Japanese and American Association Constitution

ARTICLE I NAME

The name of this club shall be Japanese and American Association, and the acronym being the following: JAA

ARTICLE II PURPOSE OF CLUB

The purpose of the club is to promote, facilitate, and improve cultural awareness of Japan and its culture at De Anza Community College and surrounding communities. Along with spreading the awareness of Japanese culture, we would like to incorporate bits and parts of American culture which we feel appropriate in order to show the stark contrast and similarities with Japanese culture.

ARTICLE III MEMBERSHIP

Any DASB cardholder who carries minimum of 1/2units is eligible to join the club. The amount of the membership dues shall be voted by the club officers. A waiver for membership dues will be available to students who request it. Members cannot be on academic or social probation.

ARTICLE IV QUALIFICATION AND ELECTION OF OFFICERS

Section 1. Club officers must be currently enrolled, have a minimum of 2.0 cumulative Grade Point Average (GPA), must maintain 8 units, have a current DASB card, and must not be on academic or social probation.

Section 2. Officers will be two Co­Presidents, a Secretary, Treasurer, and ICC Representative. Club elections will be held no later than the 6th week of Spring Quarter.

Club Officers shall be elected by a simple majority vote of active Club Members present at that Club Meeting. In the event that there are three (3) or more candidates and no one person receives a simple majority of votes then the top two (2) candidates will participate in a run­off election. New officers will be sworn in upon completion of the first week of the Fall Quarter.

Section 3. The election will be done by secret ballot by club members who have attended at least two meetings.

ARTICLE V DUTIES OF THE OFFICERS

Section 1. Co­Presidents A. Preside over all meetings.

1. Call special meetings.
2. Carry out the provisions of the constitution.
3. Appoint committees and chairpersons.
4. Oversee all committee activities.

Section 2. Secretary A. Record and keep accurate minutes of all meetings.

1. Act as correspondence clerk.
2. Maintain a club e­mail account and mailing list.
3. Keep accurate attendance log for all club meetings.
4. Maintain and update a club website on a regular basis.

Section 3. Treasurer A. Handle funds and finances for club.

1. Keep financial records and collect dues.
2. Pay bills and release funds as voted by the general membership.
3. Make financial reports at the meeting.

Section 4. ICC Representative A. Attend all Inter Club Council meetings.

* 1. Repot the results of ICC meetings at club meetings.
  2. Represent the interest of all club members, both individually and as a whole.

ARTICLE VI EXECUTIVE COUNCIL

Section 1. The Executive Council will consist of the Co­Presidents, Secretary, Treasurer and ICC Representative who shall meet as often as necessary.

Section 2. Duties of the Executive Council

1. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.
2. To execute policies determined by the general membership.
3. To govern activities of the club.
4. To compile agenda for general meetings.

ARTICLE VII IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS

Section 1. All elected officers and club members may be subjected to impeachment

and removal by a two­thirds majority vote of the attending members of the club meeting in which the impeachment and removal is to take place.

Section 2. Grounds for impeachment are negligence and any form of misconduct

which is damaging to the club. An officer/members may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two­thirds of the membership must vote; prior to impeachment/removal there must be one week’s notice of intent given to all current, active members.

Section 3. Any officer vacancies shall be filled by an election held within two weeks.

ARTICLE VIII MEETING

Section 1. There must be public notice of club meetings on the club board at least five (5) school days in advance.

Section 2. There must be a meeting at least once a month held at De Anza College.

Section 3. There must be a quorum (a quorum is 50 percent plus 1 of the active or dues Paying membership) present in order to take care of financial action.

Section 4. Minutes must be kept of all financial action with the club secretary. Section 5.The treasurer will need to make a written and oral report at least once a

Month at the meeting.

ARTICLE IX COMMITTEES

Section 1. The standing committees of this club shall be appointed as necessary.

ARTICLE X ADVISER

The role of the adviser is to:

Section 1. A. Serve as the official staff representative of the college.

1. Work closely with the club to ensure a cooperative relationship between the advisor and the club membership.
2. Assist each officer of the club in understanding their duties.
3. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
4. Assist students to understand and apply democratic principals within their own organizations, and in working with others.
5. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.
6. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club meetings.
7. Ensure that appropriate college policies are upheld.
8. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasure or president or (Co) President signs it and 2) that the expenditure is correct within all existing policies.

ARTICLE XI RESPONSIBILITIES

Section 1. This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE XII RIGHT TO ACT

Section 1. Any club officer and club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

ARTICLE XIII AMENDMENTS TO CONSITUTION

Section 1. Any amendment change requires a two­thirds vote at a general club meeting and must then be approved at the ICC Officers’ Agenda Meeting.