

2009 Anime@Carleton Constitution

Article I: Name of the Club

1. The club shall be known as the 'Anime@Carleton' club and herein after shall be referred to as 'the club'.

Article II: Purpose of the Club

The club shall work towards:

1. Promoting interest in the great artistic style of Japanese animation otherwise known as 'Anime', among the students at Carleton and/or the Ottawa community,
2. Bringing together members of the Carleton-Ottawa community who share an interest in Anime, and
3. Hosting Anime related events open to the Carleton community and/or the general public.

Article III: Structure

1. The General Membership shall be the legislative body of the club and shall be composed of all fee-paying (if there is one in effect) members.
2. The Executive shall be the Administrative body of the club and shall be composed of members elected by the General Membership as defined below.

Article III.I: Policies

Policies may be created by two-thirds of the Executives or the majority of the General Members at a General Meeting. Policies shall be divided into two categories:

- Permanent Policies are policies that must be followed and can only be dissolved by two-thirds of the Executives and the majority of the General Members.
- General Policies are policies that must be followed as long as they are posted. They may be dissolved by two-thirds of the Executives.

Policies may have specific conditions attached that must be met in order for them to be dissolved that are not listed here.

Policies are in effect once they are ratified and must be posted on the website in the Policies section. Any policies that have a large scope or impact on the club may be added to the Constitution.

All Policies relating to "Executive Control" can be dissolved by the majority of the General Membership at a General Meeting that has been called for that purpose.

Article IV: Membership

There shall be three levels of membership within the club:

- General Student Membership
- General Membership
- Honorary Membership

General Student Membership shall:

- Be open to all students of Carleton University upon payment of the annual membership fee (if there is one in effect), have the right to speak on all matters pertaining to the club,

- To have a vote at all general membership meetings,
- To vote in all elections,
- To seek nomination for any Executive positions,
- To partake in any event of the club, and
- Be duly informed of any and all meetings, events, and elections of the club.

General Membership shall:

- Be open to any non-Carleton student and the general public upon payment of the annual membership fee (if there is one in effect) and have the right to
 - Partake in any event of the club open to the general membership, and
 - Be duly informed of any and all meetings, and events open to the general membership.

Honorary Membership shall

- Be granted by a majority of the General Membership or two-thirds of the Executive for a duration decided upon by the General Membership or the Executive, not be required to pay the annual membership fee (if there is one in effect), and have the right to
 - All privileges specified by their previous membership, and
 - Speak at the General Meetings of the club.

Membership shall be valid from the dates defined by the Executives and must be posted on the website at the beginning of a term.

In order to be considered a member of the club when there is no membership fee in effect the name and signature of the member must appear on the membership list.

Article IV.I: Members and By-Laws

All members shall, by accepting membership, be deemed to have notice of and to agree to be bound by all rules and regulations duly made thereto or hereafter to be made by the club or a majority of the Executive including, but not limited to, the Club Constitution and all Club By-Laws.

In the event that a member of the club violates the Club's Constitution or CUSA's Constitution and disciplinary action is being considered the Executive shall report to the Clubs and Societies Commissioner.

Article IV.II: Disciplinary Matters

The club shall be empowered to revoke all rights and privileges of any member, without restitution, at a meeting of the club. The member in question may under the decision of the Executives either have their membership terminated immediately or be given seven days notice, if 7 (seven) days notice is given then a vote will be held at the meeting on the seventh day where a vote shall require a two-thirds majority of the Executives. Any reinstatement of the member shall be subject to review by the Executive.

Any General Student Member, General Member, or Honorary Member may have their club membership revoked if:

- The Member is in violation of the Club's Constitution and Policies, or
- The Member is unbecoming to the club, Carleton University, and/or the Ottawa community.

Article V: Officers

Officer position may be created by the Executives. Executives shall assign duties to the Officers that either assist the Executives or support the club. These Officer positions shall exist for as long as the Executives define them.

Any member of the club may fill an Officer's position.

Article V.I: Disciplinary of Officers

The Executives are empowered to revoke all rights, privileges, and duties of an Officer. Any Officer shall be removed from their position if:

- The Officer ceases to be a General Member of the club,
- The Officer ceases contact with the Executive members and deserts the club,
- The Officer is in violation of the Club's Constitution or the CUSA Constitution and By-laws, and/or
- If they are negligent, incompetent, or remiss in the performance of their duties

Officer positions may be revoked immediately or be given 7 (seven) days notice. At the meeting on the seventh day any Officer shall be removed if two-thirds of the Executives vote in favour of removing the Officer.

If an Officer is removed any member may apply to fill that position. They will assume the duties of the position immediately if they are approved by the Executive members, if no member applies to the vacant Officer position, that position shall be deemed vacant and be removed from the club.

If an Officer position becomes vacant all the duties that were assigned to that position are to be taken over by the Executives or dismissed as long as the duties aren't essential to the club's operation.

Article VI: Executive

The Executive may consist of any structure the current Executives wish to have. Individual duties shall be divided out among the elected Executive members. The Executive positions must be filled at all times and in addition must be filled by Carleton University students.

Executive members may create additional positions if there is a need. Additional position may consist of either:

- Additional Executive positions shall be created if the two-thirds of the current Executive Members agree that an additional Executive position is necessary and shall be open for election by the General Student Membership
- Officer positions shall be created if the current Executive Members deem them necessary and shall be granted to General Members that express a desire to fill them

Article VI.I: Signing Officers

Contracts, documents, or any other instruments in writing requiring the signatures of the club shall be signed by any two signing officers consisting of the most senior Executive and the next most senior Executive of the club. All contracts, documents, and instruments in writing so signed shall be binding upon the club without further authorization or formality. The club shall have the power by resolution to appoint any Club Officer or Member on behalf of the club to sign specific contracts, documents, and/or instruments in writing. Such contracts, documents or instruments shall require the prior approval of the Executives.

Article VI.II: Impeachment

Any Executive Member shall be removed from office

- When said member ceases to be a General Member of the club,
- For a violation of the Club's Constitution or the CUSA Constitution and By-laws, and/or
- If they are negligent, incompetent, or remiss in the performance of their duties.

At least 10 (ten) days notice of impeachment must be given to the Executive Member in question and the General Members of the club. During a motion of impeachment the Executive Member in question shall be given the opportunity to speak to the motion. An Executive position shall be deemed vacant if one-half of the General Student (Carleton students) Members present and/or two-thirds of the Executive Members vote in favour of impeaching the Executive Member in question.

Article VII: Meetings

General Meetings shall:

- Be open to all members of the club,
- Be advertised on the website and forums,
- General Members shall be given 72 (seventy-two) hours notice of any General Meeting,
- Be called by the Executives, or
- Be called by 25 (twenty-five) percent of the General Membership.

Article VIII: Elections

Club Elections shall be held either at the end of the winter-term or at the start of the fall-term.

- The Executive shall be elected for a term of one year at a General Meeting held in March, April, or September.
- At least 7 (seven) days notice shall be given to all General Members by making posts on the club's website and forums prior to a General Meeting being held for the purposes of an election or by-election.

The election and by-elections shall proceed as follows:

- General Student Members may volunteer for any position of the Executive;
- Short speeches shall be heard from the candidates, details decided upon by the current Executives;
- Where there is only one volunteer for a position that person shall be acclaimed and deemed elected to the position;
- Where there is more than one volunteer for a position a vote shall be taken (secret ballot if necessary) among the General Members present and the individual that receives the majority of votes shall be deemed elected to the position.

Current Executives may:

- Opt to remain in their current position or move to an open position as long as no General Student Member chooses to run for the position in question
- Declare that they wish to remain in their current position or declare that they will fill an open position as long as no Student Member objects

If a position on the Executive becomes vacant during the year a by-election shall be called to fill the vacancy within two weeks (14 days) of the seat becoming vacant.

Article VIII.I: Absentee Voting

No member shall be permitted to vote in absence at a meeting, either via absentee ballot or proxy.

Article IX: Amendments

The Constitution may be amended by any member of the Executive, but that individual must notify all other Executives of his or her changes and if another member disagrees the amendment must be rejected or redefined.

Article X: Dissolution of the Club

Dissolution of the club shall occur under the following conditions:

- By order of Carleton University and/or CUSA
 - All guidelines pertaining to the dissolution clubs shall be followed as they are laid out by CUSA
- By the Executives members of the club
 - If the majority of the Executive members of the club wish to disband and no General Student Members choose to fill the open Executive positions
 - A notice of 30 (thirty) days must be given to allow for candidates to fill the Executive positions
 - All planned events must continue to be held within the 30 (thirty) day time period
 - Notices must be made on the club's website and forums as well as the on the forums of the Society for Ottawa Anime Promotion (SOAP)
 - Upon reaching 7 (seven) days before the disbandment a renewed notice must be made on the club's website and forums as well as the forums of the Society for Ottawa Anime Promotion (SOAP)
 - If Officers and/or General Student (Carleton students) Members fill the Executive positions in question the former Executives are to act as advisors for 30 (thirty) days in order to train the new Executives, if the old Executives will no longer be at Carleton or in Ottawa as much support via email is to be given as possible
 - A 'Change of Executive Notice' must be made on the club's website and forums and the forums of the Society for Ottawa Anime Promotion (SOAP) with the name(s) of the new Executive(s) and a way to contact them
- By a 'Vote of Abandonment' by the Executives and Officers
 - The Executives may call a 'Vote of Abandonment' if attending members fall below 5 (five) for a period of more than 45 (forty-five) days, attending members shall be defined as General Members and not the Executives and Officers
 - A notice must be made on the club's website and forums as well as the on the forums of the Society for Ottawa Anime Promotion (SOAP) stating that a 'Vote of Abandonment' will occur in 30 (thirty) days
 - All planned events must continue to be held within the 30 (thirty) day time period
 - Upon reaching 7 (seven) days before the 'Vote of Abandonment' a renewed notice must be made on the club's website and forums as well as the forums of the Society for Ottawa Anime Promotion (SOAP)
 - The dissolution of the club will occur if the majority of the Executives and Officers concur at the 'Vote of Abandonment' meeting
 - If the number of attending members increases within the 45 (forty-five) day time period the 'Vote of Abandonment' is disregarded and notices must be made on the club's website and forums as well as the forums of the Society for Ottawa Anime Promotion (SOAP)

Upon dissolution of the club:

- All assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Society for Ottawa Anime Promotion (SOAP) so that they may offer those assets to anyone who wishes to start an Anime Club at Carleton University in the future.
- If the club owns any DVDs or Manga, they are to be given away or auctioned off at the last meeting. All funds that are gained shall be given to the Society for Ottawa Anime Promotion (SOAP).

- If the club owns any promotional materials gained from various Anime Companies they are to be given away or auctioned off at the last meeting. Any funds gained are to be given to the Society for Ottawa Anime Promotion (SOAP).