

UNIVERSITY OF MANITOBA JAPANESE ASSOCIATION (UMJA) CONSTITUTION

(Last updated March 31st, 2017)

Article 1: Name

1. The name of the student group shall be the University of Manitoba Japanese Association, also known as UMJA.

Article 2: Purpose of Group

1. The purpose of UMJA is to:
 - a. Encourage cross-cultural communication and foster friendships;
 - b. Promote Japanese culture and tradition;
 - c. Offer a space for learning & practicing the Japanese language;
 - d. Support Japanese students as they pursue their studies in Winnipeg;

UMJA exists to bring together students who are interested in Japan and its language & culture. We strive to organize events that promote the friendship between Canada and Japan.

Article 3: Membership

1. Membership is open to any undergraduate or graduate student of the University of Manitoba.
2. No less than two thirds of members may be undergraduate students.
3. Non-members may not hold positions as Executive Officers pursuant to Article 3.1.
4. Membership for the group lasts for a full academic year (September to August).
5. The Executive, with approval of the President, has the right to remove membership from an individual and/or restrict an individual's participation in UMJA events, if they demonstrate unwillingness to follow the guiding principles pursuant to Article 2.1.

Article 4: Compliance with UMSU/SGPAC Policies and Procedures

1. UMJA will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC).

Article 5: Executive Officers and Duties

1. The following are the Executive Officers of UMJA, along with their duties:

- a. President
 - i. Attend all meetings of UMJA
 - ii. Act as primary signing authority for UMJA
 - iii. Be the primary contact for UMSU and SGPAC
 - iv. Act as Chair of Executive Officer meetings if no other Chair is appointed
 - v. Appoint the new President and Vice President of UMJA before departure from office

- b. Vice President (VP)
 - i. Attend all meetings of UMJA
 - ii. Act as secondary signing authority for UMJA
 - iii. Appoint the new President and Vice President of UMJA before departure from office

- c. Vice President of Finance (VP Finance)
 - i. Attend all meetings of UMJA
 - ii. Maintain adequate financial records of UMJA
 - iii. Approve event budgets
 - iv. Present total group budget to the Executive Officers of UMJA

- d. Vice President of Events (VP Events)
 - i. Attend all meetings of UMJA
 - ii. Work to plan new events
 - iii. Organize volunteers for events
 - iv. Present summary of events to Executive Officers

- e. Vice President of Logistics (VP Logistics)
 - i. Attend all meetings of UMJA
 - ii. Organize and book necessary materials for events
 - iii. Facilitate efficient operation of UMJA activities

- f. Vice President of Communications (VP Communications)
 - i. Attend all meetings of UMJA
 - ii. Keep a record of all UMJA meetings
 - iii. Respond to inquiries and facilitate public relations
 - iv. Assist in the advertisement of events

Article 6: Executive Elections and Terms of Office

1. All UMJA elections for the upcoming academic year will occur no later than August 31st.
2. Current Executives will nominate members for new Executive positions at a meeting prior to the election.
3. The Current President and Vice President will appoint new Executive Officers.

4. Nominees for Vice President must have taken an introductory course in Japanese, or demonstrate an equivalent fluency in Japanese.
5. Nominees for President must have taken an intermediate course in Japanese, or demonstrate an equivalent fluency in Japanese.

Article 7: Transition of the Executive

1. During the period from the end of the second week of August until September 1st, when the new Executive will assume office, the departing Executive must orient the newly elected Executive Officers to their jobs. This includes:
 - a. Teaching the incoming Executive about student group and Students' Union policies and procedures
 - b. Transitioning custodianship of club records and materials (possibly including but not limited to office and mailbox keys, locker combinations, and the ownership of all student group online accounts)
 - c. Preparing the new Executive to be effective in their roles for the next year's work
2. The departing President must ensure all student requirements to the Students' Union have been fulfilled before the incoming Executive assumes office (including submission of a complete annual report and the removal of all student group materials from any club office and locker in use).
3. It is the responsibility of the departing President and VP Finance to:
 - a. Bring all financial accounts up to date to the end of the fiscal year
 - b. Prepare any required financial statements of the club
 - c. Arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming President's and VP Finance's names

These tasks are to be completed and their outputs delivered to the new Executive no later than August 31st.

4. It is the responsibility of the incoming Executive to:
 - a. Assume custody of all student group records and materials
 - b. Assume accountability for all financial activities of the student group
 - c. Fulfill all requirements of the Students' Union relevant to UMJA commencing on September 1st
5. If an Executive Officer wishes to resign, that Officer must notify the Executive one month in advance of resignation (exceptions permitted for unforeseen circumstances).
6. If the President resigns, the Vice President will assume the office of President, with subsequent changes to the Executive pursuant to Article 6.

Article 8: Meetings

1. The President may call an Executive meeting at any time, but must give the other Executive Officers at least 48 hours notice.
2. There shall be at least one Executive meeting every two months during the academic year (September to April).
3. The Executive will schedule at least two meetings a year for the entire UMJA membership (attendance of non-Executive members is optional).

Article 9: Dissolution of UMJA

1. In the event of dissolution:
 - a. All money raised on behalf of UMJA shall be donated to an organization that embodies the purpose and values of UMJA, pursuant to Article 2.
 - b. The chosen beneficiary must be registered by the Canada Revenue Agency, or the equivalent in case of a foreign country.
 - c. If a beneficiary is not chosen by the end of term prior to dissolution, the beneficiary shall be the Japanese Cultural Association of Manitoba.

Article 10: Amendments to the Constitution

1. Any changes (amendments) to this constitution must be approved unanimously by the Executive.
2. A copy of the amended constitution must be submitted to UMSU within two weeks of the Executive meeting (pursuant to Article 10.1).