

# **Anime in Northwest Ohio Constitution**

## **Article I**

Anime in Northwest Ohio (ANO)

## **Article II**

At this time, ANO has no affiliation with any outside organizations. However, ANO reserves the right to collaborate with and co-sponsor events with student and non-student organizations.

## **Article III**

The goal of Anime in Northwest Ohio is to spread awareness of Japanese animation and culture through the hosting of free events that appeal to University students and faculty, as well as to people in the Bowling Green community. ANO assumes responsibility for providing a social setting for students and members of the community to gather for the purpose of viewing anime, holding academic and social-related discussions, and hosting events related to Japanese anime and otaku culture.

## **Article IV**

Membership is open to the public. In order to become a member, the individual must fill out the required registration form. Membership gives the individual the right to vote on issues and in elections, as well as qualify for membership awards. Membership does not carry over from one academic year to another, and it must therefore be renewed at the beginning of each academic year. According to BGSU policy, non-BGSU-students may not qualify for the position of President or Treasurer. According to ANO policy, all members running for Executive Board positions must be BGSU students, unless no other qualifying BGSU member submits an application for consideration. Should this situation occur, the current Executive Board may grant special consideration for non-BGSU-students. Special consideration for non-BGSU-students may only be granted through the approval of at least 2/3 of the current Executive Board. In accordance with BGSU's nondiscrimination policy, "Membership in student organizations shall be open to students of BGSU without regard to sex, gender identity, genetic information, gender expression, sexual orientation, race, color, religion, ancestry, national origin, marital status, disability, pregnancy, military status, age, or status as a Special Disabled or Vietnam-era veteran".

## **Article V**

Executive Board

The Executive Board is made up of the seven (7) elected officers of Anime in Northwest Ohio: President, Vice President, Secretary, Treasurer, Auditor, Marketing Director, and Program Researcher. All seven officers have equal voting power. The Executive Board officers are elected during the last Friday meeting of fall semester for the following academic year. Newly elected officers will train for their positions over the course of the spring semester prior to the beginning of their terms. Each Executive Board officer serves a term of one academic year. The Executive Board is elected by the voting membership present during the election by a majority vote. Qualifications for the Executive Board include: full-time student status in good disciplinary standing with Bowling Green State University in addition to a minimum GPA of 2.5. All Executive Board officers are required to attend 2/3 of all Friday and Saturday meetings. Attendance entails being present for meeting announcements and remaining within the building for the majority its duration.

### Communication Standards and Expectations

The Executive Board is required to communicate matters pertaining to duty progress or the lack thereof, a future absence or any other relevant Anime in Northwest Ohio information to all other Executive Board members through the use group text message, Facebook group post, group email (etc), at least 24 hours before the next meeting or other ANO sponsored event where that information is needed, if possible. This requirement is to exclude emergencies.

### Impeachment

Should the Executive Board find an officer to not be fulfilling the required organizational duties, the Executive Board may remove the officer from the Board by a 2/3 (66%) majority vote. In order for an impeachment trial to take place, one officer must bring forth the charges and another officer must second the motion. The trial will not take place without a second. The officer under scrutiny will be given one week's notice in order to prepare their defense, or resign their position if they so desire. The trial should be scheduled in good faith to accommodate all voting officers. Voting officers include the current officers, who may bring valuable experience, and elected officers, who will have a professional stake in the outcome. During the impeachment hearing, the officer who initiated the process, and/or the officer who seconded the motion will read the charges, and the officer in question will be allotted 15 minutes to defend his/her self. Afterward there will be a brief question and answer (Q&A) section, which will continue until all officers have no further questions. After giving the defense, the officer on trial will leave so that the remaining officers may discuss in private, until all officers have nothing further to say, and cast their votes. If the officer in question is removed, the Executive Board must call for an emergency election to be held by the voting membership present at the next Friday meeting. The removed Executive Board officer may not run in this election. An emergency election may also be called if an officer leaves his or her position mid-term for another reason. An officer who abandons his or her position mid-term may not run for the position again without the approval of 2/3 of the current Executive Board.

### President

The President's first responsibility is to complete and submit all necessary documents required for the continual existence and growth of ANO and to submit the documents as their deadlines

dictate. This includes the Annual Registration packet at the end of each school year. The President must make all efforts to attend the Master Calendar Meeting, at which time all room reservation requests for the following year's activities must be submitted. If the President is unable to attend, the President must delegate this responsibility to another member of Executive Board, with preference going to the vice-President. The President also serves as the primary contact between the club and its faculty advisor. The President oversees all Friday, Saturday, and Executive Board meetings. The President is responsible for communicating between all Executive Board members and delegating tasks related to Anime in Northwest Ohio and Animarathon. The President is also required to oversee all Executive Board members to ensure activities related to the daily functioning of Anime in Northwest Ohio and Animarathon are being carried out efficiently. Should the President find a board member to be neglecting his or her duty, it is the responsibility of the President to delegate the task to another officer or member of ANO or the Animarathon Committees. The President reserves the right to organize and run events separate from the normal meetings, pending the Executive Board's approval. In such events, the President holds primary responsibility for said event.

#### Vice President

The Vice President's main responsibility is to acquire licensing to anime titles and video games the organization wishes to use. The Vice President serves as the contact-person between ANO and anime companies and assumes responsibility for requesting donations from said companies. In any instance in which the President is unavailable, the Vice President will attend, conduct events, and represent the organization in the President's stead. The Vice President reserves the right to organize and run events separate from the normal meetings, pending the Executive Board's approval. In such events, the Vice President holds primary responsibility for said event.

#### Secretary

The primary responsibility of the Secretary is the organization and maintenance of all member records. The Secretary is also responsible for maintaining and creating all forms related to ANO members and activities. The Secretary also maintains the organization's email list. The Secretary is responsible for maintaining a record of member participation and donations for the award program sponsored by the organization. The Secretary is also responsible for recording minutes at all meetings. The Secretary will take notes and keep records of all plans and a discussion related to ANO and Animarathon and is responsible for keeping club members up-to-date on upcoming events and deadlines. The Secretary may also be responsible for updating online resources for ANO, including Facebook, Twitter, or other similar accounts. The Secretary shares responsibility for keeping the ANO and Animarathon websites up-to-date and should alert the current webmaster when changes are required.

#### Treasurer

The Treasurer is responsible for overseeing and balancing all club finances in conjunction with the Auditor. The Treasurer is required to complete all documents concerning organizational funds, including annual budgets and spot funding applications, and submit said documents to the university in accordance with their deadlines. The Treasurer must attend all monthly meetings with the financial adviser appointed by the university. In regards to Animarathon, the Treasurer will become the point of contact for all Special Guests (regardless of who initially recruited said guest). The Treasurer will arrange all travel and lodging

accommodations including airfare, taxis, hotel, and meals on the day of the convention, and will pay any appearance fees, as specified in the legal contract which the Treasurer will have with the Guest or his/her booking agent. The Treasurer will also organize the Kawaii café and arrange for police security at the event. The Treasurer in conjunction with the Auditor will maintain a record of Artists and Dealers who have paid to be present at the convention, as well as a budget for the event overall.

#### Auditor

The Auditor is responsible for overseeing and balancing all club finances in conjunction with the Treasurer. The Auditor is responsible for overseeing the cashbox and depositing its contents into the organizational fund, as well as reimbursing members for organizational expenses from the cashbox. The Auditor withholds the right to pass off the cash box to a member of the Executive Board. Organizing fundraisers, if deemed necessary, will also be carried out by this position. The Auditor should make an effort in good faith to also attend monthly meetings with the financial adviser appointed by the university. For Animarathon, the Auditor will acquire materials for Registration and the Raffle including but not limited to badges, program booklets, lanyards, raffle prizes, etc. and maintain a reasonable cash fund to be used for change at the event. This position will also be responsible for updating the online CashNet store to reflect decisions made for Pre-Registration. The Auditor in conjunction with the Treasurer will maintain a record of Artists and Dealers who have paid to be present at the convention, as well as a budget for the event overall.

#### Marketing Director

The Marketing Director is responsible for overseeing and creating all promotional events and advertisements unless specifically created by another executive board member. These events and ads include Campus Fest, Animarathon, screenings, flier hangings, union tables, television ads, online ads, anime conventions, press release statements, and other necessary events. The Marketing Director is responsible for recruiting all promotional activities. The Marketing Director may also be responsible for updating online resources for ANO, including Facebook, Twitter, or other similar accounts. The Marketing Director shares responsibility for keeping the ANO and Animarathon websites up-to-date and should alert the current webmaster when changes are required.

#### Program Researcher

The Program Researcher must maintain a good working knowledge of current anime titles and is responsible for researching anime titles and advising the Executive Board on the content and appropriateness of said anime titles. The main responsibility of the Program Researcher is to obtain all anime needed for the weekly meetings and to oversee the screening of the anime at each meeting. The Program Researcher must also help plan screening and meeting schedules. The Program Researcher is also responsible for scheduling, and planning the Cosplay Competition with the Secretary, prior to the convention. During convention they are responsible for overseeing the successful operation of the Cosplay Competition.

### **Article VI**

The advisor serves an indefinite term. The Executive Board is responsible for appointing the advisor, and the secondary advisor, when the position is vacated. The advisor(s) may remain in office as long as the advisors maintain organizational duties. The advisor(s) reserve the right to organize events approved by the Executive Board.

## **Article VII**

### Meetings

Meetings will be held on every Friday throughout the academic year, with the exception of finals week and the week prior to finals week, as well as the exception of Fridays on or immediately prior to school holidays.

### Screenings

Screenings are to be hosted on Saturdays in Union Room 318 or a room of similar size. Changes to the frequency and duration of screenings may be made based upon attendance rates and the current budget with the agreement of 2/3 of the Executive Board.

### Executive Board Meetings

Executive meetings are to be held a minimum of once per month, with the first being held in August prior to the first organizational meeting of the academic year. Organizing and leading meetings are the responsibility of the President; however, all Executive Board officers reserve the right to request a meeting.

### Animarathon

Animarathon is to be scheduled during the spring semester sometime after spring break and is not to conflict with other major campus events or Easter weekend. Animarathon is usually scheduled in late March, as long as this does not conflict with the previously stated specifications. Any changes made regarding Animarathon's venue or duration must be approved by a 2/3 agreement of the Executive Board.

## **Article VIII**

In the event that ANO's registration with the University has lapsed for six or more consecutive months, disposal of assets and debts are the responsibility of the individuals who last held the President and Treasurer position. Assets of a nonmonetary nature are to be handled by the President. They are to hold an auction for said assets, in which interested members of the BGSU community can come and acquire them for a price negotiated between the President, the Treasurer, and the prospective buyer. Proceeds from this auction are to be given to the Treasurer. Any assets not sold to the BGSU community are the President's responsibility to hold, keep, or dispose of in the most sustainable manner possible. Assets of a monetary nature are to be handled by the Treasurer. They are to use all available monetary assets to pay any and all outstanding debts ANO has at the time of when its registration with the University has lapsed for six or more consecutive months. Any remaining monetary assets are to be returned to

the University.

## **Article IX**

In order to hold an official event, at least five (5) members, including one officer, must be present. In order to use money from the organization account, at least ten (10) members must be present, including the Treasurer and President.

## **Article X**

### Proposing By-Laws

Proposed by-laws to the constitution must be submitted in writing and may be presented to the membership at any meeting by any voting member.

### Notification and Voting

Before voting on an amendment, an announcement to the club email list must be made at least three days before voting occurs to insure that members are aware of when the vote will take place. By-law approval requires a 3/4 acceptance vote by the attending membership to be approved. Removing a by-law also requires a 3/4 acceptance vote by the attending membership.