



CONSTITUTION OF THE JAPANESE ENTHUSIASTS LANGUAGE LEARNING ORGANIZATION

Preamble

Whereas under the graces of the Student Federation of the University of Ottawa, the Japanese Enthusiasts Language Learning Organization seeks to promote and develop Japanese language learning within the University of Ottawa and spread cultural understanding to the best of its abilities.

Article 1 – Name

The club's official name in English will be the Japanese Enthusiasts Language Learning Organization to be abbreviated as JELLO. No other English name will be used in the advertisement or representation of the club.

Article 2 – Club Mandate

The purpose of the Japanese Enthusiasts Language Learning Organization is to provide an environment where Japanese language learners and Japanese native speakers can meet and practice Japanese through cultural and educational activities.

Article 3 – Membership

Club membership will be open to everyone. However, all executive members must be registered students of the University of Ottawa. (October 2015 - Amendment) Members need to register their name and contact information for each school year to renew their official AELJ-JELLO membership status, and to receive a membership card (if applicable) and official JELLO/AELJ emails. However, the executive team reserves the right to refuse or revoke any memberships of people who do not follow the rules as

established by the Student Federation of the University of Ottawa and the University of Ottawa.

Article 4 – Executive

The executive committee shall consist of the following:

- a. President
- b. Vice-President
- c. Treasurer
- d. Executive Secretariat
- e. Communications Coordinator
- f. International Director

The above positions can be expanded and/or consolidated on the express consent of the Clubs Coordinator and the Vice-President Student Affairs of the Student Federation of the University of Ottawa.

Article 5 – Responsibilities of the Executive

(1) The President will:

- a. Oversee the other members of the executive in fulfilling their responsibilities
- b. Chair all meetings
- c. Have signing authority for the club
- d. Acts as the official representative of the club
- e. Assume responsibilities of any executive unable to perform and/or fulfill his or her functions
- f. Be responsible for liaising with bodies within or outside of the University of Ottawa

(2) The Vice-President will:

- a. Assist the President in their duties
- b. Assume all powers of the President in their absence
- c. Assume all other responsibilities not expressly set forth in this constitution
- d. Have signing authority for the club

(3) The Treasurer will:

- a. Be responsible for overseeing all financial dealings of the club
- b. Keep complete records of all financial dealings of the club
- c. Be in charge of raising funds, when necessary
- d. Complete a financial statement at the end of their present mandate

(4) Executive Secretariat will:

- a. Be responsible for recording minutes of all meetings
- b. Be responsible for keeping an updated agenda of club meetings and events
- c. Be responsible for the filing and archiving of official documents
- e. Be responsible for booking study rooms for executive meetings

(5) Communications Coordinator will:

- a. Be responsible for the publishing of publicity material
- b. Be responsible of the upkeep of the club's presence on social media
- c. Assist the President with communicating with members through emails, Facebook posts, messages, etc.
- d. Be responsible for publications on the club's website
- e. Be responsible for supporting the president in communicating with Japanese-related organizations to facilitate cooperation and collaboration on activities or events

(6) International Director will:

- a. Be responsible for facilitating exchanges between Japanese members and non-Japanese members
- b. Be responsible for setting up or keeping up with pen pal programs (if applicable)
- c. Assist the Communications Coordinator with providing learning material related to the Japanese language or Japanese culture, to be shared with members on social media or on the website

Article 6 – Meetings

(1) A General Assembly will be organized at least once a school year. The executive will decide on the starting motions to be put forth during the General Meeting.

(2) Members will be informed of the General Assembly at least seven (7) days in advance (3) A meeting of the executive shall be held at least twice a month. A quorum of half (3/6) is required for the meeting to occur. (4) General club meetings should be organized every week, with the exception of October and February reading weeks as well as other official vacations, unless the executive is able to organize a meeting. Meetings can be either held in assigned classrooms or outside of campus for special activities.

Article 7 – Decision-Making

(1) Decisions made during general assembly require a majority of members present to be approved. In the event of a tie, the President will have the deciding vote.

(2) Decisions made during executive meetings require a majority of members present to be approved. In the event of a tie, the President will have the deciding vote.

(3) Decisions made by the executive council can be vetoed at the joint discretion of the President and Vice-President. However, this should happen in extreme situations, when decisions made by the majority of the executive council would not be beneficial for the club and its members.

Article 8 – Elections

- (1) Elections for the executive will take place in March of each year
- (2) The length of the mandate of executive members is from May 1st to April 30th of the following year
- (3) The executive positions will be open to members of the club who are students at the University of Ottawa and who have been an active member of the club for at least a semester. (3a) An active member of the club would be a student who has attended a majority of the weekly meetings.
- (4) Elections will take place during a meeting on a date determined by the executives. This date must be set and conveyed to club members no less than two (2) weeks in advance along with a call for members to submit their candidacy for the available executive positions
- (5) Candidates for the executive positions must convey their interest in a particular position to the current executive no less than one week before the voting date. Candidates also have the opportunity to submit a platform for the position, which will be circulated to club members prior to the vote. In the event that there is nobody contesting any one of the executive positions in advance of the vote, interested persons may indicate their interest in the position at the elections meeting.
- (6) During the election, each club member, including incumbent executive members and candidates, will have one (1) vote for each executive position. This vote will be secret.
- (7) The winner for each position will be the candidate with the greatest number of votes. In the case of a tie, the rest of the newly executive council will nominate one of the tied candidates, after a secret debate.
- (8) By-elections - In the event that by-elections have to be held, for example after the departure of an executive member, the same regulations should be applied.
- (9) In the event that there is only one (1) candidate running for a position, a “yes- no” vote will be held.
- (10) In the case that no candidate is running for a position, two more weeks will be allowed for applications. If no applications are submitted, newly elected team members will nominate a candidate for the position, and if they accept they will join the executive.

Article 9 – Amendments

- (1) Amendments to the constitution can only be passed at a General Assembly
- (2) Amendments to the constitution must win a two-thirds majority vote of the present members
- (3) An amendment to the constitution should be approved by the Student Federation of the University of Ottawa Clubs Committee, which must be presented with a typed copy of the proposed amendment as well as typed minutes from the meeting when the amendment was passed in order to prove that the amendment was passed.

Article 10 – Impeachment

- (1) Any member of the executive who commits an act negatively affecting the interests of the club and its members may be given notice of impeachment
- (2) The impeached individual shall have the right to defend their actions
- (3) A decision to impeach an individual shall be made by the executive council
- (4) A member of the executive will not have a vote if deemed to be in conflict of interest by the executive council
- (5) If the impeachment of a member of the executive is to be decided during an executive meeting, the individual should be notified at least 48 hours prior to the meeting.
- (6) In the case of an impeachment, the members of the club will be notified as soon as possible after an agreement has been reached. The reason of the impeachment will be disclosed at the discretion of the members and the executive members of the club.

Article 11 – Finances

- (1) The executive reserves the right to propose an annual membership fee at the General Assembly. (1a) In the case of the existence of a mandatory membership fee, it shall not be raised more than once during the mandate of the executive council. (1b) If requested for a proof of payment, the member will be given a receipt that is signed by the President and Treasurer. (2) The executive reserves the right to charge a nominal fee for participation in specific club activities as required to off-set the cost of said activities.

Article 12 – Refund Policy

- (1) A member may apply to their club for a refund within if:
 - a. There has been a misinterpretation of the club's mandate and proposed activities as specified of the member when signing onto the club; or
 - b. There are serious organizational issues with the club executive that led to a complete lack of communication to its members, or lack of programming as promoted to its members and any circumstances that seriously hamper the ability for the club member to enjoy its membership to the club.
- (2) Refunds will only be offered in a period of seven (7) days following the activity, in case of a refund request related to a specific event organized fully by JELLO. For membership fees, refunds will be offered up to twenty-one (21) days following the collect of the funds.
- (3) Where the executive and the affected member cannot resolve the refund issue, a member of the executive or the club member may request assistance from the Clubs Coordinator who will act as a mediator between the executive and the member to reach a resolution.

Article 13 – Dissolution

In the event of the dissolution of the club:

- (1) Membership fees will be refunded if applicable, and the remaining sum in the club's bank account will be given to the Student Federation of the University of Ottawa
- (2) Supplies and Materials of the club will be donated to the Modern Languages Department of the University of Ottawa.

Article 14 – Agency Clause

- (1) The Japanese Enthusiasts Language Learning Organization is not an agent of the Student Federation of the University of Ottawa and its views and actions do not represent those of the Student Federation of the University of Ottawa.
- (2) The Japanese Enthusiasts Language Learning Organization is not affiliated in any way, shape or form with the Kraft Foods brand JELL-O.