

Premier Club System

Student Office

1. About Premier Club System

The premier club system aims to support self-managed organizations that are already continuously conducting high-level activities and provides them with substantial assistance so they can produce even higher level activities with more stability. Also, the system aims to have the supported organizations be model organizations as well as contribute to the development of all the clubs and circles.

Premier clubs can potentially receive subsidies, have priority when reserving university's facilities and equipment, and 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 "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 being 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
- There must be at least ten members
- The organizations must fulfill the criteria for their type of organization.

【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 such as regular concerts to demonstrate their achievement such as regular concerts.

【Academic and Volunteer】 The organization must regularly be involved in academic activities and make 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 official positions autonomously.
 - 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). All the documents need to be submitted to the Student Office
 - (2) 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>

- The organization must fulfill either condition (1) or (2).
 - (1) Less than two third of the organization can be made up of 1 nationality/region.
 - (2) Must be responsible for activities that connect to "International Mutual Understanding."

All the APU student organizations must run their organization in a way that allows any student to join their organization and participate in their activities, regardless of the student's country, region, or basis language. An example of an effective method 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>

- Can receive priority when reserving Student Council rooms (application submission 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
- Subsidies will be received after submission of the required documents along with account statements and receipts to the Student Office.

- Benefit from the University's advertising and promotion

- The University will select the premier clubs first for its website and publications. The student organizations will receive priority use of the publications specifically for premier clubs. Premier clubs can also use these publications to promote themselves.

- Use the advisory system

- Premier clubs will have a club/circle advisor. Advisors can provide advice that can enable the organization to have higher quality and more constant activities.

- Other benefits

- The University will recommend premier organizations first for off-campus organizations when students of premier organizations apply for extracurricular scholarships.
- 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 educational 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 reports (end of the academic year)
- Minutes for the premier clubs 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 times per year), participate in the end-of-the-year public report for premier clubs
 - Specified premier clubs: Entrance ceremony, graduation ceremony, Tenku Festival, Culture Wagon, and other university events
- Able to complete the premier clubs' activities
- Periodically contact, consult and report to the 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 standards
Organizations must meet the above requirements and fulfill the obligations of a premier club. Also, organizations must be capable of consistently implementing high-quality activities which will be a model for other organizations.

<Continuation requirements and certifications>

The continuation screening for the premier clubs will be conducted according to the items listed below.

- Public activity report
 - (1) Period: Every year in December or January
 - (2) Presenters: All premier clubs

(3) Additional information: Student Affairs committee members and Student Office staff members will provide feedback and advice in the meeting.

- Documentation 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 for premier clubs
 - (4) Addition information: Need to receive their advisor's approval
- Interviews
 - (1) Period: January-March
 - (2) Target organizations: Approximately half of the premier clubs every year
- Demotion: Premier clubs may be demoted if their activities are not dependable
- Additional information: The former and current representatives and deputy representative will need to have a meeting with the Student Office when there is a change of leadership (a representative).

6. AY 2018 screening schedule for premier clubs

Wed, December 20	Explanatory meeting about the premier club system
Wed, December 20-Mon, January 15	Application period for newly applying organizations and existing premier clubs
* Existing premier clubs that would like to continue as a premier club are also required to submit all the application documents again.	
Mon, January 22- Wed, January 24	Interview for newly applying organizations
Mon, January 22- Fri, March 16	Interview for existing premier clubs
Fri, March 23	Announcement of the results
Wed, April 11 (scheduled during the 4 th and 5 th periods)	
Continuation guidance session for all clubs and circles/ Explanatory meeting for premier clubs	

7. Application Information

- Required documents:
 - ① Application Form (Fixed format)
 - The application needs to be typed. Each organization can increase the space allocated for each answer. However, the entire application form should not exceed 15 pages excluding the cover page. With the exception of specific sections, please write in either Japanese or English.
 - Print out the application. After the representative provides their signature and signature stamp, the advisor (or prospective advisor) needs to provide their signature and signature stamp.

- ② Member list (Fixed format)
- 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) (Free format)
- ④ 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 supervisor or prospective advisor.

In regards to the documents ⑤-⑦ 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.

- ⑤ Activity report
- ⑥ Account statement
- ⑦ Other required documents

- ⑧ In addition to the documents listed above, include documents that prove the organization's activities (newspaper articles, website, meeting minutes, etc.)

- Print and file all necessary documents for submission
- Submission location: The person in charge of clubs and circles at the Student Office
- Deadline: Wednesday, January 15 at 16:30
- Reminder: The documents will not be returned. Also, documents cannot be replaced after being submitted