

# Constitution of the Anime-Manga Organization (A-MO) at Western Illinois University-Quad Cities

*Date Ratified:*

*Amended*

## **ARTICLE I – \*Name\***

The name of this organization shall be the Anime-Manga Organization (A-MO) at Western Illinois University-Quad Cities. The A-MO is a student organization at Western Illinois University-Quad Cities. This organization's purpose shall be to raise awareness and appreciation for Japanese animation and illustration while keeping an inclusive and welcoming environment.

## **ARTICLE II – \*Objectives\***

The objectives of the organization shall be:

1. To promote interest in anime and manga in the community.
2. To provide a sense of fellowship among University students through shared interest of anime and manga.
3. To represent student needs and wants regarding Japanese animation, illustration, and appreciation.
4. To provide the opportunity to learn about different Japanese animation and illustration.

## **ARTICLE III – Membership** *(Must Be Included Exactly as Found Here; Additional Info is Optional)*

1. Members and officers must be enrolled students at Western Illinois University-Quad Cities.
2. Non-students may act as associate members, but may not vote or hold office.

## **ARTICLE IV – \*Officers\***

### 1. Election of Officers

- a) The officers of this organization are president, vice president, secretary, and treasurer.
- b) Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
- c) Election of officers will take place during the 3rd week of the fall semester.
- d) Officers will assume office for the period of one year.

### 2. Recall of Officers

- a) Officers are subject to recall for malfeasance in office. Malfeasance shall be defined as:
  - i. An inability to perform the requirements of office
  - ii. Willfully disobeying Western Illinois Rules and Regulations governing student organizations
  - iii. Breaching the Student Code of Conduct
  - iv. Mismanaging club funds
- b) Recall procedures will be initiated at the request of five active members.
- c) A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties

- i. Those requesting a recall of officer(s) shall be given 20 minutes to present their case

#### **ARTICLE V – \*Voting\***

1. This constitution and by-laws may be amended by a 2/3-majority vote of those voting, a quorum being present.
2. Voting on amendments must be conducted after a minimum notice of 2 weeks

#### **ARTICLE VI – Not-for-profit Statement**

This is a not-for-profit organization.

#### **ARTICLE VII – Statement of Non-discrimination**

This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

#### **ARTICLE VIII – \*Financial Obligation\***

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester. A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

#### **ARTICLE IX – Statement of Non-Hazing**

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

#### **ARTICLE X – Statement of Compliance with Campus Regulations**

This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

# Officer Positions

## President

- Oversee and coordinate all activities of the Anime Club, ensuring that the needs and requests of the membership are met to the best of that officer's abilities.
- Represent A-MO at campus events.
- Ensure that meetings/showings are provided for, properly scheduled, and planned for.
- Coordinate with all other clubs and departments to promote the Anime Club.
- Preside at all meetings, call special meetings, and to appoint committees.

## Vice-President

- Obtain and distribute, or provide for distribution, information from sister clubs.
- Assist the President with the duties.
- Provide for advertising of meetings/showings and other events.
- Perform all duties of the President in their absence, and to serve as a program chairperson.

## Secretary

- Keep records of all voting matters, including subject and tallies.
- Maintain a roster of the membership.
- Maintain a record of meetings/showings and any minutes.
- Take charge of all correspondence, notify the Branding Iron, and post information regarding meetings and activities, and make necessary reports.
- Keep an accurate, permanent record of the organization.

## Treasurer

- Keep records of all financial accounts and transactions.
- Plan all financial events (i.e. fund-raisers and money-making components of events, etc.) in cooperation with the Archivist.
- Maintain all related documentation and materials.
- Keep an accurate and complete record of all monetary transactions.
- Disperse Fund money in accordance with regulations of the University.

## Archivist

- Manage the organization's digital library.
- Plan all contests and arrange for prizes in cooperation with the Treasurer.
- Maintain documents and integrate digital format media.
- Maintain any documentation and materials which do not fall under the purview of the Treasurer or Secretary.