by the head of each committee.

Article VIII: Meetings

Section 1: Types of Meetings

- i. Board Meetings: will consist of all Board members.
- ii. General Meetings: will consist of Board members and active/non-active members.
- iii. Committee Meetings: will consist of Board members and active members.

Section 2: Time and Occurrence of Meetings

- i. General Meeting will be determined by the Board.
- ii. Board meeting will correspond to the general meetings. The President is in charge of determining the time, location, and agenda of each meeting.

Section 3: Special Meetings

Special meetings can be called upon by any NSU officer and must be approved by the President.

Section 4: Quorums

Quorum constitutes 2/3 attendance to Board Members

Section 5: Method of Conducting Meetings

President will post a schedule of what will happen during meetings. The schedule will be drawn up by Board members at each Board Meeting.

Section 6: Meeting minutes and records

It shall be the responsibility of the secretary to take meeting minutes and keep related records available to the board (including special and emergency meetings).

Article IX: Financial Records

“The University shall have the right to audit the financial records of this organization. If dues are collected, it should be stated; also the purpose for which the dues are levied.”

If the organization will receive funding from Associated Student at UCR (ASUCR) or the Graduate Student Association (GSA), the organization must comply with all funding policies and procedures issued by the funding authority.

Section 1: Dues and Membership Fees

Membership fees are subject to change each year depending on needed expenditures. Members should pay fees to the treasurer (Article IV Section 2). The treasurer will decide when the fees are due. Additional fees may occur throughout the academic year based on decisions of that year’s events.

Section 2: Budget Expenditures

Budget expenditures will be discussed at Board meetings. A section of the meeting will focus on the treasurer discussing the budget.

Article X: Amendments

Section 1: Proposing Amendments

Amendments to the constitution can be proposed by any member of the Board. A 2/3rd votes among all NSU officers will determine if the amendment will be passed.

Section 2: Provisions

Amendments to the constitution shall be approved by a 2/3 vote [actual percentage of membership is variable; i.e. 2/3 or ½ or ¾] of the total membership eligible to vote. A signed copy of the amendment(s) shall be filed at the Student Life office within one week after adoption. All amendments shall be in agreement with University regulations and policies and are not approved until reviewed by a Student Life official. The amendments shall be filed with the Student Life office through the SOLAR system within one week of adoption. Groups will notify their Organization Advisor in Student Life once the document has been uploaded in the system so that it might be reviewed.