

# Detailed Regulations on the Regulations for Affiliated Organizations of the Ritsumeikan University Student Union

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\*In principle, the interpretation of terms and regulations shall comply with the Japanese version of the terms and regulations.

## Chapter 1: General Provisions

### Article 1 Objectives

These Detailed Regulations set forth the rules necessary for enforcing the Regulations for Affiliated Organizations of the Ritsumeikan University Student Union (hereinafter referred to as the “Regulations for Affiliated Organizations”) in accordance with Article 21 of the Regulations for Affiliated Organizations.

## Chapter 2: Screening of Organizations for New Registration

### Article 2 Timing of Implementation

A screening of organizations for new registration may be implemented at the start of the Spring Semester and the Fall Semester.

### Article 3 Implementation Guidance

If a screening is implemented, the implementation guidance shall be established and be publicly announced at an appropriate place.

### Article 4 Public Announcement of Implementation

1. If a screening is implemented, the following matters shall be publicly announced:
  - (i) Implementation Guidance
  - (ii) Documents for screening
  - (iii) The period of submission of the documents prescribed in the preceding item
2. The period prescribed in item (iii) of the preceding paragraph shall not be less than two (2) weeks.
3. It shall suffice if the matters prescribed in item (ii) and item (iii) of paragraph 1 are contained in the implementation guidance.

### Article 5 First Screening

1. The first screening that is a document-based screening based on the statements in the documents as referred to in item (ii) of paragraph 1 of the preceding Article shall be provided.
2. The screening items shall be specified in the implementation guidance.
3. After the completion of the first screening, the result of the first screening shall be publicly announced in accordance with the implementation guidance.

### Article 6 Second Screening

1. The second screening shall be provided in which a screening is performed through a hearing with the Organizations based on the judgment in the first screening.
2. The screening items shall be specified in the implementation guidance.
3. A hearing may be performed either by face-to-face mode or teleconference mode.

### Article 7 Judgment of Acceptance or Rejection

1. Acceptance or rejection shall be judged based on the details of the first screening and the second screening.
2. The screening criteria shall be specified separately.

### Article 8 Approval of Acceptance or Rejection

1. The head of the Central Administrative Office shall take charge of the affairs pertaining to the screening of organizations for new registration.

2. The head of the Central Administrative Office may delegate the affairs referred to in the preceding paragraph to the Marketing Planning Department of the Central Administrative Office.

#### Article 9 Public Announcement of Final Results

The final results of the screening shall be publicly announced in accordance with the implementation guidance with the specific list of the Organizations that have passed the screening ultimately.

### Chapter 3: Screening for Continuation as Affiliated Organizations

#### Article 10 Timing of Implementation

A screening for continuation as Affiliated Organizations may be implemented at the end of every fiscal year.

#### Article 11 Public Announcement of Implementation

1. If a screening is implemented, the following matters shall be publicly announced:
  - (i) Implementation Guidance
  - (ii) Documents for screening
  - (iii) The period of submission of the documents prescribed in the preceding item
2. The period prescribed in item (iii) of the preceding paragraph shall not be less than two (2) weeks.
3. It shall suffice if the matters prescribed in item (ii) and item (iii) of paragraph 1 are contained in the implementation guidance.

#### Article 12 First Screening

1. The first screening that is a document-based screening based on the statements in the documents submitted shall be provided.
2. The screening items shall be specified in the implementation guidance.
3. After the completion of the first screening, the result of the first screening shall be publicly announced in accordance with the implementation guidance.

#### Article 13 Second Screening

1. The second screening shall be provided in which a screening is performed through a hearing with the Organizations based on the judgment in the first screening.
2. The screening items shall be specified in the implementation guidance.
3. A hearing may be performed either by face-to-face mode or teleconference mode.

#### Article 14 Screening for Separation and Independence

1. If multiple Affiliated Organizations of the Student Union wish to be formed and be separated and independent from a single Affiliated Organization of the Student Union, a screening therefor shall be implemented separately.
2. The separation and independence of such Organization shall require the approval of the Central Committee.
3. The following organs shall take charge of the affairs therefor:
  - (i) Marketing Planning Department of the Central Administrative Office
  - (ii) Finance Department of the Central Administrative Office
  - (iii) The headquarters of extracurricular association in charge of the Organization wishing to be separated and independent

Article 15 Judgment of Acceptance or Rejection

1. Acceptance or rejection shall be judged based on the details of the first screening and the second screening.
2. The screening criteria shall be specified separately.

Article 16 Approval of Acceptance or Rejection

1. The head of the Central Administrative Office shall take charge of the affairs pertaining to the screening for continuation as Affiliated Organizations.
2. The head of the Central Administrative Office may delegate the affairs referred to in the preceding paragraph to the Marketing Planning Department of the Central Administrative Office.

Article 17 Disposition

1. The category of disposition shall be specified according to the result of the screening.
2. The category of disposition shall be defined in the implementation guidance.

Article 18 Public Announcement of Final Results

The final results of the screening shall be publicly announced in accordance with the implementation guidance with the specific list of the Organizations that have passed the screening ultimately.

## Chapter 4: Use of Campus Facilities

Article 19 Facility Manager

The facility manager shall be Ritsumeikan University.

Article 20 Club Rooms

1. A club room refers to a room on campus made available for occupation and use by a single Organization.
2. The registration for use and renewal thereof shall be made on a fiscal year basis.

Article 21 Shared Club Rooms

1. A shared club room refers to a room on campus made available for joint use by multiple Organizations.
2. The registration for use and renewal thereof shall be made on a fiscal year basis.

Article 22 Shared Warehouses

1. A shared warehouse refers to a warehouse on campus made available for joint use by multiple Organizations.
2. The registration for use and renewal thereof shall be made on a fiscal year basis.

Article 23 Extracurricular Bulletin Board

1. An extracurricular bulletin board refers to a bulletin board made available for the purpose of promoting events, etc.
2. The method of use thereof shall be specified by the Regulations for Use of Extracurricular Bulletin Board.

Article 24 Campus Facilities

Campus facilities refer to all the facilities on campus that students are permitted to use by the facility manager.

Article 25 Matters to Be Observed

Persons who use the facilities shall follow the instructions of the facility manager.

Article 26 Authorized Organizations

An Authorized Organization may use the following facilities:

- (i) Club rooms
- (ii) Shared warehouses
- (iii) Campus Facilities

Article 27 Semi-authorized Organizations

A Semi-authorized Organization may use the following facilities:

- (i) Shared club rooms
- (ii) Shared warehouses
- (iii) Campus facilities

Article 28 Voluntary Organizations

A Voluntary Organization may use the following facilities:

- (i) Shared warehouses
- (ii) Campus facilities

Article 29 Registered Organizations

A Registered Organization may use the campus facilities.

Article 30 Number of Uses of Campus Facilities

1. The number of uses of campus facilities shall be as per the following items:
  - (i) Authorized Organizations: Unlimited
  - (ii) Semi-authorized Organizations: Unlimited
  - (iii) Voluntary Organizations: Unlimited
  - (iv) Registered Organizations: One day per week starting on Monday
2. The provisions of the preceding paragraph shall not apply if instructions are given by the facility manager separately.

## Chapter 5: Auxiliary Provisions

Article 31 Revision or Abolition

The revision or abolition hereof shall require the approval of the Central Committee.

## Supplementary Provisions

(Effective Date)

These Regulations shall be promulgated on January 26, 2023 and shall come into effect on the same day.