The Anime Club
Constitution and By-Laws
Adopted 1/01/2010

**Article I: Organization Name and Purpose**

*Section 1:* The name of this organization is The Anime Club at Tomball College.

*Section 2:* The purpose of this organization shall be as follows:

a) To promote the knowledge and appreciation of Japanese Animation (Anime)
b) To promote the knowledge and appreciation of Japanese Cartoon Publications (Manga)
c) To promote knowledge and appreciation of a Japanese culture
d) To create and publish quality Anime and Manga (if possible)

**Article II: Membership**

*Section 1:* Any registered student (full or part time), alumni, faculty or staff at Tomball College who is in good standing with the college and fulfills the membership requirements which coincide with the purpose of the organization is eligible for membership.

*Section 2:* Privileges of active members include community and campus activities, suffrage, nomination, meeting attendance, and fundraising efforts.

*Section 3:* In order to guarantee equal rights to all members of the Tomball College student body, equal opportunities shall be given to all students without regard to race, color, national and/or ethnic origin, religion, creed, gender, marital status, sexual orientation, age, citizenship, veteran status, or physical disability.

**Article III: Officers**

*Section 1:* The elected officers of The Anime Club shall be as follows: President, Vice President, Treasurer and Secretary. These officers will serve as the Executive Committee of the organization.

*Section 2:* All officers shall meet the following requirements:

a) A registered student of Tomball College
b) An average of at least 2.0 in the currently enrolled year.
c) The commitment to serve in the appointed position throughout the academic semester.
d) The ability to conduct themselves in a fashion that their actions will not reflect negatively on the image of the organization, it’s members or Tomball College.

*Section 3:* Length of term for appointed offices will be one academic semester.

*Section 3a:* Upon completion of the term, officers who wish to maintain the same position must be re-elected. The said officer will be automatically re-nominated for the coming term.

*Section 4:* The selection of the faculty sponsor for the organization shall be voted on by the Executive Committee.

*Section 5:* The Duties of an Officer are as follows:

a) The presence of all members of the Executive Committee is mandatory for all regular meetings.
b) **The President:** The one who shall oversee all the meetings and activities of The Anime Club and who shall make sure, that at all times, the organization is abiding by the rules and regulations set forth by Student Development. In the case that a representative is needed, The President will
be the said representative on behalf of The Anime club except in the case whereas another member has been designated.

c) **The Vice-President:** The one who shall assist and support the President in all duties and responsibilities of the organization. Oversee the needs of the organization including supplies and additional resources needed. Assist in budgeting decisions in reference to the organization.

d) **The Secretary:** The one who shall keep record of organizational goals, needs, policies, and procedures. Document all meeting times and purpose. Manage and maintain all Anime Club documents and files.

e) **The Treasurer:** The one who shall keep a comprehensive record and balance of The Anime Club's finances and expenses. Research and report current financial needs. Maintain a positive working relationship with Student Development and Business Office personnel. Consult fellow officers in advising on budget needs and limitations before proceeding with decisions.

**Article IV: Sponsors/Advisors**

**Section 1:** The sponsor of the Name of Organization shall work with the Executive Committee in coordinating campus activities, meetings, community service projects and other functions to ensure that Name of Organization achieves its objectives.

**Section 2:** The sponsor shall be responsible for providing guidance and leadership to Name of Organization members, approval of appropriate activities, and oversee the finances of Name of Organization.

**Article V: Elections**

**Section 1:** All members may nominate and vote in an election. Elections for Executive Committee officers will take place the 1st Thursday of each semester.

**Article VI: Election Procedures**

**Section 1:** Method of Nomination: An active member of The Anime Club may nominate a student to candidacy with an explanation of why they feel that he or she should be qualified to fill the specified position. The nomination is to be followed by a motion to support given by another active member. Each position within the Executive Committee shall be voted upon separately.

**Section 2:** All active members of The Anime Club shall be allowed to vote anonymously by casting their individual votes.

**Section 3:** When necessary, special tasks and committees can be assigned to members by vote.

**Section 4:** When nominated; during final votes and procedures, each nominee may speak up to one minute as to why he or she deserves the position at hand.

**Article VII: Meetings**

**Section 1:** The Anime Club shall meet every Thursday of each month officially. Meeting dates shall be confirmed by the Executive Committee in the meeting prior to the next.

**Section 2:** Emergency, special interest or additional meetings shall be
confirmed by the President and/or Vice-President. Attendees will be given at least 3 days prior notice of the said meeting's time, date, and purpose.

Article VIII: Finances
Section 1: Fiscal Operating Year is from September 1, 2002 thru August 31, 2003.
Section 2: No money shall be spent or guaranteed without the approval of the Executive Committee
Section 3: Approval for financial spending or earning (fundraising) must include the President, Treasurer and faculty sponsor by way of at least two signatures on all original documents.

Article IX: Amendments
Section 1: Amendments to the organization's constitution can only be made by a vote. All amendments shall be proposed and discussed during a regular meeting and approved by the Executive Committee.
Section 2: If approved, copies of the amended constitution must be provided to the faculty sponsor and the Student Development Office.

Article X: Ratification and Enactment
Section 1: This Constitution shall become effective immediately upon its approval by a two-thirds vote of a quorum of members and the Student Development Office.
Section 2: This Constitution shall become the official governing document of the The Anime Club at Tomball College.