

Approval The 3rd meeting of the Central Standing Committee (February 3, 2023)

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Rules on Welcome Events of the Ritsumeikan University Student Union

*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

The purpose of these Rules is to improve the transparency of the Student Union's activities to its members by implementing the operations, in their nature, that are implemented by the representatives of the members of the Student Union using a large amount of the Student Union membership fee, in accordance with the explicitly stated rules and to promote the rule of law by explicitly stating the event-related general affairs and giving binding effect as the rules pursuant to the principles of democracy, thereby contributing to further democratization of the Student Union activities.

Article 2 Target of Rules

Such organization, operation, and enforcement pertaining to the Welcome Events implemented by the Ritsumeikan University Student Union as its operations that are guided by the universal principles pertaining to the Student Union shall be governed by the provisions of these Rules, except where there are other special provisions.

Article 3 Definition of Welcome Events

The term "Welcome Events" as used in these Rules means, collectively, the activities conducted as the Union's operations to support new students so that they adapt themselves to the University and which are managed in accordance with the uniform guidelines approved by the Central Committee.

Article 4 Events Policy and Operation Policy

1. All persons who participate in the events shall perform the events in accordance with these Rules and the "Welcome Events Policy" approved by the Central Committee; provided, however, that the planning and strategy for implementing the events may be mandated to be dealt with in the "Welcome Events Strategy," and the analysis of the actual situation of the subject of events and their outline and object that constitute the detailed grounds for such designation may be mandated to be dealt with in the "Analysis of Actual Situation of Welcome Events."
2. Notwithstanding the provisions of the preceding paragraph, the operation of the organization involved in the events may be prescribed in the Operation Policy of the Welcome Events Executive Committee.
3. The details and process of the events shall conform to the content of the documents referred to in the preceding paragraphs.

Chapter 2: Organizations and Members

Article 5 Establishment of Welcome Events Executive Committee

The Welcome Events Executive Committee (hereinafter referred to as the "Executive Committee") shall be established as the organization that executes any proceeding and other affairs pertaining to Welcome Events on behalf of the Central Committee.

Article 6 Officers

The Executive Committee shall have the following officers:

- (i) Head of the Executive Committee: 1 person

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- (ii) Deputy head of the Executive Committee: Several persons
- (iii) Accounting person: 1 person

Article 7 Duties of Officers

1. The head of the Executive Committee shall represent the Executive Committee and supervise the persons and organizations participating in the events.
2. The deputy heads of the Executive Committee shall assist the head of the Executive Committee and if the head of the Executive Committee is prevented from acting as such or if the head of the Executive Committee is temporarily absent, one of the deputy heads may perform the duties of the head on his or her behalf.
3. The accounting person shall assist the head in relation to the finances of the events concerned.

Article 8 Appointment of Officers

1. The head of the Executive Committee for the relevant fiscal year shall be appointed in a meeting of the Central Committee based on the nomination by the Chairperson of the Central Standing Committee of said fiscal year; provided, however, that the person appointed as such shall submit his or her Welcome Events Policy for the relevant fiscal year to the Central Committee.
2. The deputy heads of the Executive Committee and the accounting person shall be appointed by the head of the Executive Committee.

Article 9 Composition of Executive Committee

The Executive Committee shall consist of the chair of the meetings of the Executive Committee and the persons-in-charge of the organizations prescribed in Article 9 of the Constitution of the Ritsumeikan University Student Union (except for the officers prescribed in Article 10 of the Constitution of the Ritsumeikan University Student Union) (hereinafter referred to as “Executive Committee Member(s)”).

Article 10 Method of Electing Executive Committee Members Other than Officers

The representative of each Organization may serve, or have the person who is qualified to act on behalf of the representative serve, as the Executive Committee Member prescribed in the preceding Article.

Article 11 Term of Office

1. The term of office of the head of the Executive Committee shall commence upon the appointment under paragraph 1 of Article 8 and end when a resolution of removal of the head of the Executive Committee is adopted in a meeting of the Central Committee or when the Summary of Welcome Events is approved and acknowledged by the Central Committee.
2. The term of office of the Executive Committee Members shall commence when the Welcome Events Policy for the relevant fiscal year is approved by the Central Committee and end when the Summary of Welcome Events is approved by the Central Committee; provided, however, that if there are special circumstances, the relevant Organization shall not be precluded from replacing an Executive Committee Member before the term of office of the Executive Committee Member expires or having any other person temporarily act as the acting Executive Committee Member.

Article 12 Departments

1. The University-wide Events Department of the Central Administrative Office shall, as a rule, serve as the department that is in charge of the practical affairs of the events and assist the Executive Committee and the head of the Executive Committee from the practical aspect.
2. The head of the Executive Committee may establish new departments necessary for the events.

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Chapter 3: Proceedings

Article 13 Meetings

1. The Executive Committee shall execute proceedings in the general meeting, comprising of the members prescribed in Article 9.
2. If an agenda item that only relates to the relevant campus of the University is addressed, a campus meeting (the simple term “meeting(s)” collectively refers to general meetings and campus meetings) may be held in each campus to execute proceedings in lieu of the general meeting.
3. Each campus meeting shall be comprised of the chair thereof and the Executive Committee Members of the following Organizations:
 - (i) Universal Student Council;
 - (ii) Student Councils of the Colleges belonging to the campus concerned; and
 - (iii) Organizations prescribed in Article 9, other than the Student Councils of the Colleges and the Universal Student Council;provided, however, that it is desirable that the Executive Committee Members of the Organizations prescribed in item 1 and item 3 are undergraduate students in the campus concerned or the members of the Organizations located in the campus concerned.

Article 14 Matters to Be Decided

1. The general meeting shall make a decision on the permission of enforcement of the following matters or the creation and entry into force of the documents concerning the following matters:
 - (i) Draft Welcome Events Policy
 - (ii) Draft budget for Welcome Events
 - (iii) Welcome Events Strategy
 - (iv) Operation Policy of the Welcome Events Executive Committee
 - (v) Each of the short-term initiatives during the Welcome Events period
 - (vi) Details of each project held by the Executive Committee and budget therefor
 - (vii) Other disbursement pertaining to the events
 - (viii) Analysis of Actual Situation of Welcome Events
 - (ix) Draft Summary of Welcome Events
 - (x) Draft financial results for Welcome Events
 - (xi) Any other matters prescribed in the Events-related Documents (as defined in Article 15)
 - (xii) Any other events-related matters that need to be decided by the representatives of the members of the Student Union
2. Notwithstanding the provisions of the preceding paragraph, those matters prescribed in item 5, item 6, and item 7 of the preceding paragraph which only relate to the relevant campus may be decided in the relevant campus meeting.
3. With respect to the documents listed in item 1, item 2, item 9, and item 10 of paragraph 1 hereof, an approval of the document by the Executive Committee shall constitute an approval as the draft document only and the document shall become effective when such draft document is approved by the Central Committee.
4. Notwithstanding the provisions of paragraph 1, if the Central Committee approves an amendment order for any of the matters or documents listed in items of paragraph 1, the Executive Committee shall be subject to such amendment order and shall not amend such amended points again during the relevant fiscal year; provided, however, that the Central Committee shall, prior to a decision on an amendment order, receive an explanation about the points to be amended from the head of the Executive Committee or other witnesses and check the opinions of the head of the Executive Committee about the amendments.
5. Notwithstanding the provisions of the preceding paragraph, the Executive

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Committee may, from time to time, submit a draft amendment of any of the documents prescribed in paragraph 3 to the Central Committee.

Article 15 Chair of Meeting

1. The chair of a meeting shall convene the meeting, submit agenda items addressed in the meeting, and preside over the meeting venue; provided, however, that if the chair of the meeting has received an agenda item proposal from any person participating in the events, such chair of the meeting may refuse to accept such agenda item on the grounds that there are defects in procedures, the content of the proposal violates public order and morals, the content of the proposal is unclear and fails to conform to the Events-related Documents (meaning the Rules on Welcome Events, the Welcome Events Policy, the Welcome Events Strategy, the Analysis of Actual Situation of Welcome Events, and the Operation Policy of the Welcome Events Executive Committee; hereinafter the same shall apply), and other similar grounds, but shall not refuse to accept such agenda item because such agenda item is not consistent with his or her personal opinion as the head of the Executive Committee.
2. The head of the Executive Committee shall act as the chair of the meetings; provided, however, that the head of the Executive Committee may have the deputy head of the Executive Committee or accounting person serve as the chair of the meetings if he or she is temporarily absent.
3. The chair of the meeting may cast a vote against a proposal only when an agenda item that could not be rejected in accordance with the proviso of paragraph 1 is resolved.

Article 16 Quorum and Decisions

1. No decision may be made on any agenda item at a meeting unless a majority of the members are present at the meeting.
2. Unless otherwise prescribed in these Rules, a resolution on an agenda item shall be adopted by an affirmative vote of a majority of the members present at the meeting; provided, however, that in the case of a tie in votes, including the voting rights of the chair of the meeting, the chair shall have a casting vote.

Article 17 Delegation

Unless otherwise prescribed in the Welcome Events Policy or the Operation Policy of the Welcome Events Executive Committee, an Executive Committee Member who is absent from a meeting may delegate all the proceedings, including his or her voting rights, to the chair of the meeting; provided, however, that the Executive Committee Member shall not raise objections against the subsequent results.

Article 18 Decision-making by Electromagnetic Means

1. Any agenda item for which full discussions have already been achieved and a decision through simple expression of intent is yet to be made, such decision may be made using electromagnetic means; provided, however, that such means may be used only when a period of three (3) days or longer is provided before a decision is made and all the Executive Committee Members in a meeting having jurisdiction over the relevant agenda item (hereinafter referred to as a "Relevant Meeting") manifest their agreement to use such means during such period.
2. In the case where such means are adopted, a resolution on the agenda item shall be deemed to be passed if the members representing a majority of the voting rights in the Relevant Meeting manifest their agreement at the time when twenty-four (24) hours have elapsed since the chair requests all Executive Committee Members of the Relevant Meeting to manifest their agreement or disagreement by using electromagnetic means.

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Chapter 4: Other Affairs

Article 19 Establishment of Policy

1. The Executive Committee for the relevant fiscal year shall decide on the Draft Welcome Events Policy in the general meeting prior to any other proceedings.
2. The following matters, among the events, shall be commenced after the approval of the Draft Welcome Events Policy in accordance with the provisions of paragraph 1 and then approved by the Central Committee and shall be completed before the Summary of Welcome Events is approved; provided, however, that this shall not apply to the matters that are otherwise deemed necessary by the Executive Committee:
 - (i) Implementation of projects
 - (ii) Execution of budget
 - (iii) Implementation of other events to be held by the Executive Committee for the members of the Student Union

Article 20 Preparation of Summary and Obligation of Cooperation

1. After the Welcome Events end, the Executive Committee shall prepare the summary of the events for the relevant fiscal year and report the results of the events as the Executive Committee to the members of the Student Union.
2. The Executive Committee Members and persons who have proposed agenda items shall cooperate with the preparation of the summary prescribed in the preceding paragraph.
3. The Summary of Welcome Events shall contain the following matters:
 - (i) General review about the results and practical affairs of all projects related to the events
 - (ii) Review about the consistency between the Welcome Events Strategy and all projects
 - (iii) Differences between the Welcome Events Strategy and the actual results of implementation of the events and review about such actual results
 - (iv) Review about the financial aspects of Welcome Events
 - (v) Review about the operation of the organizations within the Executive Committee and extra-committee organizations and their personnel
 - (vi) Review about the appropriateness of the Welcome Events Strategy and the Welcome Events System for the relevant fiscal year
 - (vii) Comments on these Rules and the Welcome Events Policy based on the actual results of the events in the relevant fiscal year
 - (viii) Prospects for the Welcome Events in the next and following fiscal years
 - (ix) Any other matters concerning the events in the relevant fiscal year that are necessary to be succeeded to later years or to be reported to the members of the Student Union
4. When preparing the Summary of Welcome Events, the “actual situation of new students and Welcome Events” for the relevant fiscal year shall be analyzed prior to the preparation of the summary, and the summary shall be prepared, using such analysis as a part of the grounds.

Chapter 5: Financial Affairs

Article 21 Income Available for Events

The Student Union membership fee, the projects participation fee, and the monetary aid from the University, etc. shall be allocated to the income for events.

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Article 22 Approval of Events Budget

1. The Executive Committee shall develop the events budget for each fiscal year and obtain approval of the general meeting and the Central Committee.
2. The total amount of the events budget shall be developed in the following steps:
 - (i) Trial calculation of the expenditures for the events shall be made based on the actual results of the preceding fiscal year, and the amount resulting from such trial calculation shall be the total amount of the events budget. The amount referred to above shall be summarized for each scene or nature of expenditures and the propriety of the appropriation of the Student Union membership fee to each of the expenditures shall be decided in the general meeting; provided, however, that the expenditure or execution of the Student Union membership fee shall not be commenced upon such decision.
 - (ii) The Executive Committee may include the reserves prescribed in Article 5 of the Detailed Regulations on the Accounting Regulations of the Ritsumeikan University Student Union in the expenditures for events calculated under the preceding item; provided, however, that the reserves shall be calculated based on the actual results of the preceding fiscal year so that the amount thereof remains reasonable and shall be approved by the general meeting.

Article 23 No Excess over Events Budget

When deciding on any of the agenda items prescribed in item 6 or item 7 of paragraph 1 of Article 14, the meeting shall not approve the agenda item if the total expenditures that have been approved to be executed plus the budget amount requested by such agenda item exceed the total amount of events budget.

Article 24 Approval of Supplementary Budget

The Executive Committee may develop a supplementary budget in accordance with the procedures for developing budgets prescribed in Article 22 and submit it to the Central Committee.

Article 25 Approval of Financial Results for Welcome Events

The Executive Committee shall prepare the financial results for events for each fiscal year and obtain approval of the general meeting and the Central Committee.

Chapter 6: Other Prohibited Matters and Punishment Procedures

Article 26 Prohibited Matters

The following matters shall be prohibited in the Welcome Events:

- (i) An act that endangers or is likely to endanger the life, body, property, or other rights to be protected of an individual;
- (ii) An act of forcing a person to join a specific religion or distributing the doctrine of a specific religion, or any other act related to religious activities;
- (iii) An act of interfering with the affairs of the Student Union or the University; and
- (iv) In addition to those prescribed in the preceding items, any other act prescribed in the rules, etc. established by the Welcome Events Executive Committee separately.

Article 27 Head of Executive Committee's Right of Suspension in Emergency

1. If any matter prescribed in items of the preceding Article is discovered, the head of the Executive Committee may take measures to suspend the implementation of the relevant project, in whole or in part, only in an emergency case that cannot be addressed by the meeting.
2. The provisions of the preceding paragraph shall also apply in cases where the defects in the procedures for the execution of a project and its budget either before

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- or after the approval to such execution is obtained.
3. If the measures are taken in accordance with the provisions of paragraph 1 and the preceding paragraph, a decision under the provisions of Article 18 shall be made immediately, and the measures shall cease to be effective if the measures are not affirmed by the meeting through such decision; provided, however, that if any Executive Committee Member manifests disagreement with decision-making by electromagnetic means in accordance with the provisions of paragraph 1 of Article 18 and consequently no decision-making is performed, a decision shall be made in an immediately subsequent meeting.
 4. Notwithstanding the provisions of the preceding paragraph, if a meeting can be held earlier than a decision made under Article 18, the term “the provisions of Article 18” in the preceding paragraph shall be read as “a meeting.”
 5. If a project for which measures are taken in accordance with the provisions of paragraph 1 and paragraph 2 can be cured to a proper or normal state by holding a subsequent meeting, a meeting shall be promptly held to decide the details of the cure.

Chapter 7: Personal Information

Article 28 Personal Information

Personal information shall be handled in accordance with the provisions of the Regulations on Personal Information Protection of the Ritsumeikan University Student Union.

Chapter 8: Revision and Abolition

Article 29 Right to Propose Revision and Abolition

Revision or abolition of these Rules shall be proposed by a Central Committee member or the head of the Executive Committee and submitted as a proposed agenda item to the Chairperson of the Central Standing Committee; provided, however, that the revision or abolition under Article 26 shall be proposed only by the head of the Executive Committee.

Article 30 Requirements for Revision and Abolition

Revision and abolition of these Rules shall require an affirmative vote of a majority of the Central Committee members present at a meeting of the Central Committee where two-thirds (2/3) or more of the total Central Committee members are present.

Supplementary Provisions

Article 1 Deleted

Article 2 Effective Date

These Rules shall come into effect on February 3, 2023.

Partially revised on February 5, 2017
Partially revised on September 25, 2017
Partially revised on February 3, 2023