# The Constitution of the Japanese Culture Club
Bakersfield College

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The Constitution of Japanese Culture Club
Bakersfield College

Article I. Preamble
We, the members of the Japanese Culture Club, do hereby establish this Constitution in order that our mission and purpose is realized to its fullest extent.

Article II. Name
Section 1. Name
The name of the organization will be the Japanese Culture Club, henceforth referred to as the Japanese Club.

Article III. Purpose
Section 1. Mission
The mission of the Japanese Culture Club is to provide a positive environment for learning and appreciating Japanese language and culture.

Section 2. Authority
1) The Japanese Culture Club will register with the Office of Student Life in accordance with policies and procedures set forth to be a registered student organization at Bakersfield College within the Bakersfield College’s Office of Student Life. The Japanese Club understands and is committed to fulfilling its responsibilities of abiding by Bakersfield College Student Government Association (BCSGA), the Office of Student Life, Bakersfield College, Kern Community College District’s policies, conditions, and procedures.

Article IV. Membership
Section 1. General Membership
1) The Japanese Club accepts all members of the Bakersfield College community.
2) Membership in the organization shall be open to all those regularly-enrolled at Bakersfield College students who are interested in membership. There shall be no other requirements for admission to general membership. Each general member has equal rights and privileges.
3) The general membership will be responsible and strongly encouraged to attend at least 50% of meetings and events.
4) There shall be no required dues for any the general membership of the Japanese Club as the revenues are provided through fundraising and donations.

Section 2. Active Members
1) Active Members shall be limited to students who are registered and enrolled at Bakersfield College.
2) Any BC student from the General Membership who pays the Japanese Club annual due or signs the membership agreement form will be considered an Active Member of the Japanese Club.
3) The membership agreement form option is only available to members who have contributed at least eight (8) hours to any Japanese Culture Club event or fundraiser.
4) Japanese Club leadership positions and voting privileges shall be restricted to only Active Members.

Section 3. Non-Discrimination Clause
The Japanese Club complies with all federal laws, executive orders and state regulations pertaining thereto and does not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.
Section 4. Anti-Bullying and Harassment Statement
The Japanese Club will not tolerate any form of bullying or hazing. Bullying and/or hazing encompasses any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent, or consent of participants. It can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to, or affiliation with, the Japanese Club. In keeping with the commitment to a positive academic environment, the BC community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among peers within the Japanese Club is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin.

Article V. Officers

Section 1. Executive Board
1) The Japanese Club Executive Board is comprised of:
   a) President
   b) Vice President
   c) Secretary
   d) Treasurer
   e) ICC Representative
   f) Social Media Manager
   g) Advisor
2) The Japanese Club Executive Board is responsible for providing all aspects of leadership for the Japanese Club and is responsible for their own actions as well as the actions of all Japanese Club members.
3) Be a BC Student and Active Member of the Japanese Club.
4) President, Treasurer, and ICC Rep are also required to be registered in at least 6 units of classes in compliance with Student Organization Registration requirements.
5) Must guide their successor in fulfilling their roles.
6) Maintains contact with Japanese Club Advisor and Office of Student Life.
7) Have access to all of Japanese Club’s social media and email account.
8) Must host or lead at least one (1) activity or presentation per semester.
9) Aware of all the rules and information stated in this Constitution.

Section 2. President
1) The President is the primary student contact for the Japanese Club and the “external spokesperson” of the group who regularly interacts with other student organizations and College officials. The President is the liaison between the student organization and the advisor and other University or community contacts.
2) The responsibilities of this position include but are not limited to:
   a) Providing guidance, direction, and support for the Japanese Club in pursuit of its goals and objectives
   b) Voting in cases where there is a tie
   c) Chairing all Japanese Club meetings
   d) Overseeing the process of student organization event planning
   e) Maintaining a current list of members of the Japanese Club officers, advisor and members
   f) Holding a minimum of two meetings for the general membership per semester
   g) Representing the Japanese Club at official functions
   h) Supervising other officer roles and be informed of their objectives

Section 3. Vice President
1) The Vice President should be the President’s “right hand person” and should maintain continuous contact with the President. The Vice President must be up-to-date on all student organization communication and events.
2) The responsibilities of the Vice President include but are not limited to:
   a) Chairing Japanese Club meetings in the absence of the President
   b) Assisting the President with the oversight of the Japanese Club including fundraising, event planning, etc.
   c) Scheduling locations for meetings and events
   d) Managing and organizing club email account
Section 4. Treasurer
1) The Treasurer (chief financial officer) manages the financial matters of the Japanese Club. The treasurer should keep the officers and members informed about the student organization’s financial activities.

2) The responsibilities of the Treasurer include but are not limited to:
   a) Preparing the annual Japanese Club budget
   b) Monitoring the Japanese Club’s budget
   c) Tending to the status of all purchase requests
   d) Collecting funds and depositing to the Japanese Club’s Club Account
   e) Paying bills in a timely manner
   f) Keeping a record of all transactions, i.e. deposits, checks and adjusting entries
   g) Preparing monthly financial reports and documents to keep the Japanese Club’s membership informed about the Japanese Club’s financial situation
   h) Collect and maintain accurate information regarding membership dues or agreements
   i) Should be familiar with the SOF Conditions and Procedures
   j) Oversees all Japanese Club fundraising activities

Section 5. Secretary
1) The Secretary keeps the Japanese Club running effectively. Record keeping and operational duties are vital. The Secretary works hand in hand with the other officers for the day-to-day needs of their Japanese Club.

2) The responsibilities of the Secretary include but are not limited to:
   a) Requesting items to be placed on the agenda, developing the agenda of the meeting, and posting the agenda at least one (1) instructional day before the meeting is held
   b) Keeping an accurate record of all proceedings of the Japanese Club Executive and General meetings
   c) Obtaining appropriate facilities for Japanese Club activities
   d) Maintaining the Japanese Club history for the academic year
   e) Assisting with Japanese Club projects where needed
   f) Submitting all required paperwork for Japanese Club renewal
   g) Maintain and update membership roster for the Japanese Club

Section 6. Inter-Club Council Representative
1) The Inter-Club Council Representative (ICC Rep) is the main point of contact for the Japanese Club and BCSGA by attending bi-monthly meetings.

2) The responsibilities of the ICC Rep include but are not limited to:
   a) Attend ICC meetings held by BCSGA
   b) Relay information from BCSGA back to the Japanese Club

Section 7. Social Media Manager
1) The Social Media Manager (Webmaster) is the main resource for all forms of social media for the Japanese Club, all of which must be approved by the Office of Student Life.

2) The responsibilities of the Webmaster include but are not limited to:
   a) Creating and managing all forms of social media and submitting them for approval to the Director of Student Life and Director of Marketing and Public Relations.
   b) Allowing the Japanese Club Advisor, Director of Student Life, and Director of Marketing and Public Relations access to all forms of social media created by the Japanese Club.
   c) Promoting the club via social media, and posting information related or concerning the club and its mission.

Section 8. Japanese Club Advisor
1) The Japanese Club Advisor is chosen and approved by the members of the Japanese Club and confirmed by the Office of Student Life at Bakersfield College.

2) Behind most successful student organizations is an effective advisor. The Japanese Club Advisor provides the
organization with continuity from year to year by sharing Japanese Club history and assisting new officers during the transition process. The Japanese Club Advisor selected should be an individual who has a high level interest in the activity of the Japanese Club and preferably some experience or expertise in the area or activity. The Japanese Club Advisor is a vital link between the Japanese Club and Bakersfield College, providing guidance and offering mature judgment and experience in program development.

3) The responsibilities of the Japanese Club Advisor include but are not limited to:
   a) Requiring access to all social media
   b) Recognize and support participation in the Japanese Club for its contribution to the educational and personal development of students within the higher education setting
   c) Provides continuity within the student organization and should be familiar with the Japanese Club’s history
   d) Be familiar with the Japanese Club’s constitution and bylaws and be prepared to assist the Japanese Club Advisor’s Executive Board and other members with interpretation when necessary
   e) Be available during the development and coordination of programs for the Japanese Club. The Japanese Club Advisor shall ensure the activities and undertakings of the Japanese Club are sound and reflect favorably on the College by offering suggestions or ideas for the group's discussion
   f) Be aware of the goals and direction of the Japanese Club by attending Japanese Club meetings and consulting with the Executive Board. Japanese Club Advisor should monitor the Japanese Club Advisor’s progress toward predetermined organizational goals and objectives
   g) Be aware of the general financial condition of the Japanese Club Advisor and encourage the keeping of good financial records
   h) Assist the Japanese Club in complying with College policies and procedures. The Japanese Club Advisor needs to be aware of the Japanese Club conditions and procedures, the Student Code of Conduct, and the BC/KCCD Policies and procedures
   i) Monitor group functions and encourage members to participate and maintain a balance between academic endeavors and co-curricular commitments
   j) Assist in orienting new officers and developing the leadership skills of all members
   k) Consult the Office of Student Life about organizational opportunities, plans or changes in Japanese Club status or a member’s status when appropriate
   l) Attend most, if not all, Japanese Club meetings and events. While Japanese Club Advisor is not required to attend all meetings, they should meet with the club at least once a month and the Executive Board bi-weekly. Notes from these meetings should be placed in the club’s records
   m) Continue the voluntary association of being the Japanese Club Advisor as long as both parties believe the relationship is productive and mutually satisfying
   n) Refrain from managing the Japanese Club or completing the tasks assigned to the Japanese Club. The management of the Japanese Club is each member’s responsibility
   o) Maintains contact with the Office of Student Life

**Article VI. Operations**

**Section 1. Japanese Club Meetings**

1) The Japanese Club shall meet at least twice a month, beginning within two weeks of the beginning of each semester and continuing throughout the year at the same regularity so long as this Japanese Club continues to remain registered with the Office of Student Life.

2) The Secretary, or designee, shall be responsible for requesting items to be placed on the agenda, developing the agenda of the meeting, and posting the agenda at least one (1) instructional day before the meeting is held.

3) The Secretary, or designee, shall be responsible for taking minutes and presenting them to the membership at the next scheduled meeting.

4) All meetings will occur at the time selected and will follow the procedure set forth below:
   a) Attendance
   b) Report by the President
   c) Any other business put forward by the members of the club
   d) Scheduled activity
   e) Dismissal by the President

**Section 2. Quorum**

1) The number of individuals required to hold a bona fide meeting shall be a majority of the General Members
(meaning one more than half of the registered membership).

Section 3. Parliamentary Procedures
1) The rules contained in the most recent version of *Robert’s Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Section 4. Executive Committee
1) The Executive Committee shall consist of the elected and appointed officers, with the Japanese Club Advisor.
2) The Japanese Club Advisor serves as non-voting member.
3) The Executive Committee shall meet at least once (1) a month in the academic year.
4) Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours’ notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.
5) When necessary, Executive Committee business can be conducted via email or via online meetings, but all decisions and actions must be reflected within the next scheduled Japanese Club meeting for verification.
6) The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
7) The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the General Members by a majority vote.

Section 5. Voting
1) All official Japanese Club decisions shall require a simple majority vote of the membership present at either a regular or called meeting provided a majority of the Active Members are present.
2) The exceptions of voting quorum are of impeachment votes which require a three-fourths vote plurality, and amendments which require two-thirds plurality.

Section 6. Election of Officers
1) All officers shall be elected by a majority vote of eligible Active Members of the Japanese Club.
2) All elections will be held on an annual basis during the month of April.
3) The Executive Committee will select nominees for the next Officer Election. The nomination process must be closed and the movement seconded.
4) The nominated parties will not be allowed to vote for the position they are running.
5) All voting shall be done by secret ballot to be collected and tabulated by the Japanese Club Advisor and one non-voting member appointed by an outgoing officer.
6) No officer may serve more than two consecutive years.

Section 7. Removal of Officers
1) Any officer in violation of the Japanese Club’s purpose or constitution may be removed from office by the following process:
   a) A written request by at least three active members of the organization
   b) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak
   c) Discussion by the membership in regular or called meeting where a majority of the active members are in attendance;
   d) Opportunity for the accused to testify and/or defend;
   e) Motion to impeach followed by a second; and
   f) Three-fourths voting plurality at said meeting in support of the impeachment.

Section 8. Filling Vacancies
1) In the case where an officer’s position becomes vacant, then replacement shall be according to the normal procedure:
   a) Vacancy placement on the next agenda
   b) Nomination from the Executive Committee and
   c) Confirmation of position by majority vote by Active Members
Article VII. Finances

Section 1. Membership Dues
1) Active Membership dues shall be $15 per academic year.
2) Dues shall be paid by the end of the second month of the academic year (subject to change with the availability of membership perks).
3) General Members who have not paid their dues by the deadline shall not be considered Active Members thus losing privileges, including leadership roles or voting.

Section 2. Finance Code
1) The Japanese Club will finance the activities it engages in by the following means:
   a) Active Membership dues of $15.
   b) The Japanese Club will contact the Office of Student Life before obligating funds (including initiating, purchasing or committing funds) and to adhere to the BC’s Procurement Process
   c) The Japanese Club may NOT have a bank account outside the College
   d) Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.
2) The President, Treasurer, and Japanese Club Advisor agree to attend financial meetings as needed.
3) Japanese Club agrees to maintain a detailed budget and understand that the members are liable for overdrafts. If there are insufficient funds to cover bills accrued on the organization’s behalf, the officers and Japanese Club Advisor responsible at the time of incurring these costs agree to pay such expenses.
4) The members of the Japanese Club agree to contact the Office of Student Life to develop fundraising strategies that comply with the College and Foundation conditions and procedures prior to soliciting or receiving.

Section 3. Annual Budget
1) The President, Japanese Club Advisor, and/or Executive Committee shall propose an annual budget to be voted upon no later than the first two weeks of the academic year.
2) Any unbudgeted expenditures shall be approved in advance by the Active Members.
3) When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding $150, but must be placed on the agenda for the next scheduled meeting for verification.

Article VIII. Amendments

Section 1. Amendments to the Constitution
1) This Japanese Club constitution is binding to all members of the Japanese Club. But the constitution is not binding unto itself.
2) Amendments to the constitution may be proposed in writing by any voting member at any meeting at which two-thirds (2/3) of the voting members is present.
3) These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
4) Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of Active Members.
5) Amendments shall come from the floor at any regular or called meeting, provided a majority of the membership is in attendance.
6) Amendments require:
   a) Motion
   b) Second
   c) Discussion
   d) Two-thirds voting plurality
Article IX. Registration Renewal

Section 1. Annual Registration Renewal

1) The Japanese Club will update with the Office of Student Life within one two (2) weeks after new officer are elected.

2) The Japanese Club’s active registered status commences when the Japanese Club has completed the requirements for registration with the Office of Student Life.

3) The Japanese Club’s registered status continues until Labor Day of each academic year where then the Japanese Club must resubmit a renewal form with the Office of Student Life.