

University of Southern California Nikkei Association

CONSTITUTION

[Updated 04.12.2011]

PREAMBLE

We, the members of the University of Southern California Nikkei Association, in order to provide for the promotion, maintenance, and regulation of such matters as are so delegated, do ordain and establish this constitution.

Article I. NAME

Section 1.01 The name of this organization shall be the University of Southern California Nikkei Association. For the purposes of this document the Organization shall be referred to as “USC Nikkei”.

Article II. PURPOSE

Section 1.01 The Purpose of USC Nikkei is to bring together a community of students enthusiastic about exploring the diverse and vibrant Japanese American community existing throughout the United States. Though USC Nikkei explores Japanese American culture, it is a multiethnic and non-discriminatory organization.

Section 1.02 USC Nikkei shall:

- (1) Promote cultural awareness and a sense of communal identity among its membership.
- (2) Participate in community service/events in the surrounding areas of the university while accomplishing the other purposes of the organization.
- (3) Promote cultural sharing and educate people not of Japanese American descent in the Japanese American culture
- (4) Promote social interaction internally amongst Nikkei members and within the great campus context (especially within other cultural and ethnic community-centered organization) and externally amongst other collegiate Nikkei organizations.

Article III. MEMBERS

Section 1.01 Membership is open to all USC students, graduates, staff and faculty as regulated by USC Student Affairs guidelines.

Section 1.02 All members are required to pay a membership fee for each year the amount of which will be decided upon by the current officers of the organization.

Section 1.03 There will be no discrimination to any of the afore-mentioned persons due to race, creed, religion, sex, age, ethnicity, disability, sexual orientation/identity, and national origin.

Section 1.04 Membership may be denied or revoked from anyone at anytime if the person in question is found (by members of the association through majority vote in which there is a quorum of at least two-thirds of the voting population of the association present) to practice behavior not according with the good intention of the association. Members to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

Article IV. VOTING PROCEDURES

Section 1.01 Constitutional amendments and the revocation or denial of membership to anyone must be decided upon by majority vote in which there is a quorum of at least two-thirds of the voting population of the association present.

Section 1.02 In the case of opposition to any activity of the association, all decisions regarding the activity in question must be decided upon by majority vote in which there is a quorum of 50% plus one member of the voting population of the association present.

Section 1.03 The voting population of the association consists of all members of the association as regulated by USC Student Affairs guidelines.

Section 1.04 Elections of new officers will be held during the last month of the school year or following the impeachment of an elected officer. See ARTICLE VIII for more details.

Section 1.05 Impeachment of an officer must be decided upon by a two-thirds majority vote in which there is a quorum of at least two-thirds of the voting population of the association are present.

Article V. THE CABINET

Section 1.01 The Cabinet shall consist of the President, Vice-President Internal, Vice-President External, Vice-President Financial, Secretary, Publicity Director, Culture Night Director, Day of Remembrance Director, and Historian/Webmaster.

Section 1.02 The Cabinet shall assume all executive functions of the association.

1. President
 - a. Has the power to rule over all transactions/negotiations of the association not being voted upon.
 - b. Chairs all meetings and activities of the association and meetings of the current officers of the association.
 - c. Oversees and facilitates the communication and coordination of Cabinet members
 - d. Represents USC Nikkei at external functions both on and off campus.
2. Vice-President Internal
 - a. Assumes the duties of the President in the event that the President is absent.
 - b. Facilitates all logistical communication with other USC organizations or departments.
 - c. Maintains record of all internal committees. Approves proposed work plans for committees.
 - d. Represents USC Nikkei at external functions on campus.
 - e. Attends and records all Asian Pacific Student Assembly (APASA) meetings.
3. Vice-President External
 - a. Serves as external representative to all off-campus organizations.
 - b. Maintains contact with all off-campus entities.
 - c. Represents USC Nikkei at external functions off campus.
 - d. Attends and records all Intercollegiate Nikkei Council meetings.
 - e. Attends and records all Little Tokyo Community Council meetings as able.
4. Vice-President Financial
 - a. Possesses access to organizational bank account.
 - b. Authors a projected budget for the organization/oversees adherence to the budget.
 - c. Provides a weekly update of the organization's monetary standing.
 - d. Approves and maintains a record of all financial transactions made by the organization.
 - e. Develops capital campaigns for the organization.

5. Secretary
 - a. Takes, records, and files minutes of the association, meetings of the current officers of the association, and meetings of all committees.
 - b. Produces all official correspondence for the association to members.
 - c. Updates relevant board members on arrival of e-mails that are sent to the organization's account.

6. Publicity Director
 - a. Coordinates all promotional materials related to the organization, both digital and physical.
 - b. Provides publicity timelines for specific events including general meetings and special gatherings.
 - c. Responsible for executing the distribution of all advertisements and publications, including flyers, postcards, advertisements, and pamphlets.

7. Culture Night Director
 - a. Presents a concept for the annual Culture Night to the board for approval.
 - b. Manages all Culture Night coordinators, committees, and organizes general logistics for the event.
 - c. Provides a budget for the event and is involved in the capital and publicity campaigns for the event.
 - d. Is informed of external Culture Nights both on and off campus and attends as able.

8. Day of Remembrance Director
 - a. Presents a concept for the annual Day of Remembrance to the board for approval.
 - b. Manages all Day of Remembrance coordinators, committees, and organizes general logistics for the event.
 - c. Provides a budget for the events and is involved in the capital and publicity campaigns for the events.
 - d. Is informed of external Day of Remembrances and attends as able.

9. Historian/Webmaster
 - a. Responsible for coordinating the documentation of organization events through video, still image, audio, etc.
 - b. Updates organization web site on a weekly basis.
 - c. Adds to online organization records and history.

10. Social Events Director
 - a. Plans and promotes social, recreational, and service activities/events
 - b. Is responsible for coordinating general logistics for any and all Social Events
 - c. Provides a budget for any and all Social Events and is responsible for collecting fees associated with the events
 - d. Assists other members of the Cabinet in the coordination of off-campus events as needed.

Article VI. COMMITTEES, REPRESENTATIVES, AND GENERAL STAFF

Section 1.01 Each Cabinet member is entitled to a Committee at the discretion of the President and Vice President Internal. Committee members do not attend Cabinet meetings unless an arrangement is made prior. They are expected to uphold officer conduct as outlined by the Cabinet and provide support as General Staff.

Section 1.02 Cabinet members must submit a proposed Committee work plan to the President by a date agreed upon by the Cabinet.

Section 1.03 Committees must be assigned and determined before the second-to-last general meeting of the Fall semester.

Section 1.04 At the beginning of the Fall semester, the Cabinet may choose to appoint a Sports Coordinator. Their duties are as follows:

- 1) Manages interest sheets, list of players, and reminders for each intramural game.
- 2) Responsible for registering intramural teams with USC Recreational Sports.
- 3) Attends each scheduled game or appoints a representative in the event they are unable to attend.

Section 1.05 At the beginning of the Fall semester, the Cabinet may choose to appoint one (1) representative from Kazan Taiko and one (1) representative from KBD to advise the Cabinet on their activities.

Section 1.06 Representatives must maintain the same level of conduct as Cabinet and are expected to provide support as General Staff.

Section 1.07 General staff are officially recognized entities knowledgeable of USC Nikkei's calendar and follow a code of conduct as determined by the President. They are expected to provide support to the Cabinet at official USC Nikkei events and attend Board Meetings as needed.

Article VII. ARTICLE VI: REQUIREMENTS FOR LEADERSHIP

Section 1.01 All Officers, Committee Members, Representatives, and Candidates for all leadership positions must be current members of the association.

Section 1.02 Candidates for President must have had experience as a Cabinet Member or a Committee Member in the USC Nikkei Association. Representatives are not eligible for Presidency. See ARTICLE VIII for more details.

Article VIII. NOMINATIONS AND ELECTIONS

Section 1.01 Elections of new officers will be held during the last month of the school year or following the impeachment of an elected officer.

Section 1.02 Presidential elections are held at least two (2) weeks prior to general board elections.

Section 1.03 Any member may nominate any other member, including himself/herself.

Section 1.04 Nominations shall open to membership two (2) weeks prior to board elections. Over the course of this period members may nominate candidates in person or through e-mail to the organization's e-mail account. All nominations must be seconded by a third party and accepted by the candidate.

Section 1.05 Nominations are accepted until general voting begins. Nominations may also be made during the election meeting itself, prior to closing of nominations and taking the vote.

Section 1.06 Candidates may decline a nomination at any time until voting has completed.

Section 1.07 Candidates must present their qualifications to the voting members in a format as dictated by the board.

Section 1.08 A member may run for any number of offices, but if he/she cannot be elected to more than one office.

Section 1.09 An election chair will be appointed for every election prior to nominations. The election chair will run the election meeting.

Section 1.10 A majority vote of the quorum present at the election meeting will be sufficient to elect an officer. If there are more than two candidates for any one officer and two or more candidates share the majority vote in a tie, then there will be a run-off between the top vote recipients in the general voting.

Section 1.11 If all candidates for an office share the majority vote in a tie, the current election chair will be the tiebreaker.

Article IX. AFFILIATIONS

Section 1.01 This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval and consent of the Offices of Student Activities, Risk Management and/or General Counsel.

Section 1.02 This organization is a recognized student organization at the University of Southern California, but is not part of the University itself.

Section 1.03 In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of USC itself.

Section 1.04 This organization accepts full financial and production responsibility for all activities it sponsors.

Section 1.05 This organization agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of USC Nikkei differ, the policies and regulations of USC will take precedence.

Article X. AMENDMENTS

Section 1.01 Constitutional amendments must be decided by a unanimous vote of the Cabinet or by majority vote in which there is a quorum of at least two-thirds of the voting population of the association are present.

Section 1.02 Notification of such a motion must be made to members at least one meeting in advance of the one in which the actual vote is taken.