

Iowa State University of Science and Technology Anime Club Constitution and Charter

1. Declaration

- a. This document stands as intention of creating and maintaining the Iowa State University of Science and Technology Anime Club (herein referred to as “ISUAC” or “Club”) as a constitution and a charter
- b. This document serves as the basis of all club activities, events, meetings and other happenings in regards to the Club.
- c. The Club intends to continue ad infinitum.
- d. The Club is sponsored and supported by the Iowa State Government of the Student Body, Student Activities Council, and Iowa State University and is subject to the rules and restrictions thereof.
- e. This constitution replaces and invalidates any previous constitutions of the Club, effective on the effective date of this constitution.

2. Purposes and Intents

- a. The Club has two primary focuses guiding all its activities, events and meetings
 - i. The Club focuses on introducing Anime as a new experience, learning method and culture immersion technique to the students, faculty and friends of Iowa State, and to the Community of Ames, Iowa.
 - ii. The Club concurrently focuses on expanding existing knowledge of Anime with new varieties, new Anime related experiences, and integration into other learning methods and strategies.
- b. The Club fully intends on working within the guidelines, rules and procedures set by the Iowa State Government of the Student Body, Iowa State University and other individuals and groups as assigned by GSB and ISU
- c. The Club will comply with any and all local, state, and federal laws.
- d. The Club intends on furthering and strengthening the educational experience of Iowa State University, supporting and promoting it through appropriate methods.
- e. The Club will not be disruptive, unnecessarily dangerous, or any other way hazardous to the health and integrity of Iowa State University

3. Membership

- a. Membership is open to any Iowa State student, faculty, staff, alumnus, and any affiliated individuals to the University.
 - i. Other individuals can become members through approval of the Club’s Conclave and advisor.
- b. Members are intended to regularly attend meetings, voice input on events and projects and help with the financial needs of the Club.
 - i. Financial needs can be met by paying dues as set by the Club or by assisting with fundraising projects.
- c. Members whom act in a way not promoting the health, integrity or safety of the Club can be temporarily asked to leave by any Conclave Member.
- d. A Member can be permanently removed by one of three methods
 - i. If the Conclave votes unanimously to remove the Member they are ejected from the Club until the following semester

- ii. If 2/3 of the Member body votes to remove a Member, in an open, public vote, then the Member is expelled from the Club for one calendar year
- iii. If the Advisor, GSB, or another University Official removes the Member, they are expelled for duration of a minimum of a semester, and up to the penalty established by the Expeller.

4. Officers

a. Officers of the Club are referred to as The Conclave

- i. The Conclave consists of 6 members whom have been elected by a simple majority of Members during the first regularly scheduled meeting in October.
 - 1. The vote is done in secret ballot format, counted in public in front of the Club.
 - 2. If someone declines becoming a Conclave Member, an immediate re-election takes place, if possible, otherwise, at the next club meeting.
 - 3. Only registered students may vote during an Election.
- ii. The Conclave holds their respective positions per annum, until elections in the next October
- iii. Each student can only be one Conclave Member. In the event that they are selected to be multiple Conclave Members, they must resign from all but one, and an immediate re-election takes place for the now vacated Conclave Members.
- iv. Re-election is possible, unless the Conclave Member has been expelled from the Club, no longer meets the requirements of being a Conclave Member, or has been barred by GSB, Campus Organization, or the University
- v. Conclave Members are required to
 - 1. Have a minimum cumulative Grade Point Average (henceforth "GPA") as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
 - 2. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate students (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate student (unless fewer credits are required in the final stages of the their degree as defined by the Continuous Registration Requirement) during their term of office.

3. Be ineligible to hold office should the student fail to meet the requirements as prescribed in (1) and (2).
- vi. In the event that a Conclave Member is unable to fulfill their duties, a process of succession takes place.
 1. If the Conclave Member resigns, is declared ineligible by the university, is suffering from illness, death or assassination, the First Member will select a Member to replace the Conclave Member whom must be confirmed by a simple majority of the Conclave.
 2. If a Conclave Member has been determined unable to complete their duties and responsibilities, the other Conclave members may hold a vote to determine that a Conclave Member is to be removed from the Conclave by unanimous decision. If this vote passes, the First Member selects a Member to replace the Conclave Member whom must be confirmed by a simple majority of the Conclave.
 - vii. The Conclave, as a collective, is responsible for all activities that the Club partakes in.
 - viii. The Conclave has 6 defined members, the First Member, the Herald, the Yenman, the Quester, the Magus and the Loremaster, whom have specific tasks entrusted to them.
 1. The First Member is the primarily leader of the club, and is responsible for the overall activities of the Club. They are the final authority, except for the Club Advisor, the Representative of the Club to the general public and student body, and have all other rights not given to other Conclave Members. In any instances where Iowa State University requires a President, they are to be assumed to be the President for the sake of that activity, form, or other university needs. In order to be eligible for First Member, one be able to attend President Meetings, GSB Meetings when necessary, and be a Member of Club.
 2. The Herald speaks to the club, leads activities and focuses on new Member recruitment and maintaining the current Membership. They are responsible for advertisement of the Club, speaking to potential Members, and ensuring continued attendance of current Members. To be eligible for Herald, one must be a Member of the Club.
 3. The Yenman is responsible for financial, legal obligations, and other Government of the Student Body obligations. The collect dues, maintain the University account, process payments to the University and other clubs, and begin any necessary GSB-related processes. In any instance where Iowa State University requires a Treasurer, they are assumed to be the Treasurer for the sake of that activity, form or other university needs. To be eligible for Yenman, one must be able to attend Treasurer

Meetings, GSB Meetings when necessary, and be a Member of Club

4. The Quester is responsible for ensuring room availability, times, dates and facilities for regularly scheduled club meetings. They are also responsible, and are the primary coordinator, for any special events the Club undertakes including University Sponsored Events. They are also responsible for any interactions with other Club or potential Clubs. To be eligible for Quester, one must be a Member of the Club.
 5. The Magus is responsible for the technology needs of the Club. They are responsible for maintaining the Newsletter, Facebook Group, Website and any other new communication technology as need be. They are also responsible for performance technology during regular meetings. To be eligible for Magus, one must be a Member of the Club.
 6. The Loremaster is responsible for acquiring Anime for the Club, supplying the Magus with the appropriate Anime, researching Anime and applicable culture and maintaining any equipment, supplies or library of the club. To be eligible for the Loremaster, one must be a Member of the Club.
- ix. The Conclave must convene at least once per calendar month, except during months where classes is in session for 15 days or less.
1. The meeting can be anytime per month
 2. The meeting can be public, private, or a mix thereof as the Conclave decides.

5. Advisor

- a. The Advisor oversees the Club and ensures their adherence to the University policies
- b. The Advisor is the final decision maker.
 - i. The Advisor can only be overruled by GSB or another University Official
- c. The Advisor cannot vote in elections, however, the Advisor can make suggestions
- d. The Advisor is selected by the Conclave
- e. The Advisor holds a position for one year, voted on by the Conclave during their first Conclave meeting in October by a simple majority.
- f. The Advisor is expected to guide the Club, not do all the work of the Conclave or Members for them.
- g. In case of needs of a faculty representative, the Advisor is expected to help with the representation, or represent the Club themselves

6. Financial Obligations

- a. In accordance with Iowa State University Policy, the Yenman will be primarily responsible for funding necessities, GSB meetings regarding funding, and collection and deposit of dues and other club monies.

- b. The Club will strive for a maximum of \$20 per member, per academic year as dues or other fundraising.
- c. Any excess monies from any given period are to be rolled over and saved.
- d. Any expenditure of over \$100 must have the Conclave's approval through simple majority.
- e. Any expenditure of over \$1000 must have member's approval through simple majority, in addition to the Conclave's approval
- f. All petitions to GSB must be started by the Yenman, and have a majority of the Conclave's signature affirming agreement.
- g. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office.
- h. All funds must be deposited within 48 hours of collection.
- i. The Advisor must sign and approve each expenditure before payment.

7. Special Events

- a. A special event is defined as a meeting outside of ordinary time, location, requires a significant amount of special equipment, a special guest, incurs a charge of \$100 or causes abnormal hardship on the Club
- b. All special events must follow the University's policies for special events. Compliance to these rules is ensured by the Quester.
- c. All special events requiring funding must comply with 5d and 5e
- d. Any signatures required must be acquired by the Quester.
- e. All special events must be planned 90 days in advance, or more.
 - i. If an event comes within 90 days, the Conclave can elect to disregard the 90 rule by unanimous agreement
- f. All special events must be made open to any Member who can or wants to attend
 - i. Members who have not met their financial obligation may be asked to not attend
- g. Events that require or are in conjunction with another club will assume that members of another club that have paid dues have met their financial obligation to ISUAC as well for Special Event Rule 6e

8. Anime Acquisition

- a. All anime acquisition is to be done by the Loremaster.
- b. The Loremaster is assumed to have acquired Anime through legal means, unless there is evidence to the contrary.
- c. The Loremaster will be asked by the Conclave, or a Member of the Conclave, for the Anime at least 2 weeks in advance.
 - i. In the event that the timeframe required is shorter, it is the responsibility of the requestor to acquire the Anime, but still may ask the Loremaster for help
 - ii. If the Loremaster is unable to acquire the Anime through legal methods, he may deem the Anime Unacquirable, to which it will be tabled until it can be acquired.

- d. The Loremaster should provide the Anime on a transportable storage device, such as a CD, DVD, External Harddrive, Flash Drive, or store it on the Anime Server
9. Technology Services
- a. Facebook, the Website, Newsletter and any new technology for communication is done by the Magus.
 - b. The Magus is responsible for complying with all University policies regarding technology, privacy and legal responses.
 - c. If the Yenman, or any other Conclave member, receives notification of violation of technology policy or law, they have 24 hours to resolve it with the Magus help. If it cannot be resolved, the service is to be turned off and disabled within the 24 hours until an appropriate resolution can be made
 - d. The Newsletter must contain a way to remove people who no longer wish to receive it
10. Appeals of Judgments or Rules
- a. Any single Conclave Member can be overruled by a 2/3 majority of the other Conclave Members
 - b. Any ruling by the Conclave can be overruled by the Advisor.
 - c. The Advisor is the final determinant and cannot be overruled
11. Changes to the Constitution
- a. Any changes to the constitution must be passed by a 2/3 majority of the Members
 - b. Changes can only come into effect at the first week of any semester, or during Elections.
 - c. All changes made to the constitution must be submitted within 10 days of ratification to the Student Activities Council for final approval.
12. Ratification
- a. This Constitution takes effect the first meeting in October upon 2/3 ratification of the Members
 - b. An Election will take place the first meeting of October upon ratification of this Constitution
 - c. This constitution will be submitted to the Student Activities Council upon ratification, or within 10 days thereof.