

## KUAS Student Council Detailed Regulations

These Detailed Regulations provide for matters supplementary to Student Council General Regulations.

### Chapter 1. Organization

#### Clause1. General Student Conference

##### Section1.Matters to be discussed

The General Student Conference shall discuss the following matters.

- Matters concerning the revision of the Regulations
- Financial reports of the Student Council funds for the previous fiscal year and matters concerning the allocation of Student Council funds for the current fiscal year
- Matters concerning promotion and demotion of extracurricular activity organizations
- Other matters deemed necessary by the General Student Conference

##### Section2.Convention regulations

###### 1. Holding of regular conventions

Regular conventions shall be held second Wednesday of June every year.

###### 2. Notice of conventions

Notice of holding of regular conventions shall be given by the President of the Central Committee at least two weeks before the day of the convention.

Notice of holding of special conventions shall be given by the President of the Central Committee at least one week before the day of the convention.

###### 3. Presidents

At the time of the holding of General Student Conference, the Presidents shall be appointed as facilitators of the proceedings.

The Presidents shall consist of one or more persons appointed by the President of the Central Committee.

#### Clause2. Student Council Executive Committee

##### Section3.Matters to be discussed

The Student Council Executive Committee shall discuss the following matters:

- Matters concerning the establishment and abolition of extracurricular activity organizations in KUAS
- Matters concerning the contents of activities of various institutions and extracurricular activity organizations
- Other matters deemed necessary by the Central Committee

##### Section4.Public Notice

Matters resolved in the Executive Committee shall be publicly notified as necessary.



## Rules and Regulations Revision Committee 2024

### Section9. Filling of vacancies

Vacancies in the Central Committee shall be filled within 30 days. Elections shall be made by the Student Council.

### Clause4. Executive Committee

#### Section10. Purpose

The Executive Committee is the highest executive organ of the Institute.

The Executive Committee shall carry out activities relating to:

- Matters to be resolved in the General Student Conference
- Matters to be resolved in Student Council Executive Committee
- Work related to opening the Kyoto Kameoka campus clubhouse building, club rooms, committee rooms, and related facilities to all students as a place to develop independent and self-governing activities. Kameoka Campus as a place for all students to develop their own activities.
- Lending of equipment
- Lending of keys for committee rooms, etc.

#### Section11. Officers

The Executive Committee shall consist of the following four executive officers:

- President 1 person
- Vice-president 1 person
- Accountant 1 person
- Auditor 1 person

In addition to the above members, a general Committee Member may also be appointed.

#### Section12. Appointment Provisions

The President of the Executive Committee shall be elected from among persons who have belonged to the Student Council for one year or more.

There shall be no restriction on the election of other officers.

#### Section13. Filling of vacancies

A vacancy in the Executive Committee shall be filled within 30 days. Elections shall be made by the officers of the Executive Committee.

## Rules and Regulations Revision Committee 2024

### Clause5. Culture and Sports Federation Council

#### Section14. Purpose

The Culture and Sports Federation Council is a council of extracurricular activity organizations recognized by Student Council.

The Culture and Sports Federation Council holds regular meetings to revitalize extracurricular activities. This is called the Culture and Sports Federation Council Conference.

#### Section15. Officers

The Culture and Sports Federation Council shall consist of the following officers:

- President 1 person
- Vice-President 1 person
- Accountant 1 person
- Auditor 1 person

In addition to the above members, a general Committee Member may also be appointed.

#### Section16. Appointment Provisions

The election of officers shall be based on nominations from the active club organizations.

If there are no candidates, the President shall take charge.

#### Section17. Filling of vacancies

The filling of vacancies for each officer shall be left to the President.

However, the final decision shall require the approval of Student Council Executive Committee.

### Clause6. Ryubisai Festival Executive Committee

#### Section18. Purpose

The Ryubisai Festival Executive Committee shall conduct activities related to the following:

- Planning and management of school festivals (Ryutosai Festival and Ryubisai Festival)

#### Section19. Officers

The Ryubisai Festival Executive Committee shall consist of the following four executive officers:

- President 1 person
- Vice-president 1 person
- Accountant 1 person
- Auditor 1 person

In addition to the above members, a general Committee Member may be established.

## Rules and Regulations Revision Committee 2024

### Section20. Appointment Provisions

Each officer shall be elected by election.

The right to stand for election shall be granted to those who have experienced the Ryubisai Festival as a Committee Member.

Each officer shall be chosen through an election.

The right to stand for election shall be given to those who have experienced the Ryubisai Festival as a Ryubisai Festival Executive Committee member.

In the event that no one can be elected or there are no candidates, the officers shall be decided by nomination among the committee members. In this case, those who have experienced Ryubisai Festival as Ryubisai Festival Executive Committee members shall be eligible for nomination.

### Section21. Filling of Vacancies

To fill the vacancies of each officer post, candidates for officers are selected by the recommendation of one of the four executive officers, and another election shall be held specifically for those candidates.

### Section22. Dismissal

1. The Ryubisai Festival Executive Committee shall dismiss from office any officer who has received a majority vote of no confidence at a Student Council Executive Committee meeting.
2. The Ryubisai Festival Executive Committee shall dismiss from office any officer who has received a majority vote of no confidence at a meeting of the Central Committee.

### Section23. Supplement

The Ryubisai Festival Executive Committee may appoint a clerk by appointment of the Director of Committee Member for the administration of its affairs.

### Clause7. International Student Council

#### Section24. Purpose

The International Student Council shall conduct activities related to the following:

- Matters related to the policies of international exchange within the Student Council
- Matters related to the student life for international students.
- Other matters related to international exchange

## Rules and Regulations Revision Committee 2024

### Section 25. Officers

The International Student Council shall consist of the following four executive officers:

- President 1 person
- Vice-president 1 person
- Accountant 1 person
- Auditor 1 person

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

### Section 26. Appointment Provisions

Executive Committee members shall be elected by a vote within the International Student Council.

Eligibility for election shall be in accordance with the provisions of Article 3, "Requirements for Candidates for Executive Committee Members," Sections 1 and 2 of the Bylaws of the International Student Council.

In the event that there are no candidates for election, candidates shall be elected from among the general council members.

### Section 27. Filling of Vacancies

Committee members shall be elected from the general body of the Committee.

However, the final decision shall be approved by the Student Council Executive Committee.

### Section 28. Dismissal

The International Student Council may submit a motion of no-confidence to the Student Council Executive Committee in accordance with the "Bylaws of the International Committee/ Article 5: Motion of No-Confidence."

Upon receipt of the no-confidence motion, the President of the Central Committee will discuss the motion with the Student Council Executive Committee.

If the Student Council Executive Committee passes the no-confidence motion with a 2/3 majority, the International Student Council shall remove the subject officer from office.

### Clause 8. Public Relations Committee

#### Section 29. Purpose

The Public Relations Committee deliberates and conducts activities concerning the following matters:

- Public relations activities related to Student Council activities and student life

## Rules and Regulations Revision Committee 2024

### Section30. Officers

Public Relations Committee shall consist of the following four executive officers:

- President 1 person
- Vice-president 1 person
- Accountant 1 person
- Auditor 1 person

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

### Section31. Appointment Provisions

4. There shall be no restriction on the appointment of officers.

### Section32. Filling of Vacancies

The filling of vacancies for each officer shall be left to the discretion of the President.

However, the final decision shall require the approval of the Student Council Executive Committee.

### Clause9. Shinryusai Festival Executive Committee

#### Section33. Purpose

The Shinryusai Festival Executive Committee conducts activities related to the following:

- Planning and management of the Shinryusai Festival, a new student welcoming event officially recognized by the Student Council
- Creation of Frontier Spirits

#### Section34. Officers

The Shinryusai Festival Executive Committee consists of the following four executives.

- President 1 person
- Vice-president 1 person
- Accountant 1 person
- Auditor 1 person

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

#### Section35. Appointment provisions

4. There shall be no restriction on the appointment of officers.

#### Section36. Filling of Vacancies

The filling of vacancies for each officer shall be left to the discretion of the President.

However, the final decision shall require the approval of the Executive Committee.

## Rules and Regulations Revision Committee 2024

Clause10. Appreciation Council Executive Committee

Section37. Purpose

Appreciation Council Executive Committee plans, prepares, and manages the Appreciation Council.

Section38. Officers

- President 1 person
- Vice-president 1 person
- Accountant 1 person
- Auditor 1 person

In addition to the above members, a general Committee Member may be established.

Section39. Appointment Provisions

The President of the Committee shall be a third-year student or younger.

The other four executive officers will be elected with preference given to third-year students.

Section40. filling of vacancies

The filling of vacancies for each officer position shall be left to the discretion of the President.

However, the final decision shall require the approval of the Student Council Executive Committee.

Clause11. Special Committees

The following organizations shall be designated as Special Committees.

1. Rules and Regulations Revision Committee
2. Organizations deemed necessary by the Student Council Executive Committee

Section41. Purpose

These special committees shall be established by the Central Committee and the Student Council Executive Committee to resolve issues when deemed necessary.

Section42. Member

Members shall include one or more executive members from the other Permanent Committees.

Section43. Dismissal

In the event of a majority vote of no confidence by the Student Council Executive Committee, the temporary committee shall be dissolved.

Chapter 2. Officers

Clause12. President

1. The President of the Central Committee represents the Student Council and oversees the overall business of the Council.
2. The President of the Central Committee convenes the meeting of the General Student Conference.
3. The President of the Central Committee represents the Central Committee.

Clause13. Vice-President

1. The Vice-president of Central Committee assists the President.
2. If the President is unable to fulfill his duties, the Vice-president acts as a substitute for the President.

Clause14. Accounting General Director

The Accounting General Director represents Student Council's accounting and oversees all aspects of accounting. In the event that Accounting General Director is unable to fulfill its duties, the Vice President of the Central Committee will act in its place.

However, in the event that the Vice President of the Central Committee is also unable to fulfill his duties, Student Council aid will be frozen.

1. Business
  - (1) Accounting General Director prepares fair and appropriate budget drafts for accounting in Student Council, Kyoto University of Advanced Science. He also oversees all aspects related to execution.
  - (2) Accounting General Director is required to prepare a budget in order to prepare a fair and appropriate budget.
  - (3) Accounting General Director is responsible for managing the Student Council Archives.
2. Budgeting
  - (1) Budgeting refers to the work to allocate the Kyoto University of Advanced Science Student Council project costs and grants to each council and committee.
  - (2) Budgeting is carried out by the Accounting General Director and the accounting of each council and committee. As an exception, the participation of the Student Council officers authorized by the Accounting General Director is permitted.
  - (3) Budget preparation is convened by the Accounting General Director.
  - (4) At the time of budget preparation, a quorum shall be at least a majority of the members.
  - (5) General Director shall decide on budget preparation.

However, if necessary, the resolution may be made with the consent of a majority of the attendees excluding General Director.

3. Right of investigation

The Accounting General Director shall, as necessary, conduct investigations and hold hearings on the budget, etc. to each institution and each department and related parties.

- (1) Voluntary investigation rights shall be granted to each institution and each department and related parties.
- (2) If approved by Central Committee, investigation rights shall be granted to each institution and each department and related parties, as well as the seizure of goods purchased with Student Council aid.

4. Confidentiality

A person who attends the budget preparation shall not divulge any information that he/she has come to know from each organization, department, or related party. The same shall apply after his/her resignation. However, this shall not apply to the contents of the budget and financial statements after the student conference report.

- (1) In principle, only the total of the budget and financial statements shall be disclosed.
- (2) Detailed accounting documents shall be disclosed to the public upon a request for inspection, when necessary matters are entered in the application documents, and when the grounds for application are judged to be appropriate, inspection and copying of the documents shall be permitted.
- (3) Members of the Central Committee Budget Committee shall be permitted to inspect and copy detailed accounting documents.

5. accounting document

Accounting is responsible for the management of the original accounting document.

- (1) The original accounting document shall be retained for a period of time.
- (2) During the term of office, each member of the budgeting organization shall manage the budget and settlement of accounts for the relevant fiscal year and pass them on to the members of the next fiscal year.

6. Penal Provisions

If an agency official who attended the budget preparation does not comply with these detailed regulations, the Accounting General Director shall impose penalties based on the accounting manual for the relevant fiscal year in accordance with Student Council Articles of Incorporation, Detailed Regulations, and Penal Provisions.

7. Supplement

In budgeting, students are not allowed to intervene except by Student Council executives.

Clause 15. Audit General Director

Audit General Director represents Student Council's audits and oversees all audit activities. However, if Audit General Director is unable to perform its duties, Executive Committee Audit shall act on its behalf.

1. Business

Audit General Director shall perform the following business.

- (1) He shall be in charge of the accounting audit of Student Council aid and shall publish the results to all members once a year.
- (2) However, when requested by members, he shall publish the results as needed.
- (3) He shall conduct a survey on the actual state of business of persons belonging to the organization.
- (4) He shall confirm the activities of extracurricular activity organizations and audit them as necessary.

2. Audit Officer

An institutional audit officer means an audit officer of each permanent Committee as specified by Student Council.

3. Accounting Audit

Audit General Director mandates that fair and appropriate accounting audits:

- (1) Standards for conducting accounting audits shall be confirmed by all Audit Officers of each institution and approved with the consent of at least 2/3 of all Audit Officers of each institution. These standards shall be included in the Accounting Manual. However, if changes are made in the middle of the fiscal year due to unavoidable circumstances, notice shall be given to each institution and each department at least one month in advance.
- (2) When conducting an accounting audit, confirmation shall be made by at least two persons from among Accounting General Director and each institution's audit officers per organization. However, it shall be prohibited to audit the receipts and disbursements of the institutions and departments to which one belongs.

4. Audit of Negligence of Institutional Duties

In conducting an impartial and appropriate audit of negligence of institutional duties, Audit General Director requires the following:

- (1) Require institutions to report their activities on a monthly basis to determine whether they are performing their duties and functioning properly.
- (2) If Audit General Director determines, based on the content of the activity report, that an institution or a senior officer is not performing their duties or is accused, recommendations and actions will be taken in the following manner.

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| One or more audit oral cautions   |
| ->If there is no improvement, Audit General Director issues one document warning (reported in Student Council Executive Committee).   |
| ->If there is no improvement, the relevant parties are interviewed in the presence of the Chief Executive Officer of the relevant institution.  |
| ->If there is no improvement, Audit General Director reports to Student Council Executive Committee. Penalty shall be imposed if it is agreed in Student Council Executive Committee by 2/3 or more that the subject officer is negligent. In this case, the voting rights of the institution to which the subject officer belongs shall be taken away. |

- (3) The officer who is judged to be negligent in his/her duties shall forfeit all of the activity support money. If it has already been used, it shall be returned within one month from the resolution of Student Council Executive Committee. In addition, the division to which the officer belongs shall assess a 10% reduction in the next year's Student Council aid as a penalty.

5. Audit of Activities of Extracurricular Activities Organizations

When Audit General Director audits the activities of extracurricular activity organizations, it is required to conduct an audit with three auditors, Audit General Director, Executive Committee, Culture and Sports Federation Council, and a person (optional) who is deemed necessary for the audit.

6. Right to Investigate

Audit General Director grants the right to investigate to each institution and extracurricular activity groups and related parties.

Audit General Director prepares, adds and revises penal provisions as necessary.

However, at least two of the audit officers of each institution are required to attend the revision. This shall not be permitted for the deletion of the contents.

Clause16. Motion of No Confidence

A motion of no confidence shall be approved with the consent of 2/3 or more.

If a motion of no confidence submitted by the Student Council executives is approved, the Student Council Executive Committee will dismiss the President of Central Committee, General Director Accounting and General Director Auditing.

Clause17. Concurrent duties

1. It is not permitted for the four senior executives to serve concurrently as permanent Committee executives beyond the Committee.  
However, if 2/3 or more of all senior executives approve, concurrent service other than accounting is permitted.
2. Concurrent service of accounting in Committee is not permitted.

## Rules and Regulations Revision Committee 2024

### Chapter 3. Various Provisions

#### Clause18. System

If a new system is passed in the Student Council Executive Committee, it can take effect the day after it is approved by the President.

#### Clause19. Accounting

1. All organizations belonging to this meeting shall submit their budget proposals for the current year by the date and time indicated by the Central Committee Accounting General Director.
2. The allocation of the budget will be determined by the Central Committee Accounting General Director after a budget preparation meeting in accordance with the performance of the organizations and departments.
3. The departments to which the Institute belongs and Committee designated by Central Committee shall submit the year-end financial statements by the date and time indicated by Audit General Director.

#### Clause20. Student Council Archives

President Student Council, Audit and Inspection General Director, and each Director and Secretary General of Committee Member have the right to inspect Student Council Archives.

### Chapter 4. Activities Assistance

#### Clause21. Activities Grant

Student Council executives are entitled to receive a flat subsidy of 30,000 yen.

The subsidy may be allocated to expenditures related to Student Council activities or to the activities of their affiliated organizations.

However, the above subsidy may be granted only when receipts and detailed certificates are submitted to Accounting General Director and Audit General Director.

#### Clause22. Transportation subsidy for Student Council executives

When Student Council executives travel due to their official duties, they subsidize part or all of their transportation expenses. The details are specified in the "Student Council Transportation Expenses Payment Rules" under a separate regulation.

### Date of Effect

December 19, 2023

This amendment shall come into effect from June 12,2024 (Section 8)