

Premier Club System (AY2021)

Student Office

1. About the Premier Club System

The premier club system aims to support self-managed organizations that are already continuously conducting high-level activities and provide them with substantial assistance so they can produce even higher level activities with greater stability. An additional aim of the system is to have premier organizations serve as “model organizations” and contribute to the development of all extracurricular clubs and circles.

Premier clubs can potentially receive subsidies, are given priority when reserving university's facilities and equipment, and can receive the university's dedicated promotional support. Concurrently, as premier clubs, these organizations are required to be involved in activities that unite all of the clubs and circles and contribute to the university and society.

2. Requirements for premier clubs

Organizations that meet all of the following requirements

- ◆ Organizations that understand and implement the "basic principles of student organizations" and "priorities for university's support for student activities."

Basic Principles of Student Organizations

- International mutual understanding
A student organization is comprised of students coming from different countries and regions following the APU philosophy of international understanding.
- Democracy
A student organization is required to establish its rules and conduct activities under the principles of democracy.
- Prohibition of violence that threatens academic freedom and autonomy of the university
APU respects the freedom of every student to pursue their academic activities and strives to create an environment where students can develop themselves as people through on and off-campus activities. Therefore, any violence or threat to the freedom of academic activities is prohibited on campus.

Priorities for university's support for student activities

1. Activities that nurture multicultural receptivity (the ability to accept differences and collaborate with people with various backgrounds) to be an effective member of international society
2. Activities that utilize academic knowledge from your studies at APU
3. Activities that contribute to the world, local, or APU community
4. Activities that nurture abilities to pursue activities chosen by themselves for achieving goals independently, and keep developing themselves autonomously by individually reflecting back on the activities they participated in to become professionals who can "change the world."

- ◆ Organizations that fulfill the following requirements of "Activity Results/Organizational Strength," "International Mutual Understanding," and "Contributing to Society."

<Activity Results/Organizational Strength>

- The organization must be registered for a continuous duration of two years and active for five consecutive years
- The organization must have at least ten members
- The organization must fulfill the criteria for their category (below).

【Sports】 The organization must be registered in student leagues, and participate in official tournaments. The organization must compete in tournaments greater than the prefectural level.

【Culture and Arts】 The organization must organize and have events to demonstrate their achievement such as regular concerts, etc.

【Academic and Volunteer】 The organization must regularly be involved in academic activities and create opportunities to present their activities.

- Organizations that can complete all necessary procedures for their organization on-time and transfer information to newly appointed members in core leadership positions.
 - Documents that should be passed over with the leadership of the organization
 - (1) Administrative regulations of the organization (regulations need to state important administrative matters such as the goals of the organization, selection of representatives, decision-making method).
 - (2) All the documents need to be submitted to the Student Office.
 - (3) Minutes of the organization's main meetings

- Document retention period
 - ✧ Five years
 - ✧ Three years (including the current academic year) for organizations that are applying to become a new premier club.
 - ✧ Organizations that can participate actively in the premier club meetings and activities as an independent organization.
 - ✧ Organizations with a club/circle advisor (or clubs that can find an advisor before the approval of the premier club status)

<International mutual understanding>

- Less than two-thirds of members can be represented by 1 nationality/region OR the organization is actively carrying out activities or events that aim to contribute to international mutual understanding.
- The organization runs itself in a way that would allow any student to join their organization and participate in their activities regardless of the student's country, region, or basis language. An example of this would be to conduct activities and promotional activities in both Japanese and English. The premier clubs must hold themselves to a higher standard when promoting international mutual understanding.

<Contributing to society>

- Organizations that actively contribute to the local and international community.
- Participate in the required activities, events, and training workshops that are required by the university with their unwavering desire of wanting to contribute to APU.
- As a model organization, should be able to take the responsibility of unifying and developing all of the student organizations at APU.

3. Support for premier clubs

- Receive priority when reserving facilities and equipment
 - <Fixed reservations for the year>
 - Can reserve and use student facilities on specific days and times throughout the entire year
 - Standard: Up to four class periods (a maximum of two periods can be reserved on Wednesdays due to many extra-curricular activities being held on Wednesdays)**
 - Fixed reservations for the following academic year (April to March) will be held in March
 - Reservations may be canceled if the facility is not being used

- In addition to fixed reservations for the year, the premier clubs can reserve facilities on a quarterly basis, which is also available for all the clubs and circles.

<Usage of the Student Council Room>

- Will be given priority when reserving Student Council rooms (application required)
- Receive subsidies
 - Up to 500,000 yen (each academic year)
 - Each eligible item is subsidized by two-thirds (e.g., If the venue fees are 150,000 yen, the organization will receive 100,000 yen in subsidies.)
 - Subsidies will be granted after the subsidy application is submitted and the content is approved
 - Premier clubs will receive the subsidy after they have submitted all of the required documents along with account statements and receipts to the Student Office.
 - Benefits from the university's advertising and promotion
 - The university will select premier clubs first for its website and publications.
 - Premier clubs are able to use the poster cases reserved especially for premier clubs to promote their activities.
 - Use of the advisory system
 - Premier clubs will have a club/circle advisor. Advisors can provide advice that will enable the organization to have safer, higher quality and more consistent activities. Advisors will also be involved in assessing whether the content of activities and management of the organization are appropriate or not, deal with any misconduct on the part of members, etc. Advisors are on hand to offer advice and encourage members' personal and academic growth.
 - Other benefits
 - The university will recommend premier organizations first when students of premier organizations apply for extracurricular scholarships offered by off-campus organizations.
 - The university will recommend premier organizations first for on and off-campus projects and events.
 - Premier clubs can receive priority to participate in training workshops provided by the university and receive in-depth advice from university staff for their activities which can lead to personal and academic growth.

4. **Responsibilities of premier clubs**

- Complete the procedures and submit documents required by the university by the deadlines
 - Activity Report (twice a year)
 - Financial Report (end of the academic year)
 - Minutes for the premier club meetings (once a month/one report for all of the premier clubs)
 - All other documents and procedures required by the university
- ※All submitted documents are available to the public.
- Premier clubs are responsible for unifying all clubs and circles
 - Manage the facility coordination meeting
 - Assist in managing the cleanup days
 - Plan and organize welcome events for new students
 - Other activities that are expected of premier clubs
- Participate in events, training workshops, and activity meetings
 - All premier clubs: Safety precaution training (once a year), leadership training (once or more a year), participate in the end-of-the-year Public Activity Report for premier clubs
 - Specified premier clubs: Entrance ceremony, graduation ceremony, Tenku Festival, Culture Wagon, and other university events
- Able to execute premier club meeting activities
- Regularly contact, consult and report to their advisor
- Thoroughly consider and implement safety precautions

5. **Screening for newly approved premier clubs and continuing organizations**

<Screening for newly approved premier clubs>

- Screening method
 - (1) Initial screening: Document screening
Please refer to “7. Application Information” below
 - (2) Second screening: Interview
- Screening criteria
Organizations must meet the above requirements and fulfill the obligations of a premier club. Organizations must be capable of consistently implementing high-quality activities that will be a model for other organizations.

<Continuation requirements and screening>

The continuation screening for premier clubs will be conducted in accordance with the criteria below.

- Public Activity Report
 - (1) Period: January
 - (2) Presenters: All premier clubs
 - (3) Student Affairs Committee members and Student Office staff members will be in attendance to provide feedback and advice that would help improve club activities.
- Document Screening
 - (1) Period: During the end of the year continuation screening
 - (2) Target organizations: All premier clubs
 - (3) Required documents: Activity Report and Financial Report
 - (4) Premier clubs must receive their advisor's approval prior to submission.
- Interviews
 - (1) Period: January-March
 - (2) Target organizations: All premier clubs – Interviews are conducted every year.
- **Meeting with Club Advisors**

Executive members of the Division of Student Affairs will meet with advisors to check that premier club members regularly contact, consult, and report to their advisor and that advisors are making positive contributions to students' personal and academic growth through their advice and involvement with club activities.
- Demotion: Premier clubs may be demoted even before the end of the year screening if their activities are not reliable and do not meet the level expected of premier organizations.
- The former and current representatives and deputy representative will be required to meet with Student Office staff when the representative of the organization changes.

6. AY 2021 Screening Schedule for Premier Clubs

December

Meeting with Club Advisors

Wed, December 23 (5th Period)

Premier Club System Guidance

Wed, December 23- to Fri., January 22 (16:30)

Application period for newly applying organizations and existing premier clubs

Wed, December 23- to Fri., January 22 (16:30)

Application period for AY2021 subsidies

Fri, January 25

Interview dates/times announced

Mon, February 1 - Fri, February 12

Interview period (TENTATIVE)

Fri, March 12

Results announced

Wed, April 7 (tentatively scheduled for 5th period)

AY2021 Premier Club Guidance

7. **Application Information**

● Required documents:

<Existing Premier Clubs>

① Application Form (Online)

Registration System: "Change of registered information" → "Premier Club Application"

- Explain the contents of your application to your club advisor after you submit the application. You must ask your advisor to read your club's application on the online registration system, mark "read" for their status on the application form by clicking "Confirm", and put their feedback in the "comment" section. This must be completed by the application deadline.

② Members List

- Update the latest "Member List" on the online registration system (Registration System: "Change of registered information" → "Member list"), and then extract that list into the above-mentioned ①.

③ Administrative rules of the organization

- Rules need to state important administrative matters such as the goals of the organization, selection of representatives, decision-making method, etc..
- Free format. This form needs to be attached to the online application (①)

④ Documents that prove the organization's activities in this academic year

- Newspaper articles, website, meeting minutes, etc. (exclude the ones that your club had registered in the on-line system)
- This form needs to be attached to the online application (①)

<Clubs/circles newly applying for premier club status >

After submitting above-mentioned ①-④ via the online registration system, print out the following documents and submit them to the Student Office in one file.

⑤ Recommendation letter from the organization's advisor or prospective advisor (Free format)

- There needs to be a name, title, organization/company name, contact information, and the

signature (or seal) of the advisor or prospective advisor.

In regards to the documents ⑥ - ⑧ listed below, submit a copy of all the documents that were submitted to the Student Office since the organization was established. Even in cases where the organization has not kept all these documents, the documents from the last three years, including the current academic year, need to be submitted.

- ⑥ Activity Report
- ⑦ Account Statement
- ⑧ Any other document (incl. activity registration forms)

- Deadline: Friday, January 22 at 16:30
- Note: Documents will not be returned after you submit them. Also, you cannot replace a document with another once it has been submitted.

8. Premier Club Approval Screening Method

(1) Continuing Clubs

- ① Continuing clubs will be screened on their Public Activity Report presentation and Q&A.
- ② The screening panel will be composed of two members of the Division of Student Affairs.

(2) New Applications

- ① Clubs newly applying for premier club status must give a presentation on the activities they plan to hold if they are approved for premier club status.
- ② The screening panel will be composed of two members of the Division of Student Affairs.

9. Subsidy Application for AY2021

- Basic information and evaluation criteria →Refer to the attachment
- Subsidy application procedures
 - Online registration system: "Subsidy" →" Application for Annual Subsidy"
 - Provide a detailed explanation of each item based on past expenses or cost estimates (provide details in the remarks column).
 - After careful consideration, provide a detailed explanation of the necessity and effect of the subsidy. The Student Office will decline applications with reasons such as "Decrease financial burden of organization and its members."
 - It is not possible to add or change the application contents after it has been submitted.
 - The Student Affairs Committee will decide the items for which the subsidy can be used and the subsidy amount.

- Submission Deadline: 16:30, Fri, January 22