

Anime@Carleton Constitution

Revised/amended on: Tuesday, September 28th 2010

Article I: Name of the Club

1. The club shall be known as 'Anime@Carleton' (acronym A@C) 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 a membership fee 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 a unanimous decision 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 can be dissolved by a unanimous decision 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 in the policies document which must at all times be accessible through the website. 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 Policies.

In the event that a member of the club violates the Club's Constitution/Policies and disciplinary action is being considered the Executive will observe and follow *Article IV.II*.

Article IV.II: Disciplinary Matters

The club shall be empowered to change a member's status or revoke all rights and privileges of any member, without restitution, at a meeting of the club that has been called for that purpose. Any Member may have their club membership status changed to member in bad standings, suspended, or 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.

In order to change a members status,

- The Executives shall give at least 7 days notice to the member in question that their membership status will be reviewed,
- The Executives will hold a meeting on the 7th day where a two-thirds vote by the Executives shall be required to change a members status.
- If the offence is severe, as long as all the Executives are present, an immediate vote may be held to change a member's status or revoke membership.

Besides having membership revoked, the Executives may change the member's status to a Member in Bad Standings or suspend membership. If a Member's status is in Bad Standings that member may still attend all club events and meetings however, that member may not run for or hold any Executive or Officer positions with the club and shall not be able to speak during any meeting or have a vote. If membership is suspended the Executives will decide on how long the suspension stands.

The only way to change a Member's status back to Good Standings or to reinstate membership is by a review of the Executives.

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.

No member may hold an Officer's position if their membership status has never been changed to Bad Standings or been Suspended and the reason(s) still stand.

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 Policies, 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 as long as there are at least three (3) primary Executives that consist of Carleton University Students. Individual duties shall be divided out among the elected Executive members. The Executive positions must be filled at all times.

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 current Executive Members agree in a unanimous decision 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

In the event that an Executive position becomes vacant, a by-election will be called to fill the vacant position within fourteen (14) days of the position becoming vacant. All the guidelines laid out in *Article VIII: Elections* shall be followed for a by-election.

Article VI.I: Treasury

If the club has a treasury an Executive who is a Carleton University Student shall be deemed responsible for it and all associated record keeping. In no way shall a non-student Executive be given control of the treasury or its records.

The Executive who is responsible for the Treasury shall be required to keep up-to-date records of all transactions with receipts. In addition, they shall be required to prepare a ledger at the request of CUSA and have it submitted by the due date with all supporting documentation.

If the club has a bank account that account shall have the signing authorities of the Financial Executive and at least one other Executive Member.

The Executives must approve all withdrawals from the treasury or bank account.

At any point, any member of the club may request to see the records of the Treasury.

Article VI.II: 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.

The Executives as a whole must approve any soft (electronic) contracts or documents before the person responsible for them can sign and submit them.

Article VI.III: 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 Policies, 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 that a General Meeting is being called for their Impeachment. All means to contact the Executive in question must be made before announcing the date of the Impeachment Meeting. A General Meeting being called for the purpose of impeachment shall be open to Members and be announced at least seven (7) days before the meeting is to be held. During a motion of impeachment, the Executive Member in question shall be given the opportunity to speak to the motion. If the motion against the Executive stands after having a chance to speak the Executives shall vote as to whether to remove the Executive in question. In the unlikely event that the Executive vote is tied, all the Members present at the meeting shall cast a vote.

An Executive position shall be deemed vacant if two-thirds of the Executive Members and/or at least fifty-one (51%) percent of the General Members present at the meeting vote in favour of impeaching the Executive Member in question.

After impeachment of an Executive, the remaining Executives must decide as to whether the membership of the person in question should be reviewed.

Any Executive removed from office may, at any time, ask to be reinstated, provided that the reason(s) for his removal can be disproved or mitigated. The removed member will be reinstated should all the Executive Members, including the replacement for the removed member, vote unanimously to reinstate the removed member.

As long as the reason(s) for impeachment stand that person may not hold an Executive or Officer position with the club.

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 at least 72 (seventy-two) hours (i.e. 3 days) notice of any General Meeting,
- Be called by the Executives, or
- Be called by at least 25 (twenty-five) percent of the General Membership.

All Meetings must have an agenda or purpose that are posted along with the announcement.

Any meeting that is being called for the purpose of an election, by-election, or impeachment must be posted at least seven (7) days before it is to take place.

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 being called for the purpose of an Election which can be 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.
- New Executives will officially take office at the first event of a new club year or seven (7) days before the CUSA re-certification package is due, whichever happens sooner.
- Any Executives elected through a by-election shall take office immediately after the 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.

No Student Member may hold an Executive position if their membership status has never been changed to Bad Standings, suspended, or they have been impeached and the reason(s) still stand.

Article VIII.I: Absentee Voting

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

Article IX: Amendments

Any member of the Executive may amend the Constitution, but that individual must notify all other Executives of his or her changes and if any another Executive 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
 - Upon reaching 7 (seven) days before the disbandment a renewed notice must be made on the club's website and forums
 - 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 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 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
 - The dissolution of the club will occur if the majority of the Executives and Members present 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

Upon dissolution of the club:

- All assets gained through CUSA shall be returned to CUSA and all other assets shall be given to Ottawa-Anime.org 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 to club members at the last meeting. Any funds gained are to be given to Ottawa-Anime.org.
- If the club owns any promotional materials gained from various Anime Companies they are to be given away or auctioned off to club members at the last meeting. Any funds gained are to be given to Ottawa-Anime.org.