

## Constitution

### Preamble

"We, the students at the University of Delaware, do hereby form the organization known as the Anime Club at the University of Delaware for the purpose of learning more about all aspects of the art of Japanese Animation."

### Articles

**Name of the group** - The organization shall be known as the "Anime Club at the University of Delaware".

**Object of the organization** - All members will be able to explore the aspects of anime through discussion sessions as well as the sharing of and viewing of visual aids.

**Qualification/Criteria for selecting membership** - Any and all full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group may join. A member is a person who is interested in the subject matter and pays the minimal dues. There will be no restrictions on the number of people within the group.

**Non-Discrimination Clause** - This organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

**Policies and Procedures for Disciplining/Removing members** - If a member of the club has acted in a way that is contrary to the expectations of the members of the board, and or the student laws, they shall be allowed ~~one~~ warning in writing. This warning will be discussed by the board and will be given to the member within one week of his or her transgression. It may be appealed to the board, or the student may let it stand. If a second warning is needed, the board members and all full time paying members will be allowed to vote on the results. This may or may not include expulsion from the group.

### Officers –

**Section 1: President** - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office from an undisclosed email database. This information is to be used to help your RSO function, so please disseminate the information accordingly. The president will help to appoint all standing and special committees.

**Section 2: Vice-President** - The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice President should also be responsible for checking the organization mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. The Vice President will receive information from other Registered Student Organizations and the Activities and Programs Office through the email databases.

**Section 3: Treasurer** - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall sign any checks written by the organization for the purpose of the organization and maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board. The Treasurer will have checks so-signed by the appropriate administrator.

**Section 4: Secretary** - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. The Secretary shall serve as the organizations historian with the goal of being able to pass on accurate records of what

the groups has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.

Section 5: Public Relations Chair - The Public Relations Chair shall be responsible for promotion of the group and their events. This would include making posters, flyers, and brochures, updating the web page information, entering information on to the University Events web page, and submitting press releases to the appropriate media.

Section 6: Web Mistress - The Web Mistress shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

Section 7: Qualifications for Officers - All Officers (or Executive Board Members) must be full time matriculated undergraduate students at the University of Delaware.

Section 8: Election of Officers - If and when the Officers retire there will be a secret ballot by all members to determine the next holder of any given office. *Simple majority . Tie . Can only apply for 1 position*

Section 9: Procedure for Disciplining/Removal of Officers - Officers may be removed in the same way any member might.

Section 10: Resignations should be done at the beginning of any meeting.

Section 11: Officer Transition - Officers should be elected in the <sup>when?</sup> spring semester for the <sup>beginning</sup> ~~spring~~ of the fall semester. A spring election will allow time for orientation to take place. By electing in the spring, the former officers will still be around to train new officers.

Meetings - there will be no less than one meeting a month.

Dues - Dues will be collected at the beginning of each meeting. They will be the sum of two dollars for members and four dollars for officers. The secretary will record whom pays. The treasurer will keep the accounts. Any member who does not pay shall have no vote or voice in those day's events.

By-Laws - This organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote or simple majority is generally required to approve by-laws or changes in existing by-laws.

Disbursal of organizational assets should the group become defunct - The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

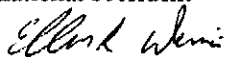
Quorum - The minimum number of members who have to be present at a meeting in order for business to be conducted legally is 30% of the total number of members.

Rules for Ratifying the Constitution - Requires a 2/3 or simple majority vote of the organization and approval by the Activities and Programs Office.

Rules for amending the Constitution - Requires a 2/3 vote of the entire membership and advance notice to all members of the proposed change.

Signatures -

Organizational President



Adviser

Program Coordinator for Leadership Development