



CONSTITUTION

Constitution of the McGill Students' Anime Club

Ratified by Club's Membership on (DD/MM/YYYY): 08/28/2016

Ratified by SSMU Council on: 12/01/2016

1 Article I: Name

1.1 McGill Students' Anime Club also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to

The Club's mandate shall be to:

- Promote anime and manga Japanese subculture in McGill University;
- Create a network that allows members to discuss their shared interests in anime, manga, and related subjects;
- Support members in projects relevant to the nature of the Club;
- Encourage and foster participation in the broader anime and manga community.

2.2 Code of Conduct

2.2.1 The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

2.2.1.1 No member shall make personal profit from the club

2.2.2 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution

2.3 Student Group Civility

2.3.1 The club will maintain cordial and respectful relations with all other clubs, services and independent student groups

2.3.2 The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.

2.3.3 If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Student Life and attempt to remedy the problem in a collegial fashion.

2.4 Environment

2.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations

2.4.1.1 Clubs must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are not limited the use of the plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators



- 2.4.2 The club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options, purchasing clothing which is ethically sourced and environmentally-friendly, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

3 Article III: Membership

- 3.1 Membership for a club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 3.3 Associated non-voting membership is open to all others.

4 Article IV: Executive Committee

- 4.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 4.2 The EC is composed of the following seven portfolios:
1. President
 2. Vice President Art
 3. Vice President Communications
 4. Vice President Technology
 5. Vice President External
 6. Vice President Finance
 7. Vice President Internal
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least four of the seven EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.

5 Article V: Portfolios

- 5.1 The President shall:
- 5.1.1 Oversee all aspects of the club.
 - 5.1.2 Chair all EC meetings and draft agendas for general meetings
 - 5.1.3 May cast the deciding vote in the event of a EC deadlock
 - 5.1.4 Co-sign all financial transactions with the VP Finance.
 - 5.1.5 Co-sign all minutes with the VP Communications.
 - 5.1.6 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
- 5.2. The Vice President Art shall:
- 5.2.1 Be responsible for creating and maintaining the Club's official art assets.
 - 5.2.2 Oversee and coordinate art tutorials.
 - 5.2.3 Keep track of the Club's equipment used in art tutorials.
- 5.3 The Vice President Communications shall:
- 5.3.1 Be the main point of contact between the SSMU VP Student Life and the club.
 - 5.3.2 Take minutes at EC and general meetings, and ensure proper distribution of all minutes.
 - 5.3.3 Maintain the membership list of the Club.



- 5.3.4 Co-sign all minutes with the President.
- 5.3.5 Shall be responsible for booking and arranging meeting rooms.
- 5.4 The Vice President Technology shall:
 - 5.4.1 Administer the Club's website, domain name and mail server.
 - 5.4.2 Overlook the creation of hardware or software used in the Club's activities.
 - 5.4.3 Provide support and advice to members endeavoring engineering projects in alignment with the Club's mandate.
- 5.5 The Vice President External shall:
 - 5.5.1 Act as representative of the Club to the community within and outside of the University.
 - 5.5.2 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
 - 5.5.3 Be responsible for promoting the image of the Club to the community within and outside McGill University.
- 5.6 The Vice President Finance shall:
 - 5.6.1 Oversee and coordinate funding for the programming, activities and events of the club.
 - 5.6.2 Be responsible for the collection of membership fees.
 - 5.6.3 Co-sign all financial transactions with the President.
 - 5.6.4 Ensure the funding and financial stability of the club.
 - 5.6.5 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
- 5.7 The Vice President Internal shall:
 - 5.7.1 Be responsible for communication within the EC and with the Students' Society of McGill University.
 - 5.7.2 Oversee and coordinate the programming, activities and events of the club.

6 Article VI: Fees

- 6.1 The Club's membership fee shall be \$5.

7 Article VII: Finances

- 7.1 The Executive Committee or Collective shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester before May 31st of each year.
- 7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
 - 7.2.1 Each account must have a minimum of two and maximum of three signing officers
 - 7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account

8 Article VIII: Meetings

- 8.1 There shall be a General Meeting held in March for the purpose of electing new members to the EC.
- 8.2 Regular Executive and General meetings shall be held throughout the fall and winter terms.
- 8.3 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.



9 Article IX: Electoral Procedures

- 9.1 Upon ending their term, each member of the EC will be responsible for selecting a new EC from a pool of applicants.
- 9.2 An application period of at least one (1) month will be open for applicants to apply for their desired position.
- 9.3 Each applicant shall sit through an interview at which at least both the leaving EC member and the President must be present.
- 9.4 The leaving EC member must inform the EC of their selected candidate before giving a final decision.
- 9.5 Staying EC members may appeal the decision.
- 9.6 In case of a deadlock, the President shall render the final decision.

10 Article X: Affiliations

- 10.1 The Club shall be affiliated with: -

11 Article XI: Constitutional Amendment Procedure

- 11.1 Any member of the club may propose an amendment to the Constitution.
- 11.2 In order to amend the constitution a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment
- 11.3 All amendments shall be submitted to the Club Commissioner, will be reviewed by the Club Committee and ratified by the SSMU council before they take effect.

12 Article XII: Bylaws and Policies

- 12.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.
- 12.2 The club's bylaws shall not contravene the Constitution.
- 12.3 The club by laws must be available to any member of the SSMU when and if requested.

13 Article XIII: SSMU Constitution, By-Laws and Policies

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.