POLICIES OF THE MIDWEST JAPAN SEMINAR
Adopted September 25, 1977
Amended March 8, 1981
Amended April 11, 1987
Amended April 7, 1990
Amended April 3, 1992
Amended December 6, 1997
Amended October 31, 1998
Amended September 25, 1999
Amended February 10, 2007
Amended November 10, 2012
Amended April 9, 2016

I. Seminar Participants

A. Qualifications

Attendance at and participation in meetings of the Midwest Japan Seminar (MJS) is open to all Japan specialists who live and/or work in the Midwestern portion of the United States. The following qualify as Japan specialists:

1) scholars with a Ph.D. or similar terminal degree from a university who devote much of their time to teaching and/or doing research on Japan;

2) graduate students pursuing doctoral degrees with a primary focus on Japan, irrespective of discipline.

Faculty and students at institutions hosting MJS meetings are also invited to attend should the paper topics be of interest for their research and/or teaching.

B. Reimbursement

For Japan specialists with advanced degrees in hand, MJS will compensate up to $250 of transportation costs. Reimbursable transportation expenses include the lowest available advance purchase economy airfare, train, and the standard rate for mileage (not to exceed the cost of airfare). Should the budget allow, compensation for parking, tolls, shuttle/taxi service, and car rental will be available within the $250 limit.

Although graduate students may receive comparable reimbursement for transportation costs if the MJS budget allows, they are strongly encouraged to seek funding from their own institution. Prior to submitting a request for reimbursement, graduate students should contact the Chair of the Executive Committee.
No reimbursement will be provided for those who attend MJS sessions held in conjunction with the Midwest Conference on Asian Affairs Annual Meeting. The same policy applies to the host of a meeting as well as to non-Japan specialists who may attend a session hosted at their own institution.

Should the funds available be exhausted before all scheduled meetings have been held in any one year, the Executive Committee will determine whether to suspend or prorate reimbursement. In either case, the Chair will provide notification of the Committee’s decision when announcing any remaining meetings.

Reimbursements are managed through the University of Illinois, which has set specific policies for documentation. Requests for reimbursement must include original itemized receipts for airfare, train tickets, parking, shuttle/taxi service, car rental, and tolls (over $10).

MJS will not be responsible for unused air tickets or other costs incurred should a participant not attend a meeting.

C. Recruitment

The active recruitment of new participants will take place through actions including (but not limited to): occasional questionnaires and emailing to current members, announcements of the MJS program in the Association of Asian Studies Newsletter, and word of mouth.

Every year, the Executive Committee shall review the list of participants and remove names of inactive individuals who have had no correspondence with the Chair or other members of the Executive Committee for a period of three years.

II. Seminar Presenters

A. Qualifications

Japan specialists with advanced degrees in hand are eligible to present their research at MJS meetings with a maximum frequency of once every three years. Graduate students in Japan studies who have completed their qualifying exams and are employed in visiting or tenure-track positions may also share their work. All interested in presenting should contact the Chair of the Executive Committee. The Chair will ensure that presenters meet the eligibility requirements and work to achieve disciplinary diversity across meetings. Presenters who are new to MJS are strongly encouraged to attend meetings prior to their presentation to familiarize themselves with the MJS format.

B. Paper Guidelines
Papers must focus on Japan and be heavily based either on research in Japanese sources or field work done in Japan. At least eight weeks prior to each meeting, presenters should provide the Chair with a title and a several sentence abstract for the announcement. Papers themselves are due at least three weeks in advance of each seminar. They should be sent to the Chair electronically, preferably in PDF format, and should not exceed twenty-five double-spaced pages (approximately 6500 words).

Presenters who subsequently publish any part or version of their MJS paper should acknowledge the sharing and discussing of that work at an MJS meeting. The Chair should also be notified with publication details provided.

C. Reimbursement

Presenters will be compensated for up to $400 of their transportation costs. Reimbursable transportation costs include the lowest available advance purchase economy airfare, train, and the standard rate for mileage (not to exceed the cost of airfare). They will also receive repayment for one night of lodging for up to $110 following the guidelines of the University of Illinois. Should the budget allow, compensation for parking, tolls, shuttle/taxi service, and car rental will be available within the $400 limit. This reimbursement policy applies to all MJS meetings, including those held in conjunction with the Midwest Conference on Asian Affairs Annual Meeting. Note, however, that should the meeting take place at the presenter’s own institution, the presenter will not be eligible for any reimbursement.

Reimbursements are managed through the University of Illinois, which has set specific policies for documentation. Requests for reimbursement must include original itemized receipts for hotel, airfare, train tickets, parking, shuttle/taxi service, car rental, and tolls (over $10).

MJS will not be responsible for unused air tickets or other costs incurred should a presenter not attend a meeting.

III. Hosts

A Japan scholar at the hosting institution acts as the local contact. The host is responsible for making the following arrangements and communicating the details about the meeting room, hotel, dinner, and transportation to the Chair at least eight weeks before the meeting for the announcement:

A. schedules a rent-free seminar-type room that will seat 25 to 35 around a table configuration for a Saturday afternoon from 1-6 p.m.;

B. arranges for snacks and drinks for the meeting with funding from the host institution (around $100);
C. arranges for at least 15 hotel rooms to be reserved and paid for by participants, presenters, members of the Executive Committee, and the Chair at a reasonable rate (ideally $60-$75 and less than $110);

D. arranges for an after-seminar dinner at a reasonably priced restaurant (around $20 including tip and tax); attendees pay for their own dinners and drinks;

E. provides transportation information and a web link to a campus map.

IV. The Executive Committee:

A. Composition

The Executive Committee will be limited to six officio members including the Chair of the organization; in addition, the Director of the Center for East Asian and Pacific Studies at the University of Illinois Urbana-Champaign will be an ex-officio member.

The Executive Committee shall represent the diversity of the membership of MJS in terms of size of the school or program, academic discipline, and location. Unless necessary to maintain balance in representation of disciplines, no institution will be allowed more than one officio member on the Executive Committee.

B. Terms of Service

The term for an Executive Committee member shall be three years. Except to assume the duties of Chair, no member may serve two successive full terms on the Executive Committee. A rotation system provides for the retirement of two people each year and the selection of two new members each year. New members are appointed by the Executive Committee.

The Executive Committee will appoint replacements to the Committee when a member is out of the country for an extended period and unable to attend Executive Committee meetings or to correspond with the Chair. If a member of the Executive Committee is out of the country for one academic year, a replacement will be appointed to fill in for only that academic term. If a member of the Executive Committee will be out of the country for more than one academic year, the Committee will appoint a replacement to complete the three-year term. Members appointed for partial terms may serve a consecutive full term. The same consideration to completing terms is to be followed for vacancies on the Committee resulting from a Committee member moving from the region, becoming Chair, resigning from the Committee before completing his/her three year term, or being asked to step down by unanimous agreement of the other members due to prolonged inactivity with MJS.
C. Duties

The Executive Committee will meet once a year. That meeting will be held in conjunction with the Midwest Conference on Asian Affairs Annual Meeting. Should pressing matters arise, the Chair may call a second meeting for either the fourth or fifth MJS meeting of the academic year and convene that if a majority of Executive Committee members are in attendance.

The Executive Committee will review the “Policies of the Midwest Japan Seminar” at least once every three years at an Executive Committee meeting.

The Executive Committee members are encouraged to attend as many MJS meetings as possible.

D. Reimbursement

Executive Committee members will be reimbursed for up to $300 of transportation expenses incurred to attend the Executive Committee meeting held in conjunction with the Midwest Conference on Asian Affairs Annual Meeting. Reimbursable transportation costs include the lowest available advance purchase economy airfare, train, and the standard rate for mileage (not to exceed the cost of airfare). Executive Committee members may also receive reimbursement for one night of lodging for up to $110 following the guidelines of the University of Illinois. Should the budget allow, compensation for parking, tolls, shuttle/taxi service, and car rental will be available within the $300 limit. Note, however, that should an Executive Committee meeting take place at the home institution of a committee member, that committee member will not be eligible for any reimbursement.

Reimbursements are managed through the University of Illinois, which has set specific policies for documentation. Requests for reimbursement must include original itemized receipts for hotel, airfare, train tickets, parking, shuttle/taxi service, car rental, and tolls (over $10).

MJS will not be responsible for unused air tickets or other costs incurred should a member of the Executive Committee not attend a meeting.

In the event that the Chair sees need for a second Executive Committee meeting during the academic year, the Chair will seek approval from any agency funding MJS to reimburse Executive Committee members. If that approval is not granted, the Chair may still call a meeting, but it will only convene if a majority of Executive Committee members can attend.

V. The Chair:

A. Term of Service
The Chair of MJS is appointed by the Executive Committee. The MJS Chair will normally be appointed for a three-year term, but the Chair may be reappointed to a subsequent term at his/her pleasure and the pleasure of the other Executive Committee members.

The term of the Chair begins and ends with the fall academic term. The out-going Chair should provide the in-coming Chair with a schedule for the seminar sites for the upcoming academic year and as many presenters as possible. The out-going Chair should work with the incoming Chair during the intervening summer to ensure a smooth transition.

The Executive Committee will designate the Chair's successor during the current Chair’s final year when meeting in conjunction with the Midwest Conference on Asian Affairs Annual Meeting. The outgoing Chair will provide the incoming Chair with a record of meeting sites and presenters during his/her term and the preceding term.

B. Duties

The Chair is responsible for coordinating meeting sites and presenters, sending out announcements for meetings, and distributing papers in advance to all participants. The Chair also makes sure that the MJS website is regularly updated.

The Chair, in collaboration with the Executive Committee, is also responsible for securing funding and submitting all necessary reports for any funding received. In addition, the Chair revises reimbursement forms as needed.

The Chair presides over each MJS meeting, as well as meetings of the Executive Committee. If the Chair is not able to attend a meeting, the Chair will select a member of the Executive Committee to serve as Acting Chair for that occasion.

C. Reimbursement

The Chair (or, in cases the Chair cannot attend, the Acting Chair) will be reimbursed for up to $400 of transportation expenses. Reimbursable transportation costs include the lowest available advance purchase economy airfare, train, and the standard rate for mileage (not to exceed the cost of airfare). The Chair may also receive reimbursement for one night of lodging for up to $110 following the guidelines of the University of Illinois. Should the budget allow, compensation for parking, tolls, shuttle/taxi service, and car rental will be available within the $400 limit. This reimbursement applies to all MJS sessions chaired. Note, however, that should any meeting take place at the Chair’s own institution, the Chair will not be eligible for any reimbursement.
Reimbursements are managed through the University of Illinois, which has set specific policies for documentation. Requests for reimbursement must include original itemized receipts for hotel, airfare, train tickets, parking, shuttle/taxi service, car rental, and tolls (over $10).

MJS will not be responsible for unused air tickets or other costs incurred should a Chair not attend a meeting.

VI. Paper Distribution:

Papers will be distributed only to the participants who attend that session of the seminar. Others may contact the author directly and request a copy of the paper.

VII. Amending the Policies:

The Executive Committee may propose an amendment to the policies. The proposed amendment must be circulated among all MJS participants at least two weeks prior to the MJS session at which a vote on it will be taken. A majority of the participants present at that next seminar must vote in favor of the amendment for it to be adopted.