

JAPANESE SOCIETY CONSTITUTION

National University of Ireland, Maynooth Japanese Society Constitution

1. Name of Society:

1. The name of the club society shall be the Japanese Culture Society.

2. Aims and Objectives:

The aims and objectives of the club / society shall be as follows:

- 2.1 **The expression of interest in all or any aspects of Japanese culture.**
- 2.2 **The provision of a forum in which to intellectually analyse Japanese culture.**
- 2.3 **The organisation and participation in distinctly Japanese activities.**
- 2.4 **The encouragement in the use of Japanese where possible.**
- 2.5 **The assistance, as best we may, in the learning of Japanese and establishment of Japanese language classes on campus.**

3. **Members:**

- 3.1 Membership of the club / society shall be open to all students, staff and graduates of the college.
- 3.2 Membership shall be obtained by paying the appropriate fee and signing the Roll of Members for the current academic year.
- 3.3 The Club / Society recognises the importance that graduates and former students of NUIM can play in the development of a club / society. It shall therefore endeavour to maintain contact with such former members as wish to retain their connection with the club / society
- 3.4 To this end the Governing Executive Committee of the Club / Society shall be empowered to create a class of “Associate Member” of the Club / Society.
 - i) Graduate Membership shall be open to former presidents of the club / society who are no longer students of NUI Maynooth. It shall not be a requirement of associate membership that such members should hold a degree or any other academic award given by NUI Maynooth.
 - ii) Associate Members shall pay an annual membership fee to the club / society. The amount of this fee shall be determined by the Governing Executive Committee, but may be altered by a majority vote at a general meeting of the club / society. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.
 - iii) Associate Members shall be ineligible for election to the club / society’s governing committee
 - iv) Associate Members shall be entitled to attend all general meetings of the club / society. Voting rights of associate members at general meetings shall be determined by the Governing Executive Committee and may be altered by a majority vote at a general meeting of the club / society.
 - v) Other rights of Associate Members shall be determined by the Governing Executive Committee but may also be granted or revoked by a majority vote at a general meeting of the club / society.

- vi) The rights of an Associate Member shall not exceed those of an ordinary member of the club / society.

3.5 All members shall be bound by this constitution.

4. Governing Executive Committee

1. The Club / Society shall have a Governing Executive Committee (The Committee).
2. The Committee shall run the club / society on behalf of its members and in accordance with the aims and objectives.
3. Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting. A quorum shall be 2/3s of committee members.
4. The Committee shall consist of:
 1. The President (Prime Minister)
 2. The Co-President (Deputy Prime Minister)
 3. The Secretary (Minister for Internal Affairs)
 4. The Co-Secretary (Minister for External Affairs)
 5. The Events Officer (Minister for Planning and Development)
 6. The Public Relations Officer for Media (Minister for Communications)
 7. The Public Relations Officer for Posters (Minister for Propaganda)
 8. The Treasurer (Minister for Finance)
 9. The Equipment Officer (Minister for War)
 10. The First Year Representative (Minister for Youth Engagement)
 11. The International Representative (Foreign Emissary)
 12. The Welfare and Equality Officer (Minister for Justice and Equality)
5. The Term of Office of these elected officers shall be one academic year.
6. A person shall not hold the same office for more than 2 successive years.
7. Allowance is made to refer to members of the committee by either official MSU titles, or those titles conferred upon them by the society.
8. On all official documents, committee members are to be referred to in their official titles.

5. Election of the Governing Executive Committee

1. The committee members shall be democratically elected at the Annual General Meeting (AGM) or at an Extra-Ordinary General Meeting (EGM).
2. To seek election to the committee, each candidate must have 2 nominations by current members of the club / society.
3. The position of International Representative is to be decided, at the earliest possible convenience, at an EGM following the arrival and integration of international students.

6. Duties of Governing Executive Committee

▪ The President;

- The President shall be the chief officer of the club / society whose functions include chairing all meetings of the committee and officiating at meetings of the club / society.
- The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the club / society. In the event of a tied vote on any matter she / he shall have the casting vote.

▪ The Co-President;

- The Co-President shall assist the President in all their duties.
- The Co-President shall assume the duties of the President (unless otherwise directed by a general meeting of the club / society) if the President is absent or is unable to perform their duties.

▪ The Secretary

- The Secretary's function shall be to deal with all correspondence and records of the club / society.
- The Secretary shall keep minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relation to the business of the club / society when requested by the committee.
- The Secretary may keep a record of authorisation of expenditure.
- The Secretary shall give notice to all members of the club / society's meetings, events and functions.
- The Secretary shall assist the Public Relations Officer to organise fund raising events and sponsorship where necessary.

▪ **The Co-Secretary**

- The Co-Secretary shall assume the duties of the Secretary (unless otherwise directed by a general meeting of the club / society) if the Secretary is absent or is unable to perform their duties.
- The Co-Secretary shall assist the Secretary in all their duties.

▪ **The Treasurer;**

- The Treasurer's function shall be to administer the funds of the club / society and to maintain accounts and budgets.
- The Treasurer shall be responsible for the maintenance of accounts subject to the decisions of the committee in compliance with the regulations set down by the Capitation Committee.
- The Treasurer shall keep full records of income and expenditure of the club / society. The Treasurer shall also keep a record of who authorised various expenditures and shall issue receipts.
- The Treasurer shall sign all cheques and withdrawals forms from the Club / Society's bank account.
- Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the club / society on consultation with the Capitation Committee.

▪ **The Equipment Officer;**

- The Equipment Officer shall be responsible for the fixed and current assets of the club / society in compliance with the regulations set down by the Capitation Committee.
- The Equipment Officer shall maintain a record of all fixed and current assets belonging to the club / society and will report an inventory list to the committee at the start and end of the academic year.

▪ **The Events Officer**

- The Events Officer shall be responsible for setting up and running events for the society.
- They shall be responsible for ensure that events that are set up go according to plan, and make sure that committee members are available to come to each event.
- They shall listen to any ideas the members of the society have for events.

▪ **The Public Relations Officer of Media;**

- The Public Relations Officer of Media (along with the Secretary) shall be responsible for the advertising of all functions of the club / society through the social medias presented.
- The Public Relations Officer (along with the Secretary) shall deal with external correspondence and maintain records of the contribution outside bodies have had for the club / society and to give notice to all members of these contributions.

▪ **The Public Relations Officer of Posters**

- The Public Relations Officer of Posters (along with Co-Secretary) shall be responsible for the advertising of all function of the club / society through posters on behalf of the club / society.
- The Public Relations officer of Posters shall help the Public Relations Officer of Media when necessary and requested by either Secretarial Position (Secretary, Co-Secretary).

▪ **The Welfare & Equality Officer;**

- The Welfare & Equality Officer shall be in charge of looking after the welfare of society members.
- They shall be in charge of ensuring that no racism, sexism or classism takes place during society events. In the event that an issue arises, the officer shall deal with the issue swiftly and quietly.

▪ **The International Representative**

- The International Representative shall be in charge of representing the foreign students.
- They shall be in charge of getting them involved with society's activities and helping them settle into the university.

▪ **The First-Year Representative**

- The First-Year Representative shall represent the interests of first year students in the society, and will make themselves available to any first year students if they have any inquiries
- They shall mainly aid the Equipment Officer and Events Manager with their societal duties.

7. Dismissal and Resignation of Committee Members

7.1 No member of the committee shall be dismissed from office unless:

- i) Written notice of a resolution to seek such a dismissal, signed by 10% of the members of the club / society is received 4 working days prior to a general meeting at which such a resolution shall be debated.
- ii) 2/3s of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.

7.2 A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.

- 7.3** A committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Secretary, who will immediately inform the committee as a whole. The responsibilities of that person shall be delegated to other committee members(s) until a by-election can be held to re-elect a new person to the position.

8. Meetings

- 8.1** There shall be an Annual General Meeting (AGM) held each year.
- 8.2** The AGM shall be held no later than in the final month of the Academic year where the main committee members will be elected (where possible).
- 8.3** Elections for the offices of the Governing Executive Committee shall take place at this meeting.
- 8.4** A quorum of the meeting shall be 3 Governing Executive Committee members and 10% of the ordinary membership
- 8.5** The business of the AGM shall include elections of relevant Executive Governing Committee as well as annual reports from the outgoing Governing Executive Committee (which should include a Treasurer's report on the finances of the club / society).
- 8.6** An Extra-Ordinary General Meeting (EGM) shall be convened if:
- i) 10% of the ordinary membership of the club / society request such a meeting in writing.
 - ii) A quorum of the Governing Executive Committee requests such a meeting in writing.
 - iii) A vacancy on the current committee occurs and there is a need to elect a replacement.
- 8.7** Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).
- 8.8** Notice of all meetings shall be given to the membership at least 5 working days prior to the date of the meeting.
- 8.9** At a meeting, a member may propose a resolution relating to the business of the club / society. The resolution shall be voted on by a show of hands and a declaration of the President that the resolution is carried (unless a secret ballot is demanded by any 5 members) shall be conclusive evidence that the resolution has passed or failed.
- 8.10** If the President's resolution (8.9) is challenged, a recount of the votes will be administered in which a number of appropriate people will be appointed by the committee as "tellers" to count the votes. The result will be announced by the President or the Vice-President (where requested by the general meeting).

- 8.11** No resolution may contravene NUI Maynooth policy or Capitation Committee policy.

9. General

- 9.1** The membership fee for the club / society shall comply with the conditions set down by the Capitation Committee
- 9.2** Each member of the club / society shall be entitled to receive a copy of this Constitution, on demand, free of charge.
- 9.3** This constitution is subject to the rules and regulations of the Capitation Committee, and in the event of a clash the Capitation Committee rules and regulations shall take precedence above this constitution.
- 9.4** In joining the club / society, members agree to be bound by the rules and regulations of the society as laid down in this constitution and by the Governing Executive Committee. Members violating these rules and regulations shall be answerable to the committee and may have their membership revoked and no monies refunded, for persistent breaches or extremely serious breaches, as deemed by a majority of the committee. If the committee cannot resolve a dispute with a member(s), the Capitation Committee shall rule on the matter and its decision shall be final.

10. Amendments to this Constitution

- 10.1** Notice of a proposal to seek an amendment to this Constitution shall be given to the members at least 4 working days prior to the meeting at which such a proposal shall be considered
- 10.2** A proposal to amend this Constitution must receive the approval of 2/3s of the members present and entitled to vote at the relevant meeting.