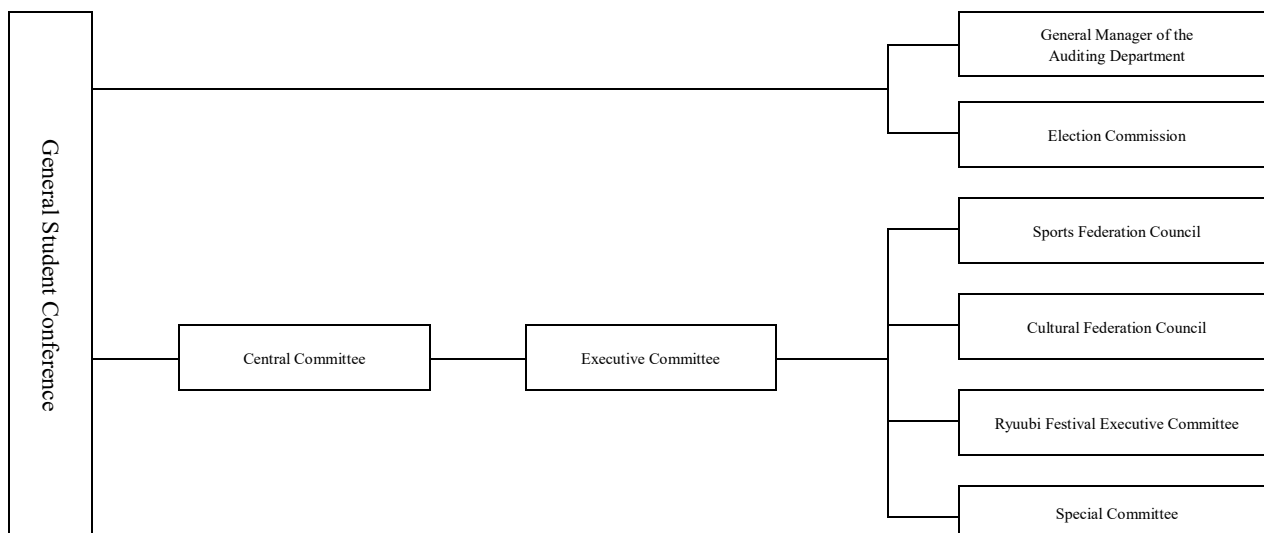


Kyoto University of Advanced Science Student Council Organization Chart



Kyoto University of Advanced Science Student Council Regulations

Chapter I General Provisions

- Article 1 This Council is called the Kyoto University of Advanced Science Student Council (hereunder, the Council).
- Article 2 The headquarters of the Council is located at 1-1 Nanjo Otani, Sogabe-cho, Kameoka City, Kyoto Prefecture, on the Kameoka Campus of Kyoto University of Advanced Science.
- Article 3 The purpose of this Council is to protect the freedoms and rights of students and to promote the development and improvement of students' lives through inclusive, democratic activities.
- Article 4 This Council will carry out activities necessary to achieve the objectives set forth in the preceding Article.
- Article 5 All Kyoto University of Advanced Science students are required to join this Council.

Chapter II Organization

- Article 6 This society shall consist of all the students of all the Faculties of Kyoto University of Advanced Science.

Chapter III Organs

- Article 7 The following organs shall be established in order to achieve the purpose of this Council.
1. General Student Conference
 2. Central Committee
 3. Executive Committee
 4. Sports Federation Council
 5. Cultural Alliances Council
 6. Ryuubi Festival Executive Committee
 7. Special Committee
 8. Election Commission

*Please refer to the Organization Chart above

Organs other than the Student Congress and Special Committees shall be regarded as Permanent Organs. A "Special Committee" shall be a collective term for multiple organizations. However, when a person plans to concurrently serve as a member of multiple Permanent Organs, the permission of the chief executive of the Organ to which they belong and the Organ to which they plan to belong is required.

Section 1 General Student Conference

- Article 8 The General Student Conference is the highest decision-making body of this Council.
- Article 9 The president of the Central Committee calls together the General Student Conference.
- Article 10 The General Student Conference shall meet on a regular or extraordinary basis.
- Article 11 The regular meeting is held once a year.

Article 15

The General Student Conference decides the following.

- 1 Matters concerning revision of these Regulations.
 - 2 This year's student Council support fund settlement report and the next year's student Council support
 - 3 Matters concerning the allocation of subsidies
 - 4 Promotion and demotion of extracurricular activity groups
- Other matters deemed necessary by the Council.

Article 16

The revision of the Regulations of this Council must be approved by the Council. Its motion shall be taken by a resolution of at least 2/3 of the officers of the Student Council, or by the consent of at least 1/4 of all the members.

Article 17

The Chairmen Corps shall be composed of two persons appointed by the Chairman of the Central Committee and shall conduct the proceedings at the Student Conference.

Article 18

The Central Committee shall execute the resolutions of the Student Conference.

Section 2 Central Committee

Article 19

The Central Committee is a permanent decision-making body for daily activities based on the basic policies of the Council.

Article 20

The Central Commission shall have the following officers:

- One (1) Central Committee Chairman
 - One (1) Central Committee Vice-Chairman
 - One (1) Central Committee Accounting Director
 - One (1) Central Committee Accountant
 - One (1) Central Committee General Manager of the Auditing Department
- (1) The Central Committee Chairman shall represent the Student Council and be responsible for the overall affairs of the Council.
 - (2) The Central Committee Vice-Chairman shall assist the Chairman and, if the Chairman is unable to perform his duties, shall act on his behalf.
 - (3) The Central Committee General Manager of the Accounting Department represents the accounting department of the Student Council and oversees overall accounting. If the General Manager of the Accounting Department is unable to carry out their duties, the Central Committee Vice Chairman shall act for them. However, when the Central Committee Vice Chairman is not able to fulfill their duties, the Student Council support funds will be frozen.
 - (4) The General Manager of the Auditing Department represents the auditor of the Student Council and oversees overall audit work. However, in the event that the General Manager of the Auditing Department is unable to perform their duties, an audit by the Executive Committee shall be performed on their behalf.

- Article 12 An extraordinary convention is held in the following cases.
1. When 1/4 or more of all members request a conference. However, in the case of a written petition, the Central Committee shall judge the number of signatures necessary to enact an extraordinary convention.
 2. The Central Committee finds it necessary.

Article 13 The General Student Conference shall be convened with an attendance of 1/4 or more of all members.

Article 14 A General Student Conference decision requires the consent of a majority of those members present.

Article 21 The Chairman of the Central Committee shall be elected by a secret ballot from all members of the Senior Committee, and the Vice-Chairman and the General Manager of the Accounting Department shall be elected by mutual votes from among the organizations of the Student Council. The General Manager of the Auditing Department shall be elected from among experienced auditors of the Student Council. Any organization or body whose election results in a shortfall in members shall move to supplement that shortfall. However, as a general rule, the chief executive officer of each organ is not allowed to serve concurrent terms.

Article 22 The chairman of the Central Committee, the head of the Accounting Department and the General Manager of the Auditing Department shall resign if a no-confidence motion is submitted by a senior member of the General Student Conference and passes with more than 2/3 of the majority.

Article 23 Vacancies in the Central Committee shall be filled within ten days, and their election shall be made by senior members of the General Student Conference.

Article 24 The term of office of the members of the Central Commission shall be one year.

Section 3 Student Council Senior Officers

Article 25 The Senior Committee consists of twenty-one (21) members, including: one (1) chairman, one (1) vice chairman, one (1) accounting director, one (1) accountant, and one (1) auditing director from the Central Committee; one (1) chairman, one (1) vice chairman, one (1) accounting director, one (1) auditing director from the Executive Committee and the Ryubisai Festival Executive Committee; one (1) secretary general, one (1) vice secretary general, one (1) accounting director, and one (1) auditing director from the Sports Federation Council and the Cultural Federation Council.

The Student Council Senior Committee may include the General Affairs Department of each Committee/Council as necessary. However, in such cases, General Affairs members shall not have voting rights.

Article 26

Article 27 The officers of the Central Committee shall be elected from those who have served for 1 year on the Senior Committee.

Article 28 In principle, the Student Council Senior Committee holds regular meetings once a week. However, this does not apply during long holidays.

Article 29 Extraordinary Senior Committee meetings shall be held at the following times.

- When the chairman of the Central Commission finds it necessary.
- When requested by at least 1/2 of the executive members of the Student Council
- When requested by 2 or more of the following: the Executive Committee, Sports Federation Council, Cultural Federation Council, or Ryubisai Festival Executive Committee.

Article 30 The Student Council Senior Committee evaluates the following matters:

- The establishment and abolition of Kyoto University of Advanced Science extra-curricular activity groups
- The activities of each organization and extra-curricular activity groups
- Other matters deemed necessary by the Central Commission

Article 31 The matters decided at the Student Council Senior Committee shall be publicly announced within two days.

Article 32 All decisions at the Student Council Senior Committee shall be made by the chairman of the Central Committee.

Article 33 Voting rights at the Student Council Senior Committee are held by all senior officers except the chairman.

- Decisions of this Committee shall require the approval of the Chairman of the Central Committee.
- In this section, the Chairman of the Central Committee authorizes a veto.

Section 4 Executive Committee

Article 36 The Executive Committee is the highest executive organ of the Board.

Article 37 The Executive Committee shall be composed of the following officers:

- One (1) Executive Committee Chairman
- One (1) Executive Committee Vice Chairman
- One (1) Executive Committee Accountant
- One (1) Executive Committee Auditor

In addition to the members mentioned above, general members may be appointed.

Article 38 The Executive Committee shall be responsible for the enforcement of:

1. Matters to be resolved by the General Student Conference
2. Resolutions of the Student Council Senior Committee
3. The opening of the first and second clubhouse buildings and the facilities associated with them to university students as a place to develop voluntary self-governing activities.

Article 39 Vacancies on the Executive Committee shall be filled within ten (10) days, and their election shall be made by Student Council Senior Committee members.

Article 40 The term of office of an Executive Committee member shall be one year.

Section 5 Sports Federation Council

Article 41 The Sports Federation Council is a federation of sports clubs, student clubs and authorized circles.

Article 42 The Sports Federations Council shall consist of the following officers:

- One (1) Sports Federation Secretary General
- One (1) Sports Federation Vice Secretary General
- One (1) Sports Federation Council Accountant
- One (1) Sports Federation Audit
- Two (2) Sports Federation General Affairs

Article 43 The election of each officer shall be conducted via a candidacy from each club/organization, and if there is no candidate, it shall be decided by the secretary general. However, only first and second year students shall be elected.

Article 44 The secretary general will be in charge of filling vacancies among the board members. However, the final decision shall be approved by the Student Council Senior Committee.

Article 45 In principle, the Sports Federation Council holds regular meetings once a week. However, this does not apply during long holidays.

Article 46 All decisions made by the Sports Federation Council shall be approved by the Student Council Senior Committee.

Article 47 The term of office of members of the Sports Federation Council shall be one year.

Section 6 Cultural Federation Council

Article 48 The Cultural Federation Council is a federation of cultural clubs, club activities, and authorized circles.

Article 49 The Cultural Federation Council shall consist of the following officers:

- One (1) Cultural Federation Council Secretary General of the Cultural Federation Council
- One (1) Cultural Federation Council Vice Secretary General
- One (1) Cultural Federation Council Accountant
- One (1) Cultural Federation Council Auditor
- At least two (2) General affairs of the Council of Cultural Alliances

Article 50 The election of each officer shall be conducted via a candidacy from each club/organization, and if there is no candidate, it shall be decided by the Secretary general. However, only first and second year students shall be

- If a veto is exercised twice on the same matter, the matter is left to the discretion of the Chairman of the Central Committee.

Article 34 Student Council Senior Committee members who belong to extracurricular activity groups are entitled to receive a uniform 30,000 yen in activity subsidies.

However, the above activity support funds shall only be approved if a receipt and a certificate showing the details are submitted to the General Manager of the Accounting Department and the General Manager of the Auditing Department.

Article 35 The chairman of the student council, each chairman, and each secretary general has the right to hold and view the key to the library. If keys are placed in the possession of a member, they are responsible for taking care of them.

elected.

Article 51 The secretary general will be in charge of filling vacancies among the board members. However, the final decision shall be approved by the Student Council Senior Committee.

Article 52 In principle, the council shall meet once a week. However, this does not apply during long holidays.

Article 53 All decisions made by the Cultural Federation Council shall be approved by the Student Council Senior Committee.

Article 54 The term of office shall be one year for of the members of the Cultural Federation Council.

Detailed Regulations of the Kyoto University of Advanced Science Student Council

Section 1 General Student Conference

- (1) Regular meetings shall be held on the second Wednesday of June every year.
- (2) The regular meeting will be announced by the Central Committee at least two weeks in advance.
- (3) The Central Committee shall announce extraordinary meetings a week in advance.

Section 2 Accounting Director

- (1) The Accounting Director shall prepare fair and appropriate budget drafts for the accounting of the Kyoto University of Advanced Science Student Council and supervise the whole process up to the execution thereof.
- (2) The Accounting Director shall be required to perform budgeting in order to produce a fair and appropriate estimate budget.
- (3) "Budgeting" refers to a meeting by the Kyoto University of Advanced Science Student Council to allocate support funds to each organization, activity, and club.
- (4) In principle, Budgeting shall be performed by the following members.
 1. Central Committee General Manager of the Accounting Department
 2. Central Committee General Manager of the Auditing Department
 3. Central Committee One (1) Accountant
 4. Executive Committee One (1) Accountant
 5. Sports Federation Council One (1) Accountant
 6. Council of Cultural Alliances One (1) Accountant
 7. Ryubosai executive committee One (1) Accountant
 8. Other persons deemed appropriate by the General Manager of the Accounting Department
- (5) The General Manager of the Accounting Department calls for Budgeting meetings.
- (6) A majority must constitute a quorum when conducting a Budgeting meeting.
- (7) Decisions at Budgeting meetings are made by the General Manager of the Accounting Department. However, if necessary, the resolution shall be made by a majority of those present, excluding the General Manager of the Accounting Department.
- (8) The General Manager of the Accounting Department may conduct surveys and hearings on budgets, etc. with related organizations and parties as necessary.
 1. The right to investigate shall be granted voluntarily to each committee member, organization and person concerned.
 2. Upon the Central Committee's approval, the members concerned will be allowed to seize articles purchased with the right of investigation and with the aid of the Student Association.
- (9) Those who attend Budgeting meetings must not divulge any information obtained from the relevant parties or organizations to others. The same shall apply after retirement. However, this shall not apply to the contents of the budget and the statement of accounts after the student meeting report.
 1. In principle, only the total amount of the budget and financial statements shall be disclosed.
 2. Disclosure of detailed accounting documents shall be allowed upon request, upon completion of the application and upon determination that the grounds for the application are reasonable.
 3. Members of the Central Committee and Budgeting meeting shall be allowed to inspect and copy detailed accounting documents.
- (10) The management of the original accounting documents shall be performed by the General Manager of the Accounting Department.

Section 3 General Manager of Auditing Department

- (1) The General Manager of the Auditing Department shall perform the following duties.
 1. Accounting of the audit of the Student Council support funds and publication of the results to all members once a year. However, this information shall be published at any time if requested by the members of the General Student Conference.
 2. Investigations into whether organization members are performing their duties without delay.
 3. Confirming the activities of extracurricular activity groups and conducting audits as necessary.
- (2) The auditors of each organization are the auditors of the Executive Committee, Sports Federation Council, Cultural Federation Council, and Ryubosai Festival Executive Committee.
- (3) The General Manager of the Auditing Department shall ensure that fair and appropriate audits are conducted as follows.
 1. Standards for conducting an accounting audit shall be determined after conferring with all the auditors of each institution and obtaining an approval of at least 2/3. These standards shall be published in the accounting manual. However, if it is necessary to change these standards in the middle of a fiscal year, each institution and extracurricular activity group shall be notified at least 1 month before the collection of account books.
 2. When conducting an accounting audit of an organization, at least one (1) of that organization's General Accounting Managers and 2 of its auditors shall be notified. However, the General Manager of the Accounting Department is prohibited from auditing the account books of organizations to which they belong.
- (4) The General Manager of the Auditing Department shall ensure that impartial and appropriate audits are conducted in a manner that:
 1. Requires organizations to submit weekly activity reports to determine whether they are performing and functioning properly.
 2. If the General Manager of the Auditing Department determines from the content of the activity report that the organization and its executive officers are not fulfilling their duties or if there is an accusation, the General Manager of the Auditing Department shall make recommendations and take action in accordance with the following procedures.
 - One (1) or more verbal warning from the General Manager of the Auditing Department
 - One (1) written warning from General Manager of the Auditing Department if there is no improvement (reported to the Student Council Senior Committee)
 - If no improvement is made, an interview with the party concerned in the presence of the chief executive of the organization concerned
 - If the situation does not improve, the executives in question are to be punished if they are found to have neglected their duties by more than 2/3 of the

1. The General Manager of the Accounting Department shall retain the original accounting documents for four years.
2. During their term of office, each member of the Budget meeting shall manage the budget and financial statements for the relevant fiscal year and hand them over to the members of the next fiscal year.

(11) In the event of non-compliance with these bylaws by the persons or organizations concerned with those who attended the Budget meeting, the General Manager of the Accounting Department may impose penalties based on the accounting manual for the relevant year in accordance with the regulations, bylaws and penal provisions of the Student Council.

Student Council Senior Committee in light of the the evidence reported by the General Manager of the Auditing Department. The organization to which the officer in question belongs shall not have voting rights.

3. A 10% reduction of yearly Student Council aid and the full amount of activity subsidies shall be confiscated as penalty from the organization to which the officer who is determined to have neglected their duties belongs. In principle, all funds and items should be returned within one month from the date of the decision. If the funds cannot be returned, the organization's Student Council support fund shall be frozen for the following year. The penalties will be redistributed to other Student Council organizations in the next academic year.

(5) When the General Manager of the Auditing Department audits the activities of extra-curricular activity groups, they are obliged to audit with the General Manager of the Auditing Department of the Executive Committee, and the Head Auditor of the relevant organization, as well as any other persons whom the head of the Auditing Department deems necessary (optional).

(6) The General Manager of the Auditing Department shall grant investigative powers to organizations and related parties.

(7) The General Manager of the Auditing Department may prepare, add, and revise penal provisions as necessary. However, at the time of revision, the presence of at least two (2) Auditors of each organization shall be required. Furthermore, the deletion of content shall not be permitted.

Section 4 Student Council Senior Committee

- (1) In principle, the Student council Senior Committees are to be held once a week. However, this does not apply during long holidays.
- (2) Extraordinary Student Council Senior Committees must be held at the following times.
 - ① When the Central Committee Chairman finds it necessary.
 - ② When requested by at least 1/2 of the Central Committee Members.
 - ③ When requested by at least two (2) of the following: the Executive Committee, the Sports Federation Council, the Cultural Federation Council, or the Ryubisai Festival Executive Committee.
- (3) Voting rights at the Student Council Senior Committee shall be held by all executive officers except the Central Committee Chairman.

Section 5 Executive Committee

- (1) The Executive Committee shall:
 1. Maintain security in the first and second clubhouse buildings
 2. Manage the copy machines and rotary presses in the first clubhouse building
 3. Collect payments for use of the copying machine and rotary press mentioned above
 4. Lend equipment (such as standing signboards)
 5. Lead the execution of decisions made at the Student Council Senior Committee
 6. Manage the Student Council library
 7. Respond to cases of theft in the clubhouse building
 8. Lend out keys for rooms in the first and second clubhouse buildings
- (2) The Executive Committee shall appoint one (1) staff member from the Student Center as an advisor for the administration of the first and second clubhouse buildings.
- (3) At least once a month, the Executive Committee has the right to send at least one (1) representative to Sports Federation Council and Cultural Federation Council meetings.
- (4) The Executive Committee shall require regular weekly meetings. However, the majority of the quorum shall be Executive Committee members.

Section 6 Sports Federation Council

- (1) The Sports Federation Council holds meetings comprised of representatives of club activities and club members belonging to the Sports Federation Council.
- (2) One of the three officials belonging to each organization must attend the conference when it is called by the Sports Federation Council.
- (3) Attendance at Sports Federation Council meetings is obligatory, and failure to attend will result in a reduction in Student Council funding for the following year.
 - Late for Meeting (-1%)
Absence (-2%)
 - Late Submission of Materials (-1%)
Failure to submit materials (-2%)Attendance of less than 2/3 or less of all meetings is subject to a 50% reduction of funding and a review for demotion.

Section 10 Election Committee

- (1) Election Committees shall be established as necessary. However, they are obligated to perform their duties during the election period.
- (2) Election Committees must announce an election three weeks prior to the start of an election.
- (3) The ballot count will be conducted by the Election Committee on or after the final ballot date and the results will be announced publicly.
- (4) A petition against an election may be filed with the Election Committee within one week of the election results.
- (5) If the chairperson of the Election Committee finds the petition in the preceding article

Section 7 Cultural Federation Council

- (1) Cultural Federation Council meetings are held by representatives of club activities and club members belonging to the Cultural Federation Council.
- (2) When the Cultural Federation Council convenes, one of the three officials belonging to each organization must attend the meeting.
- (3) Attendance at the Cultural Federation Council meeting is obligatory, and failure to attend will result in a reduction in Student Council's funding for the following year.
 - Late for Meeting (-1%)
Absence (-2%)
 - Late Submission of Materials (-1%)
Failure to submit materials (-2%)Attendance of less than 2/3 or less of all meetings is subject to a 50% reduction of funding and a review for demotion.

Section 8 Ryubisai Festival Executive Committee

- (1) Executive Committee members who receive a majority vote of lack of confidence at the Student Council Senior Committee must resign.
- (2) Executive Committee members who have received a majority vote of no confidence in the Central Committee must resign.
- (3) The Executive Committee may appoint clerical staff via appointment of the chairman of the Ryubisai Festival Executive Committee to handle clerical work.

Section 9 Special Committees

- (1) Special Committees shall be composed of the following organizations:
 1. Shinryusai Festival Executive Committee
 2. Shaonsai Festival Executive Committee
 3. Frontier Spirits Executive Committee
 4. Regulatory Reform Committee
 5. Organizations recognized as necessary by the Senior Committee
- (2) Special committees will be established when the Central Committee finds it necessary. Special Committees shall include at least one (1) permanent committee member.
- (3) Executive Committee members who received a majority vote indicating a lack of confidence in the Student Council Senior Committee must resign.

- (3) Regulations on the promotion of authorized circles and student associations
In principle, authorized circles and student associations may be promoted to a club if they satisfy the following conditions for promotion and if at least 2/3 of the members give consent at the Student Council Senior Committee.
 - ① To be promoted to a club, it is necessary to have at least 1 year of activities and achievements as an authorized circle, at least ten (10) members, and at least one (1) advisor who is a teacher or an employee, and then submit an application document for promotion to a club must be submitted to each club.
 - ② To be promoted to a club, the applicant organization must fulfill the

(6) to be reasonable, a re-election shall be conducted based on the Election Regulations.
 If there is no candidate, the chairman of the Election Committee shall nominate and recommend students from the organizations of the Student Council.

(7) Election Regulations

- ① All Council members shall have the right to vote.
- ② All students belonging to a council organization shall be eligible for election.
- ③ Elections shall be held within one month of the expiration of an incumbent's term of office.
- ④ Elections shall be conducted simply without using names on ballots.
- ⑤ The period of candidacy shall be 10 days from the election day of the 10th to the 20th.
- ⑥ Candidates shall apply to the Election Committee.
- ⑦ The voting period shall be three days or less.
- ⑧ Other details will be decided and announced by the Election Committee.

Section 11 Extracurricular Activities Organizations

(1) Duties

1. Extracurricular activity organizations, except authorized circles, have the following obligations:

- ① Attendance at weekly meetings, excluding long vacations
- ② Submission of monthly activity schedules and activity reports
- ③ Notification of changes in the officers and advisors of each organization
- ④ Annual submission of extracurricular group reports
- ⑤ Election of members for each committee
- ⑥ Other matters requested by the committees

2. Selection of the members of each committee

- ① At the request of each committee, the extracurricular activity organizations must select one officer from among the first and second year students.
- ② The organization who has a member elected to a committee shall be entitled to an activity grant commensurate with their position. However, if it is determined that the committee member is negligent in performing their duties, they will be penalized as described in Section 3 (4) of the detailed regulations.

(2) Regarding the formation and renewal of authorized circles

- ① When forming a new authorized circle, at least 5 members are required, and an application document must be submitted to each council.
- ② Authorized circles are renewed every year, and renewal documents must be submitted to each council. If the renewal documents are failed to be submitted, the Circle shall be deemed to have been dissolved.
- ③ The application period for the formation and renewal of authorized circles shall be from April 1 to June 30 and from October 1 to October 31.

requirements (in the preceding paragraph) and, in principle, must submit their organization's activities and achievements for at least 1 year as well as an application document for promotion to a club to each committee.

(4) Evaluation Criteria for the demotion of extracurricular groups

If any of the following provisions are applicable, the General Manager of the Auditing Department shall conduct an investigation and hearing regarding the activities of the target organization.

- ① If an organization has fewer than 10 members
- ② If an organization has no advisor
- ③ If an organization has no activity records
- ④ When it is recognized as necessary at the Student Council Senior Committee

Based on the results of the survey by the General Manager of the Auditing Department, and a vote of at least 2/3 from the Student Council Senior Committee, a group will be demoted if deemed appropriate. Subsequent procedures shall be conducted by the respective committees with reports made to the Student Council Senior Committee.

(5) Club Disbandment

If at least one of the following conditions is met and a majority of at least 2/3 Student Council Senior Committee judges that a club's personnel and activities justify a club's closure, that club shall be disbanded.

- ① If embezzlement of Student Council aid money occurs
- ② If an organization has no advisor
- ③ If an organization has no activity records
- ④ When it is recognized as necessary at the Student Council Senior Committee

Disbanded clubs are obliged to:

- Accept the judgment of the Senior Committee and disband
- Settle accounts and calculate remaining payments, submit account books, and send refunds.
- Reorganize any offices that were used, and transfer the management of equipment and facilities purchased under the budget of the Student Council to the executive committee.
- Return copy cards, rotary cards, keys, and any rights provided by Student Council organizations.

(6) With regard to penalties

If an extra-curricular activity body (1) fails to meet its obligations as outlined in Section 10., the Central Committee and the Executive Committee may impose the following penalties:

- ① Reduce or completely eliminate Student Council aid
- ② Suspend activities
- ③ Revoke usage of club rooms

(7) Suspension of club activities

1. In principle, suspension of activities shall be limited to two years or less.
2. If the Central Committee decides to suspend activities, the annual budget will be frozen until the decision is lifted, and the General Manager of the Accounting Department of the Central Committee will retain said budget until such a time.
3. During the suspension period, the Executive Committee shall control all materials.

(List of rights of affiliated organizations)

	Box use	Advisor	Maximum amount of Student Council aid	Duties	Length of activity required for promotion
Club	○	○	Required amount within category	○	×
Student Association	×	○	50,000 yen or less	○	At least 1 Year

Circle	×	×	No Student Council aid	×	At least 1 Year
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Section 12 Accounting

- (1) All organizations and extra-curricular organizations belonging to the Student Society must submit the budget for the current year by the date and time indicated by the General Manager of the Accounting Department and the General Manager of the Auditing Department of the Central Committee at the beginning of the year.
- (2) Allocation of the budget is decided by the General Manager of the Accounting Department of the Central Committee according to the performance of the organization and its extracurricular activities.
- (3) Organizations belonging to the Student Council must submit their financial statements by the date designated by the General Manager of the Auditing Department at the end of the fiscal year.
- (4) All students belonging to the Student Council must pay an admission fee of 15,000 yen and an annual fee of 4,000 yen to the Council.

Kyoto University of Advanced Science Student Council internal rules for congratulatory or condolence awards

1. Condolence money for bereavement (“*Choukinn*”) shall be allotted as follows.
Students: 30,000 yen
2. In other special cases, the Central Committee shall consult and decide on the matter at each meeting.

Internal rules for use of the Kyoto University of Advanced Science clubhouse buildings

(Purpose)

Article 1 The first and second clubhouse buildings are intended to be open to all students as a place to develop self-governing student activities.

(Organization and management)

Article 2 In order to achieve the objective set forth in the preceding article, the Executive Committee shall, under the supervision of the Central Committee, supervise self-governing activities in accordance with the Internal Rules on Use. However, the ultimate responsibility of the Executive Committee shall lie with the Central Committee.

(Usage Time)

Article 3 As a general rule, use is from 7 AM to 9 PM. If this time is exceeded, permission from the Student Affairs Center must be obtained. The last person to use the facilities must report to the night watch supervisor.

(Club Room Usage)

Article 4 Room use shall be determined with the permission of the Student Council and the Student Center.

(Management of Facilities and Rooms)

Article 5 The person in charge of each organization shall be responsible for the management of each club room to prevent fire and theft. Cleaning inside and outside of club rooms and the management of equipment shall be carried out by each individual organization. The Executive Committee conducts on-site inspections of the facility usage of each organization after the end of the spring semester, at the end of the year, and as necessary, at each club facility. No person shall graffiti or damage corridors or rooms. In principle, each institution and department shall bear the cost of removing graffiti and repairing damage.

(Furnishings)

Article 6 Unauthorized removal of equipment is prohibited. In the event of loss, etc., the purchase of equipment shall not be permitted in principle.

Individuals should exercise moderation when using shared facilities. (Caution should be exercised as permission may be revoked if facilities are mishandled.)

(Failure of facilities or equipment)

Article 14 Any failure of facilities or equipment shall be immediately notified to the Student Affairs Center, Facilities Division and the Executive Committee.

(Penal Provisions)

Article 15 The Executive Committee may impose the following penalties on any organization that does not comply with these internal rules:

1. Prohibition of Use of Facilities
2. Closure of club room
3. Reduction of Student Council support funds

(Auxiliary Provisions)

This Regulation shall enter into force on June 12 of 2019. Amendments to this provision shall be discussed by the Executive Committee and shall require the approval of the Central Committee.

(Waste Disposal)

Article 7 Refuse shall be sorted into incombustible and combustible materials, put into a plastic bag and disposed of in the designated places. Refuse should never be thrown into the trash bin at the clubhouse.

(Electricity and Gas)

Article 8 Non-designated usage of electricity and gas is prohibited. Additionally, the use of gas, oil stoves, devices over 500 watts, and other dangerous materials not authorized by the Executive Committee are also prohibited.

(Alcohol)

Article 9 Drinking in the clubhouses is prohibited.

(Smoking)

Article 10 Smoking outside designated areas in the clubhouse is prohibited.

(Parking)

Article 11 When parking outside the parking lot, it is necessary to fill in the activity schedule distributed by each Committee or submit an application and obtain approval at the Student Council Senior Committee.

(Notices)

Article 12 Posters and other advertising materials in the clubhouse must be authorized by the Executive Committee.

(Joint Facilities and Equipment)

Article 13 Joint facilities include places such as practice rooms, meeting rooms, printing rooms, and store rooms. Organizations using the Instrumental Practice Room shall be required to submit a notification to each Committee one month in advance, and organizations shall also be required to submit a notification to the Executive Committee one month in advance. Persons using the store room or shared equipment shall, in principle, notify the Executive Committee one week in advance. Any person who uses the printing room shall report to the Executive Committee when necessary, such as when consumables run out.