

Anime@Carleton

Constitution

Ratification Date: January 31st, 2021

Article 1: 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'.
2. In the event a platform doesn't allow for the '@' to be used, the club shall go by 'Anime Carleton'.

Article 2: 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 University and the Ottawa community,
2. Bringing together members of the Carleton University and Ottawa community who share an interest in Anime, Manga, or anything from Japanese pop culture, and
3. Hosting Anime related events that are open to the Carleton University community, the Ottawa community, and other members of the general public.

Article 3: Structure

1. The club shall be made up of,
 - a. The General Membership, which shall be the Legislative body of the club and shall be composed of all official club members.
 - b. The Officers, which shall be appointed by The Executive to serve a set role and/or carry out set tasks. They are considered part of the Legislative body of the club.
 - c. The Executive, which shall be the Administrative body of the club and shall be composed of members elected by the General Membership as defined below.
2. The club shall follow the Constitution and Policies as they are written.

Article 4: Club Operations

1. The club is to operate at Carleton University, in the Ottawa-area, and/or online via the club's Discord server.
2. The club is to host anime, manga, or Japan related events as it sees fit.
3. The club shall operate during a club year, which shall be defined as September 1st to August 31st.
 - a. A club year may be extended by 2 weeks by the Executives if they deem it necessary.
4. The club's Executives shall determine if the club holds any events between June 1st to August 31st, otherwise known as the summer-semester.
5. The club shall maintain an inclusive and welcoming environment for all at any events or meetings.

Article 5: Policies

1. Policies may be created by at least two-thirds of the Executives or the majority of the General Membership at a general meeting. Policies shall be divided into two categories:
 - a. 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.
 - b. 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 Membership at a meeting that has the dissolution of said Permanent Policy on the meeting's agenda.
2. Policies may have specific conditions attached to them that must be met in order for them to be dissolved that are not listed here. If there is a specific condition, it must be written into the policy.
3. 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 and the club's Discord server.
4. Any policies that have a large scope or impact on the club may be added to the Constitution.
5. 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 6: Communications

1. The club shall maintain,
 - a. A website located at carleton.ottawa-anime.org,
 - b. An email address; Anime.at.Carleton@gmail.com,
 - c. A Discord server with the invitation link; <https://discord.gg/ZRFTSPC>
 - d. Social media channels/feeds that include,
 - i. Twitter; <https://twitter.com/AnimeCarleton>,
 - ii. Facebook; <https://www.facebook.com/AnimeCarleton>, and
 - iii. Instagram; <https://www.instagram.com/AnimeCarleton>
 - e. A Steam Group; <http://steamcommunity.com/groups/AnimeCarleton>.
 - f. A Twitch Channel; <https://www.twitch.tv/AnimeCarleton>
2. Only the club's Executives shall have administrator access to any of these accounts.

3. Additional email addresses may be created for each Executive's and Officer's use,
 - a. Which must follow the address style of:
<Executive's first name>.Anime.at.Carleton@gmail.com, and
 - b. Be posted to the club's website on the contact page and on the executive page.

Article 7: Membership

1. Official Club Members make up the General Membership of the club and are all those who have signed the membership list in the current club year.
 - a. When the club is operating virtually, Official Club Members are those who have provided the Executives with,
 - i. A picture of either their Student Card, enrollment letter (with their name and student number visible), course time table (with their name and student number visible), or a valid Government photo ID, and
 - ii. Along with the above, their full Discord username needs to appear in the same picture.
2. General Membership shall be for the duration of a club year,
 - a. A club year shall be from the September 1st to August 31st, the Executives will have the option of extending the club year an additional 2 weeks into September if they deem an extension necessary,
 - b. Each club year Members must sign the new yearly membership list in order to be considered an Official Club Member for that club year.
3. Membership with the club is open to all.
4. The rights of club membership are,
 - a. To have speaking rights at all general meetings,
 - b. To have a vote at all general meetings wherein there is a process that requires a vote,
 - c. To seek nomination, if they qualify, for any Executive positions,
 - d. To partake in any event of the club,
 - e. To be able to call for a general meeting of the club, and
 - f. To be duly informed of any and all meetings, events, and elections of the club.
5. New Members are those who have not held membership with the club before and have signed up as members within the current club year.
 - a. New Members shall have a probationary period of 30 days before they have,
 - i. The right to speak at a general meeting,
 - ii. The right to call for a general meeting, and
 - iii. The right to vote in any process that requires a vote at a general meeting.
 - b. In the event a New Member signs up in August, their probationary period will last until September 30th, assuming they sign the new club year membership list.

Article 8: Members and By-Laws

1. 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.

Article 9: Member Code of Conduct

1. All club members and guests shall,
 - a. Be considerate, respectful, and collaborative,
 - b. Refrain from demeaning, discriminatory, or harassing behavior and speech, and
 - c. Be mindful of your surroundings and of your fellow members.
2. Unacceptable behaviors include, but are not limited to: intimidating, harassing, abusive, discriminatory, derogatory, or demeaning conduct.
3. Should a member break the code of conduct they will be subject to disciplinary action, as outlined in Article 9: Disciplinary Matters.
4. The code of conduct applies to all club events and meetings whether they be held on-campus, off-campus, or online.
5. A guest is someone who has not signed the current year's membership list.
 - a. Should a guest cause any disruption or act in any unbecoming way, they will be asked to leave immediately, be banned from the club, and in no way be welcomed back.
6. Should a member or guest break the code of conduct the following university departments may be notified: Student Affairs, Carleton University Students' Association (CUSA), and/or Campus Safety.

Article 10: Disciplinary Matters

1. The club shall be empowered to change a member's status, put the member on suspension, or revoke all rights and privileges of any member, without restitution, if,
 - a. The member is in violation of the Club's Constitution and Policies, or
 - b. The member is unbecoming to the club, Carleton University, and/or the Ottawa community.
2. All disciplinary actions shall be overseen by the club Executives.
3. Disciplinary actions requires that the Executives give the member in question at least 7 days notice, where all reasonable methods of contact are made, where on the 7th day a disciplinary action meeting will be held to hear from the member in question.
 - a. A disciplinary action meeting is open to all club members and must be posted on the club's website, Discord server, and social media channels at least 7 days before it is to occur.
 - b. Only the member who is up for disciplinary action and the Executives may speak at the meeting, unless, the Executives call on a member present at the meeting to add anything further to the action.
4. A disciplinary action meeting shall follow this structure,
 - a. At the start of the meeting, the senior most Executive will read the reason(s) for the disciplinary action.
 - b. The member in question may speak as to disprove or mitigate the reason for the disciplinary action.
 - c. The Executives shall vote on the disciplinary action proposed at the meeting or to drop the disciplinary action. A successful vote in either case requires at least two-thirds of the executive.

- d. If the member who is up for disciplinary action does not attend the meeting, that member is subject to whatever the final decision of the Executives is and will be without grounds for an appeal.
- 5. **Exception:** If the member in question does anything that warrants immediate action, the Executives, if the majority are present, may immediately change that Member's status, issue a suspension, or revoke membership if all present Executives are in unanimous agreement.
 - a. If a Member's misconduct is severe and warrants immediate action, Campus Safety and/or the Ottawa Police are to be notified immediately. Regardless of how many Executives are present, the Member's membership is revoked.
- 6. The three disciplinary actions the executive may take are,
 - a. Deeming a Member to be in Bad Standing, any member with a bad standing will,
 - i. Not have the right to vote in any process that requires a vote at a general meeting,
 - ii. Not be able to speak during any general meeting, they may still attend,
 - iii. Remain in bad standings for the remainder of their time with the club, and
 - iv. Not be eligible to run or hold any Executive or Officer positions with the club.
 - b. Issuing a Suspension, which will prohibit the member from,
 - i. All restrictions from above, plus,
 - ii. Prohibited from attending any club events, with the exception of general meetings, for a period of time decided upon by the Executive at the time of suspension. The Executives will also determine if the member will be in bad standings or returned to good standings with the club after the suspension ends.
 - iii. If they are on the Discord server, they shall have the access role removed or be muted until the suspension is over.
 - c. Revocation of Membership, any member who has had their membership revoked will,
 - i. Lose all rights and privileges with the club,
 - ii. Be banned from the Discord server,
 - iii. Be prohibited from attending any and all club events and meetings, and
 - iv. Will not be permitted to join the club again.
- 7. Anyone who tries to circumvent a disciplinary decision will have their club membership revoked immediately without grounds for an appeal. If their membership has been revoked, Campus Safety is to be notified immediately with a request to remove them.
- 8. The Executives may report any disciplinary action taken against a Member to Student Affairs, Carleton University Students' Association (CUSA) and/or Campus Safety.
- 9. Any Member who has had disciplinary action against them, may not hold an Executive or Officer position unless the reason for the disciplinary action is overturned.
- 10. Any Member who has had disciplinary action taken against them may appeal the decision; the exception is when the Member in question failed to attend their

disciplinary action meeting. They must provide an appeal in writing to the Executive with evidence to disprove or mitigate the reason for the disciplinary action.

- a. Any submitted appeal to the Executive will be reviewed by the Executives and a decision made within 14 days of the appeal being submitted.
- b. Any appeal after the first shall be at the discretion of the Executives as to whether it is to be reviewed.

Article 11: Officers

1. Officer position may be created by the Executives.
 - a. Executives shall assign duties to the Officer(s) that either assist the Executives or support the club.
 - b. The Officer positions shall exist for as long as the Executives define them or until the duties the Officer conducts are no longer needed.
2. Any member of the club may fill an Officer's position.
3. Officer position continuity will be determined after each annual Executive election. Within 14 days of taking office, the new Executives will determine and provide notice to any current club Officers if they'd like the Officer to continue to perform the duties assigned to them or whether their duties will be rolled back into the Executives or dismissed if they are not essential.
4. The Executives are empowered to revoke all rights, privileges, and duties of an Officer if,
 - a. The Officer ceases to be a General Member of the club,
 - b. The Officer ceases contact with the Executive members and is a no show at club and can't be reached,
 - c. The Officer has not attended a club event for at least 30 days without prior notification to the Executives,
 - d. The Officer is in violation of the Club's Constitution or Policies, and/or
 - e. They are negligent, incompetent, or remiss in the performance of their duties.
5. No member may hold an Officer's position if their membership status has ever been changed to bad standings or been suspended and the reason(s) still stands.
6. If an Officer vacates their position or is dismissed from their duties,
 - a. Any member may apply to the Executive to fill that position. They will assume the duties of the position immediately if they are approved by the Executive members.
 - b. If no member applies to the vacant Officer position, that position shall be deemed vacant and be removed from the club, with all the duties that were assigned to that position to be taken over by the Executives or dismissed as long as the duties aren't essential to the club's operation.

Article 12: Executive

1. The club's Executive will be composed of at least 2 Executives as outlined by the Carleton University Students' Association (CUSA) Clubs & Societies Bylaws, that are,
 - a. Current Carleton University students and optionally any number of Carleton University alumni,

- b. Have always been in good standing with the club and have never been suspended,
 - c. Express an interest in running the club,
 - d. Passionate about anime, manga, Japanese pop culture, or Japan in general,
 - e. Have been a regular attending member over the past 6-12 months who will be in attendance at all or the vast majority of club events held throughout a club year that they are to be an Executive, and
 - f. Have been a club member for approximately 6 months in the current club year.
2. The structure of the Executive may be whatever structure the Executives wish to have.
 - a. For the purposes of club certification with the Carleton University Students' Association (CUSA), the first position will be the President and the second position will be the Vice-President.
 3. Individual duties shall be divided out among the Executives to facilitate the operations of the club and to prevent unnecessarily burdening one Executive.
 4. The Executive positions must be filled at all times.
 5. Executives shall remain in office until an election is held, they leave the club, leave the Ottawa-area and are unable to regularly attend club events, or they are impeached.
 6. If an Executive cannot attend an event,
 - a. They must notify the other Executives, and
 - b. Transfer any necessary duties/club assets to the other Executives to ensure the event can still be held.
 7. If an Executive is going to step down from office,
 - a. That Executive must notify the other Executives as soon as they are aware,
 - b. Keep the other Executives apprised as to when they will cease duties,
 - c. If possible, assist in finding and training a new Executive to fill the position when they cease duties, and
 - d. A by-election will be called 2 weeks before they are set to leave office or immediately if their departure is sooner.
 8. Executives may create additional positions if there is a need. Additional position may consist of either:
 - a. Additional Executive positions - shall be created if the current Executives agree in a unanimous decision that an additional Executive position is necessary and shall be open for election by the General Membership, or
 - b. Officer positions - shall be created if the current Executives deem them necessary and shall be granted to General Members that express a desire to fill them and are able to perform the duties/tasks that are associated with the Officer's position.
 9. If there is ever an even number of Executive positions, the highest ranking Executive will not vote in any election or disciplinary action and will instead be a tie breaker. If the Executive structure is that of coop positions, this shall apply to the senior most Executive in terms of time spent as an Executive or if all Executives have spent an equal amount of time, then the Executive who has been a member of the club for the longest period.

10. In the event that an Executive position becomes vacant, a by-election will be called to fill the vacant position within 14 days of the position becoming vacant. All the guidelines laid out in Article 18: Elections shall be followed for a by-election.
11. In the event the any Executive positions change during a club year, the Carleton University Students' Association (CUSA) must be notified of the change along with the new Executive's information.
12. Executives must act in a manner that is above reproach.

Article 13: Treasury

1. The club shall maintain a treasury when the club handles money either through,
 - a. The Carleton University Students' Association (CUSA) Clubs and Societies Fund,
 - or
 - b. The collection of membership fees.
2. When there is a treasury,
 - a. One of the Executives shall be deemed the Financial Executive and shall be deemed responsible for it and all associated record keeping.
 - b. No other non-Executive member may have access to the treasury or its records, in such a way that they could steal money and/or alter the records.
3. The Financial Executive will be required to keep up-to-date records of all transactions with receipts.
4. The Financial Executive will be required to prepare a ledger at the request of Carleton University Students' Association (CUSA) and have it submitted by the due date with all supporting documentation.
5. The Financial Executive will be required to verify the records at least twice a club year, once at the end of the fall-term and once more at the end of the winter-term.
6. At least one other Executive shall be deemed a Treasury Signing Officer along with the Financial Executive. The Treasury Signing Officer shall,
 - a. Act as a second Financial Executive, under the primary Financial Executive,
 - b. Supervise the intake of money and withdrawal of money,
 - c. Sign off on the ledger that is submitted to Carleton University Students' Association (CUSA) to ensure it is accurate and up-to-date,
 - d. Verify the records at least twice a club year, and
 - e. Act as a signing officer for the bank account.
7. When the club collects membership fees,
 - a. The club shall issue a receipt to each member that has paid the fee,
 - b. Issue a membership card or token signifying membership with the club to any member that has paid.
8. If the club has a bank account, that account shall have the signing authorities of at least the Financial Executive, Treasury Signing Officer, and the Senior Most Executive.
9. The Executives must approve all withdrawals from the treasury or bank account.
10. At any point, any member of the club may request to see the records of the Treasury, while under the supervision of the Financial Executive and the Treasury Signing Officer.
11. In the event that either the Financial Executive and/or Treasury Signing Officer vacate their positions or are impeached, the treasury and its records will be sealed by all

remaining Executives until the positions are filled again. Any monies the club holds in physical cash and the records are to be held onto by the senior most Executive if both the Financial Executive and the Treasury Signing Officer vacated their positions or were impeached.

- a. If either position was impeached, the Carleton University Students' Association (CUSA) is to be notified.
 - b. When the Financial Executive and/or Treasury Signing Officer positions are filled again, a full accounting is to be conducted.
12. All money handling and records must be handled in a manner that is above reproach.

Article 14: Signing Officers

1. Contracts, documents, or any other instruments in writing requiring the signatures of the club shall be signed by at least 2 signing officers consisting of the senior most Executive and the next most senior Executive of the club.
 - a. All contracts, documents, and instruments in writing so signed shall be binding upon the club without further authorization or formality.
 - b. The club's Executives 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 all the Executives.
2. All Executives must approve any soft (electronic) contracts or documents before the person responsible for them can sign and submit them.
3. When the club has a treasury and/or bank account,
 - a. An Executive will be appointed to the role of Financial Executive, and
 - b. A second Executive will be appointed to the role of Treasury Signing Officer.

Article 15: Impeachment

1. Any Executive Member shall be removed from office,
 - a. When said Executive Member ceases to be a General Member of the club,
 - b. For a violation of the Club's Constitution or Policies, and/or
 - c. If they are negligent, incompetent, or remiss in the performance of their duties.
2. An impeachment motion may be called,
 - a. By an Executive against another Executive, or
 - b. By at least 10 Members who have all been a club member for at least 1 club year.
3. The Executive member, who has an impeachment motion against them, must be served with the impeachment motion at least 7 days before a general meeting where the impeachment motion will be heard.
4. In the event the Executive in question is not attending club events, all reasonable methods of communication must be made before the impeachment motion goes to meeting.
5. A general meeting for impeachment will be held on the 7th day after the motion has been served or after all reasonable methods of contact have been made.

- a. The Impeachment Meeting shall be open to all club Members and be announced at least 7 days before the meeting is to be held on the club's website, Discord server, and social media channels.
 - b. During a motion of impeachment, the Executive in question shall be given the opportunity to speak. If the motion against the Executive stands after having a chance to speak the remaining Executives, minus the Executive who has been served the impeachment motion, shall vote as to whether to remove the Executive in question. In the event that the Executive vote is tied, all the General Members present at the meeting shall cast a vote.
 - c. An Executive position shall be deemed vacant if the majority of the Executive Members or at least 51% percent of the General Members present at the meeting vote in favour of impeaching the Executive in question.
 - d. If the Executive who has an impeachment motion against does not attend the impeachment meeting, that Executive will be subject to whatever decision comes out of that meeting. Furthermore, they will not have grounds for an appeal.
6. After an Executive is impeached, that Member shall be placed in bad standings with the club. The remaining Executives may decide as to whether the membership of the now former Executive in question should be reviewed further. The Executives shall determine whether,
 - a. The impeached Executive is solely removed from the Executive, but may remain a Member in Bad Standings,
 - b. To suspend the former Executive, or
 - c. To revoke membership with the club.
 7. If an impeachment motion passes, the now former Executive must do the following immediately and without delay,
 - a. Hand over all club assets to the remaining Executives,
 - b. Transfer any and all duties to the remaining Executives,
 - c. Transfer access to any account, digital or otherwise, to the remaining Executive, and
 - d. Remove themselves from being an administrator on any digital account.
 8. Any Executive removed from office may ask to be reinstated, provided that the reason(s) for his/her removal can be disproved or mitigated.
 - a. The removed member will be reinstated should all the Executives, including the replacement for the removed member, vote unanimously to reinstate the removed member.
 - b. Reinstatement would mean the Executive position is deemed to have two Executives filling it which will make it a coop position.
 9. If an Executive is impeached, the Carleton University Students' Association (CUSA) must be notified and must be provided any documentation as to why that Executive was impeached.
 10. As long as the reason(s) for impeachment stand that person may not hold an Executive or Officer position with the club.

Article 16: Club Assets

1. Club assets may be,
 - a. Physical - DVDs, Blu-rays, Art books, Manga, Merchandise, Projectors, Speakers, Computers, or any other physical item.
 - b. Digital - any owned licenses, software, digital files, or online accounts.
2. Assets are divided into three categories:
 - a. Club Owned assets,
 - i. Are assets that are property of the club and must be handed down to new Executives when they take office,
 - ii. Are assets that have been acquired through the use of the Carleton University Students' Association (CUSA) Clubs and Societies Fund, and/or
 - iii. Are assets that have been acquired through the use of money collected via membership fees.
 - b. On Loan assets,
 - i. Are assets that belong to a member that have been loaned to the club.
 - c. Donation Drive assets,
 - i. Are assets that have been acquired through any number of members contributing funds for that asset.
3. All assets are to be maintained as best as possible.
4. Only the Executives may transport, setup, and store the assets.
 - a. **Exception** is if the asset is loaned, then the loaner may transport, store, and setup the asset.
5. Assets must be setup, handled, and stored in a way that best avoids accidental damage or loss.
6. All digital assets are only to be accessible by the Executives.
7. When an asset is no longer needed or the club dissolves,
 - a. If the asset is a club owned asset, that asset shall be given to Carleton University Students' Association (CUSA),
 - b. Any loaned asset will be returned to the loaner,
 - c. Any donation drive asset will be offered to the member who put the most funds into the asset. This will repeat going down the list of funders until the asset is taken. If the member who contributed the most is no longer attending club events, the asset will be offered to the next highest contributor. If there are two or more members who have contributed an equal amount, a random number-off is to be conducted or rock-paper-scissors is to be held between the members with the winner getting the asset. If the contributors of the asset are no longer with the club or no one takes the asset, the asset will be given to Ottawa-Anime.org.

Article 17: Digital Assets

1. Digital assets as defined by Article 15: Club Assets and are only to be accessible by the Executives and under no circumstances shall a non-club Executive be given access to any digital assets, this includes but is not limited to any member of the Carleton University Students' Association (CUSA) and/or Carleton University.

2. All access rights must be transferred to new Executives or the other Executives when the Executive responsible for them ceases to be an Executive.
3. For any online communities, the administration rights/access will be limited to Executives only.
4. In the event that club dissolves or is disbanded, all digital assets are to be transferred to Ottawa-Anime.org or remain in the control of the current Executive members with the understanding that those assets may be transferred to any new anime club that forms at Carleton University.

Article 18: Meetings

1. General Meetings of the club shall either,
 - a. Take place on-campus at Carleton University, or
 - b. Be held on a dedicated channel on the club's Discord server.
2. General Meetings shall,
 - a. Be open to all members of the club,
 - b. Be advertised on the club's website, Discord server, and social media channels,
 - c. Be announced to the General Members with a notice of at least 5 days of any General Meeting occurring,
 - d. Be called by a majority of the Executives, or
 - e. Be called by at least 10 members of the General Membership who have all been club members for at least 1 club year.
3. All Meetings must have an agenda or purpose that are posted along with the announcement.
4. If a meeting is being called by the General Membership, the Executives must be served with notice and the proposed agenda at least 7 days before the meeting is to take place.
5. Any meeting that is being called for the purpose of an election or a by-election must be posted at least 14 days before it is to take place.
6. Any meeting for an Executive impeachment motion must be posted at least 7 days before it is to take place.
7. If a virtual meeting is called, it shall follow the same notice periods as above.
 - a. The security of the vote needs to be a high priority with any vote that takes place virtually.
 - b. Any record of the virtual meeting must be left accessible to all for at least 30 days. After 30 days, the Executives may file the meeting records away for future reference or request for at least 1 year.

Article 19: Elections

1. Club Elections shall be held,
 - a. At a General Meeting on the Carleton University campus, or
 - b. Through an online form in a manner that ensures the security of the vote.
2. Elections shall be held when called by,
 - a. The Executives, or
 - b. The General Membership, with at least 10 members who have all been members of the club for at least 1 club year, may call for elections when there has not

been an election for at least 1 year since the previous election and it must coincide with the election window below.

3. The club is to hold a general election for all Executive positions once every club year.
4. The annual election is to be held in the first half of the winter-term (January or February) on a date selected by the current Executives. A date for the election must be announced by mid-February.
5. When elected to office, the Executive shall remain elected to their positions until the next election, they step down, or are impeached.
6. At least 14 days notice shall be given to all General Members by making posts on the club's website, Discord server, and social media channels prior to a General Meeting being held for the purposes of an election or by-election.
7. Newly elected Executives will officially take office,
 - a. On the first Saturday of April at a time specified by the outgoing Executives but no later than 8:00pm for newly elected Executives at the annual election, or
 - b. Immediately after a by-election.
8. If a club has an event of the day of transition and it overlaps with the specified time or 8:00pm, the outgoing Executives will retain management of the event until the event ends or until 11:59pm, whichever happens sooner.
9. Outgoing Executives must handoff all duties, responsibilities, and assets to the incoming Executives either at the time the incoming Executives take office or within 7 days.
10. The election and by-elections shall proceed as follows:
 - a. A call for eligible candidates is to be made at least 30 days before the election is to take place. If for a by-election, at least 14 days.
 - b. Eligible candidates may nominate themselves or nominate another eligible member. The nomination is to be received in writing by the current Executives.
 - i. An online form may be used to collect nominations. The candidate must fill it out themselves; any other submissions are to be discarded. The current Executives need to confirm with the candidate themselves that they submitted the nomination and want to run in the election.
 - c. The nomination deadline shall be 8 days before the election is to be held.
 - d. The nomination must include the following information,
 - i. First and last name,
 - ii. Student number (will be kept private and provided to CUSA should the candidate be elected),
 - iii. Valid Carleton University issued email that is checked regularly (will be kept private and provided to CUSA should the candidate be elected),
 - iv. Valid phone number (will be kept private and provided to CUSA should the candidate be elected),
 - v. Full Discord username,
 - vi. Current academic discipline at Carleton University,
 - vii. Reason for candidacy (short paragraph, 5 sentences max),
 - viii. Favourite anime (max list size of 10),

- ix. Anime that they'd want to show at club (max list size of 10, can be any appropriate anime released at any time up to the date of the election), and
- x. How they would improve the club (short paragraph, 5 sentences max).
- e. Candidate information will be posted 7 days before the election on the club's website and Discord server.
- f. At the election,
 - i. Candidates must be present for the election either in-person or through their own account on the club's Discord server if the election is being handled virtually;
 - ii. Candidates shall state that they have read the club's constitution and policies and will conduct themselves in a manner that ensures they uphold the constitutional duties and integrity of the position they are running for. They shall further state that upon being elected, they agree to be bound by the club's constitution and policies;
 - 1. Failure to provide these statements means the candidate is immediately removed from the ballot.
 - iii. Short speeches may be heard from the candidates, details decided upon by the current Executives;
 - iv. Where there is only one candidate for a position that person shall be acclaimed and deemed elected to the position;
 - v. Where there is more than one candidate for a position a vote shall be taken (secret ballot if necessary) among the Executive and General Members present and the individual that receives the majority of votes shall be deemed elected to the position;
 - 1. In the event of a tie vote wherein the current Executive count is odd, each candidate may offer a short speech followed by another vote where the current Executives will not vote in the second round. If the second round results in a tie result, the candidates will determine who wins by naming the most anime characters (names may be the character's given name with or without the family name) within 3 minutes unassisted and with no internet access to lookup names. If the results are tied again, the candidate who provided the most complete names (given and family) will be deemed the winner. A character's persona, in-universe code name, and actual name will be counted separately.
 - vi. The current Executives must ensure any vote is done securely and can be done without interference.
- 11. Current Executives may declare that they wish to remain in their current position or declare that they will move to another position. The incumbent Executive will need to provide a filled out nomination form by the deadline.
 - a. As long as no other member runs for that position the current Executive will be deemed re-elected to the position.

- b. If there is another candidate who has chosen to run for that position, a vote will be conducted.
12. If a position on the Executive becomes vacant during the club year, a by-election shall be called to fill the vacancy within 14 days of the seat becoming vacant.
- a. A by-election is not to be called if an Executive position becomes vacant 60 days before the annual election is to be held, unless the position is deemed essential by the remaining Executives. If a date for the annual election has not been determined at the time the seat becomes vacant between December to January, this shall cause the remaining Executives to start the election procedure by announcing the election date within the election window (January to February) within 7 days.
13. When there are limited numbers of qualified members for Executive positions, those willing to be an Executive may be appointed to an Executive position by the current Executive without holding an election, as long as the appointee meets the eligibility requirements.
- a. In order for an Executive to be appointed in this way, all current Executive members must be in unanimous agreement.
 - b. If there is not unanimous agreement, there will be a meeting called with 7 days notice on the club's website, Discord server, and social media channels where the appointee may be approved as long as there is a majority vote in favour of all members present at the meeting. At this meeting anyone who objects may make their opinions known and the appointee may speak as to why they wish to be an Executive and how they will work for the club.
 - c. Their appointment must be posted on the club's website, Discord server, and social media channels on the day the Executives appoint them.
 - d. Any Executive appointed this way will have a 7 day time period before they assume any club duties or take on any club assets. During this 7 day time period,
 - i. The General Membership, with at least 10 members who have all been members of the club for at least 1 club year, may halt the appointment if they disagree, at which point a meeting will be called, where it must follow a similar structure to an election.
 - ii. Should the General Membership halt the appointment, the appointee will not be able to start any club duties or hold any club assets until it is resolved at a meeting.
 - e. If any meeting to determine the appointment of said appointee results in a majority nay vote, the current Executives will have to find a new appointee.
14. In the event an Executive position needs to be filled and there is no one that meets the eligibility requirements that is willing to be an Executive,
- a. A general meeting may be called where, the Executives and General Members present may vote to allow a Member with less than 6 months membership to serve if they are willing to do so, all other eligibility requirements must be met.
15. No Member may hold an Executive position if their membership status has ever been changed to bad standings, have been suspended, or they have been an Executive that has been impeached and the reason(s) still stand.

Article 20: Absentee and Virtual Voting

1. No member shall be permitted to vote in absence at a general meeting, election, by-election, or impeachment, via either absentee ballot or proxy.
2. In the event the club needs to hold a virtual meeting for any reason, an online vote may be conducted. Voting details are to be released by the Executives and are to be handled in a way that ensures the security of the vote. The Executives may determine if the vote remains open for a set time during the meeting's duration or for a set period of time that ranges from 24 hours to 1 week. Eligible Members will be granted access to the voting method and will be permitted to vote within the time limit of the vote.

Article 21: Amendments

1. The Constitution or Policies may be amended,
 - a. By the Executives, or
 - b. By at least 10 members who have all been a member of the club for at least 1 club year.
2. Executive amendments must be approved by unanimous decision among all the Executives and be posted to the club's website, Discord server, and social media channels for at least 14 days before being officially ratified.
 - a. During this 14 day window, members may make comments or suggestions to the amendments.
 - b. 3 days before ratification, the constitution and/or policies are considered final and no further amendments/changes to current proposed amendments may be made.
 - c. Members may halt the proposed amendments when at least 10 members, who have all been a member of the club for at least 1 club year, file a complaint about the amendment(s). If the amendments are halted, they may only be proposed/ratified at a general meeting by majority vote from the membership.
3. Member proposed changes must be submitted to the Executives who will announce a general meeting where the proposed changes are to be voted on unless all the Executives are in agreement with the proposed changes, then it will follow the above Executive amendment procedure.
4. Any large changes or fundamental changes to the Constitution or Policies must be voted on at a general meeting.
5. Should the Constitution or Policies receive more than 1 amendment per semester (fall-term, winter-term, or summer-term), any future amendments in that semester must be proposed at a general meeting.
6. Any previous versions of the Constitution and Policies, after amendments/ratifications, must be kept accessible via the club's website for at least 1 club year.
7. Any meeting being called for Constitution or Policies amendments must be announced with at least 14 days notice on the club's website, Discord server, and social media channels.

Article 22: Club Agency

1. The club is not an agent of either the Carleton University Students' Association (CUSA) or of Carleton University.
2. The club's views and actions do not represent those of Carleton University Students' Association (CUSA) and/or Carleton University.

Article 23: Dissolution of the Club

1. Dissolution of the club shall occur under the following conditions:
 - a. By order of Carleton University and/or the Carleton University Students' Association (CUSA).
 - i. All guidelines pertaining to the dissolution of clubs shall be followed as they are laid out by the Carleton University Students' Association (CUSA).
 - b. By the Executives members of the club.
 - i. If the majority of the Executive members of the club wish to disband the club and no eligible Members choose to fill the open Executive positions.
 - ii. A notice of at least 30 days must be given to allow for candidates to fill the Executive positions.
 - iii. All planned events must continue to be held within the 30 days time period.
 - iv. Notices must be made on the club's website Discord server, and social media channels at the time this is decided.
 - v. Upon reaching 14 days before the disbandment a renewed notice must be made on the club's website, Discord server, and social media channels.
 - vi. If eligible Members fill the Executive positions, the former Executives are to act as advisors for 30 days in order to train the new Executives, if the old Executives will no longer be at Carleton University or in Ottawa as much support via email/online is to be given as possible.
 1. A Change of Executive Notice must be made on the club's website, Discord server, and social media channels with the name(s) of the new Executive(s) and a way to contact them.
 2. Carleton University Students' Association (CUSA) must be notified of the new Executive members.
 - c. By a Vote of Abandonment, the Executives may call a Vote of Abandonment if attending members fall below 5 for a period of more than 60 days.
 - i. Attending members shall be defined as General Members and not the Executives and Officers.
 - ii. A notice must be made on the club's website, Discord server, and social media channels stating that a Vote of Abandonment will occur in at least 60 days.
 - iii. All planned events must continue to be held within the 60 day time period.

- iv. Upon reaching 14 days before the Vote of Abandonment, a renewed notice must be made on the club's website, Discord server, and social media channels.
- v. The dissolution of the club will occur if the majority of the Executives and Members present concur at the Vote of Abandonment meeting.
- vi. If the number of attending members increases within the 60 days time period and remains somewhat stable the Vote of Abandonment is to be disregarded and notices must be made on the club's website, Discord server, and social media channels.
- d. By failing to get the required number of candidates in the Annual Election.
 - i. In the event that the annual election fails to get the required number of candidates to fill the minimum number of Executive positions, the current Executives will retain their positions with the club but will either cease club operations either at the end of the winter-term or at the end of the club year (August 31st).
 - ii. If the current Executives wish to try and find candidates to fill the required positions, they may do so until August 1st. If there is a sudden influx of interest, an election is to be called.
- 2. Upon dissolution of the club,
 - a. The Executives are to conclude any essential and/or necessary club business as quickly as possible.
 - b. The club's website and social media channels are to receive any final postings and get locked into whatever state they are in within 90 days.
 - c. The club's Discord server is to remain online to allow for communications between members/fans to possibly restart the club or start a new anime club at Carleton University.
 - i. The remaining Executives and Officers are to try and moderate the server for as long as possible.
 - 1. If more than 2 years have passed and there is little to no activity on the server with very little or no new members joining, the Executives may disable any invite links effectively locking the server.
 - ii. Auto-mods may be deployed and set to a high level to try to keep the server in an inclusive and welcoming state.

Article 24: Club Assets Upon Club Dissolution

Upon dissolution of the club:

1. All assets gained through Carleton University Students' Association (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.
2. Digital assets are to be left in the care of the Ottawa-Anime.org or may be stored by the last club Executives until an anime club reforms at Carleton University and the new club Executives request access.

3. If the club owns any DVDs, Blu-rays, Manga, Art books, or Merchandise, 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.
4. 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.

Article 25: Phoenix

1. If Anime@Carleton (A@C) has ever been dissolved for a period greater than 1 year, the club name shall be retired. Any future anime club at Carleton University will have to be known by a new and different name.
 - a. The Executives from the dissolved Anime@Carleton may refuse to transfer any account with the Anime@Carleton or Anime Carleton name to any future anime club at Carleton University if 1 year has lapsed.
 - b. The Executives from the dissolved Anime@Carleton are to act as guardians for the Anime@Carleton name and should ensure any online presence is secure and forever locked in a final state within 90 days of the club being dissolved.
 - c. Exception: If the majority of the previous Executives are the one to be the Executives in the reformed club then the Anime@Carleton name may be used.