Shippensburg Anime Society

February 11, 2021

Constitution

Article I: The organization shall be known as the Shippensburg Anime Society.

Article II: Its purpose shall be to celebrate and appreciate Japanese culture and language through the medium of animation.

Article III: The Shippensburg Anime Society is an organization for graduate and undergraduate students, as well as for any non-student in the community who desires to explore Japanese animation ranging from older classics to newly-released titles.

Article IV: The elected officers shall be President, Vice President, Treasurer and Secretary. All members in good standing shall be eligible. Officers will be elected each year and will hold that position for that entire year unless he or she graduates or is impeached. Elections for the organization shall take place one month before the end of the second semester unless an emergency election is deemed necessary (in case an officer transfers, drops out or is impeached). Nominations for each office shall be accepted from the floor beginning two weeks before the election and ending during the week before, in order to provide the necessary time to create ballots and nominees to prepare speeches. Officers shall be elected by secret ballot. Any vacancy shall be filled by secret ballot as well. Officers shall assume office at the beginning of the next semester. Election of officers shall require a plurality if more than two candidates are running. The plurality vote shall narrow the election to two candidates, in which another vote will take place requiring a majority vote.

Article V: Any executive officer may initiate impeachment proceedings. Grounds for impeachment shall be defined as neglect of duties, incompetence in performing those duties and/or the abuse of power, such as ignoring the opinions of the members or sending spam through the club’s designated e-mail address. A two-thirds vote of the voting members of the organization shall approve impeachment proceedings. After one week, there will be a mandatory meeting of the organization. At this meeting, the officer being considered for impeachment shall have the opportunity to present his/her case in response to the allegations. The decision of impeachment shall follow the officer’s case and any other rebuttals that may influence the decision. Two-thirds of the voting members of the organization shall be required, excluding the officer up for impeachment and the initial officer who initiates the impeachment proceedings. The President shall reside over the impeachment process, and the Vice President shall take the position if the President is the one being considered for impeachment. The line of succession is as follows: President, Vice President, Secretary then Treasurer. If the President is impeached at the beginning of the Fall semester, then the club shall take a vote on whether to allow the Vice President to take over for the full year or vote in an entirely new candidate.

Article VI: Meetings shall be called at the discretion of the President. Normally, meetings will be held on a weekly basis. The quorum for all meetings will require only the President to show up. Robert’s Rules of Order shall govern all proceedings when applicable.

Article VII: Ratification of this constitution shall be by an affirmative vote of two-thirds of the voting members present. Amendments to this constitution shall be by an affirmative vote of two-thirds of the voting members present.

Article VIII: The order of business shall be as follows:

1. Setup of equipment

2. Call to order

3. Announcements

4. Presentation of selected anime

5. Final announcements

6. Adjournment

**All members signing this constitution and By-Laws shall be known as a charter member of the Shippensburg University Shippensburg Anime Society.**

 Shippensburg Anime Society

 February 11, 2021

 By-Laws

Duties of Officers:

**President**

The President’s duties will be to gather and set up equipment prior to every meeting. He or she will also select which anime will be viewed for the semester. The President is also expected to attend meetings held by the Student Senate in order to ensure the status of the club. The President will keep contact with the Student Senate via e-mails and will inform other officers and the club of any changes to the standing of the club or of any events that the club may want to participate in. Neglect of duties that would merit impeachment include failure to pick and adequately plan the list of anime that will be watched, failure to attend club meetings without an appropriate reason and failure to keep in contact with the Student Senate.

 **Vice President**

The Vice President will be in charge of reserving a room for the club and to count and tally the votes in any election. The Vice President’s approval will also be necessary in choosing which anime will be played during the semester. The Vice President may be impeached if he or she fails to perform any of his or her duties.

**Secretary**

 The Secretary will be in charge of all paperwork required by the Student Senate and will keep in touch with the club adviser. Any other paperwork needed for participation in other events or flyers and other publications for the club will be handled by the Secretary. The Secretary is also responsible for administrative duties, including notifying club members of meeting times and changes. The Secretary may be impeached if he or she fails to fill out paperwork by the deadlines or fails to keep in contact with other members of the club or the adviser.

**Treasurer**

The Treasurer is responsible for budget and finance paperwork submitted to the Student Senate. The Treasurer shall fill out any additional paperwork needed for extra allotments throughout the year and is in charge of keeping track of receipts and how much the club has spent. If the Treasurer fails to keep in touch with the Student Senate and does not fill out the necessary paperwork for a yearly budget, he or she may be impeached.