

CONSTITUTION OF THE ANIME CONSERVANCY UNION

ARTICLE I: NAME

The name of this Society shall be the "Anime Conservancy Union", but may also be referred to as the "Stevens Anime Club".

ARTICLE II: PURPOSE AND GOALS

Section 1. Purpose. The purpose of this Society shall be to promote the knowledge, interest, discussion, and spread of Japanese media and culture, especially in the Stevens community, primarily through: hosting showings and discussion, open to all members of the Stevens community who are interested, of Japanese media and culture on the Stevens campus; and, in association with other campus organizations, organizing an anime and Japanese culture convention on the Stevens Institute of Technology campus, with the additional goals of engaging students in event management and planning, and uniting campus organizations in representing Stevens at an event open to the general public.

Section 2. Anime Convention. The Society shall conduct an anime and Japanese culture convention called the Castle Point Anime Convention, or CPAC, once a year in the Spring semester. CPAC shall be administered and organized by current full-time undergraduate Stevens students, or, only if needed, other members of the Stevens community, though outside parties may be invited to provide programming and entertainment.

ARTICLE III: MEMBERS

Section 1. Eligibility. Any current undergraduate student of the Stevens Institute of Technology shall be eligible for membership.

Section 2. Activity. Any individual eligible for membership shall be a member of the Society if they have attended three out of the past six Society-hosted events, or Society or Executive Board meetings.

Section 3. Resignation from Membership. Any member desiring to resign from the Society shall submit his resignation in writing to the Secretary, who shall present it to the council for action.

ARTICLE IV: MEETINGS

Section 1. Regular Meetings. The regular meetings of the Society shall be held as resolved by the Executive Board. The Society must hold a regular meeting at least once during every month in the Fall and Spring semesters when at least two full weeks of class have occurred within that month, and it shall be the responsibility of the Executive Board to call meetings as necessary to fulfill this requirement.

Section 2. Special Meetings. Special meetings of the Society may be called by the Executive Board and shall be called upon the written request of six members of the Society. The purpose of the meeting shall be stated in the call, which shall be sent to all members at least three days before the meeting.

Section 3. Annual Meeting. The first meeting following the University-declared Spring break shall be known as the annual meeting, and shall be for the purpose of electing members of the Open Operations Committee, and any other business that may arise.

Section 4. Quorum. A majority of the members of the Society shall constitute a quorum.

ARTICLE V: COUNCIL OF ELDERS

Section 1. Definition. The Society shall have an administrative board, named the Council of Elders, herein referred to as the "Council", with the purpose of overseeing the Society, and the responsibilities and authorities outlined in this Constitution.

Section 2. Eligibility. Any current undergraduate or graduate student, alumnus, faculty, or staff of the Stevens Institute of Technology who currently is or has ever been a member of the Executive Board shall be eligible for membership. Individuals who have held department head positions will also qualify for membership eligibility upon passing of a motion to approve their eligibility by a two-thirds vote of the Council with previous notice. A motion to approve a department head's eligibility for membership may not be amended or rescinded after the end of the session in which it was passed.

Section 3. Activity. Any individual eligible for membership on the Council shall be a member of the Council upon fulfillment of certain activity requirements: attendance of at least six out of the past twelve and two out of the past four meetings of the Council, or all of the past meetings of the Council if there have been less than six meetings; and attendance of at least three out of the past six convention committee meetings. Any individual eligible for membership on the Council shall be afforded any rights they may need to fulfill the requirements of membership.

Section 4. Resignation from Membership. Any member desiring to resign from the Council shall submit his resignation in writing to the Secretary, who shall present it to the Council for action. Any former member who resigned may become a member again by the same process as resignation, assuming the individual is still eligible and meets the activity requirements.

ARTICLE VI: MEETINGS OF THE COUNCIL

Section 1. Regular Meetings. The regular meetings of the Council shall be held at the call of the Moderator or as ordered by the Council. The Council must hold a regular meeting once every month, and it shall be the responsibility of the Moderator to call meetings as necessary to fulfill this requirement.

Section 2. Special Meetings. Special meetings of the Council may be called by the Moderator or by the Executive Board and shall be called upon the written request of three members of the Council. The purpose of the Council meeting shall be stated in the call, which shall be sent to all members at least three days before the meeting.

Section 3. Quorum. A majority of the members of the Council shall constitute a quorum.

ARTICLE VII: OFFICERS

Section 1. Officers and Duties. The officers of the Society shall consist of a Moderator (the presiding officer of the Council), Secretary, Convention Chair, Vice-Chair of Operations, Vice-Chair of Programming, Vice-Chair of Publicity, Vice-Chair of Guest and Industry Relations, Treasurer, and department heads. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society.

Section 2. Nomination Procedure. Starting at the first day of classes in February, and continuing until the last Friday before the University-declared Spring recess, nominations for all officer positions except department heads shall be accepted from the floor at regular meetings of the Council and in writing to the Secretary. Nominations for department head positions shall open three weeks before the election for that position, and shall be accepted from the floor from Executive Board meetings and in writing to the Chair from any officer of the Society. All nominations shall be submitted to the Office of Student Life for approval within one day of the end of the nomination period.

Section 3. Ballot Election, Term of Office, Removal from Office. The officers, except department heads, shall be elected by ballot at the first regular meeting of the Council following the end of the University-declared Spring recess. The officers, except department heads, shall serve for one year or until the end of the next Spring semester of classes, whichever is shorter, and until their successors are elected, with the term of office beginning once the position is vacant or on the first day of the first Summer semester following their election, whichever comes first. Department heads shall be appointed by the chair of the committee the position is a member of, unless the position is not currently vacant or if two or more Executive Board members send a request for an election in writing to the Chair. When not eligible for appointment, department heads shall be elected by a ballot of the Executive Board held no more than three weeks after the election is requested or the position becomes vacant, whichever comes first, with previous notice. Department heads shall serve for a term lasting until their graduation from the University and until their successor is appointed or elected, or, if the individual is not a current student, the same term as non-department-head officers. Officers, including department heads, may be removed from office only following the disciplinary procedure as provided in the parliamentary authority.

Section 4. Office-Holding Limitations. Any, and only, full-time undergraduate Stevens students, even if not a member, may be nominated for and hold officer positions other than Moderator or Secretary, with the exception of when there are no other eligible candidates, in which case any, and only, members of the Stevens community may be nominated for and

hold the aforementioned positions. Only members of the Council may be nominated for and hold the officer positions of Moderator and Secretary. Excluding department head positions, Moderator, and Secretary, no individual shall hold more than one office at a time, and no individual shall be eligible to serve for more than two academic years consecutively in the same office.

ARTICLE VIII: RESPONSIBILITIES OF OFFICERS

Section 1. Convention Chairman. The Convention Chairman shall have the responsibility to ensure the successful fulfillment of the Society's purpose, oversee other officers of the Society and assign them the necessary tasks to fulfill their responsibilities, and to execute and oversee events of the Society as directed by the Open Operations Committee. All Vice-Chair officers shall have the responsibility to perform work and give reports at the direction of the Convention Chairman.

Section 2. Treasurer. The Treasurer shall have the responsibility to, at the direction of the Convention Chairman or the Open Operations Committee, create and adjust annual budgets, execute contracts and procurements, complete required University and Student Government Association processes related to finances, record and audit financial activities of the Society, and make financial recommendations for the benefit of the Society and its purpose.

Section 3. Vice-Chair of Operations. The Vice-Chair of Operations shall have the responsibility to oversee operations and execution of the Society and any events it holds, including the convention and any events created by the Open Operations Committee.

Section 4. Vice-Chair of Programming. The Vice-Chair of Programming shall have the responsibility to procure and develop events and programming related to the Society's purpose, including what programming will be scheduled for the convention, and including making recommendations to the Open Operations Committee.

Section 5. Vice-Chair of Publicity. The Vice-Chair of Publicity shall have the responsibility to publicize all events held by the Society, interact with press and the general public regarding the Society and its events, and report on audience patterns and demographics that may affect the success of the Society's events.

Section 6. Vice-Chair of Guests and Industry Relations. The Vice-Chair of Guests and Industry Relations shall have the responsibility to oversee procurement, negotiations with, management, and interaction with the Japanese media and Japanese media convention industries and any guests brought to events held by the Society.

ARTICLE IX: EXECUTIVE BOARD

Section 1. Board Composition. The Convention Chair, Vice-Chair of Operations, Vice-Chair of Programming, Vice-Chair of Publicity, Vice-Chair of Guests and Industry Relations, and the Treasurer shall constitute the Executive Board, with the Convention Chair as the chair.

Section 2. Board's Duties and Powers. The Executive Board shall have general supervision of the affairs of the Society between its business meetings, make recommendations to the Society and the Council, and perform such other duties as are specified in these bylaws.

Section 3. Board Meetings. Regular meetings of the Executive Board for a given semester shall be set by the Board at least two weeks before the beginning of the semester, and must occur at least once every two weeks. Special meetings of the Board may be called by the Convention Chair and shall be called upon the written request of two members of the Board.

ARTICLE X: CONVENTION COMMITTEES

Section 1. Convention Committees. There shall be a number of standing committees for the purpose of organizing the convention, known as convention committees, each chaired by an officer of the Executive Board. The standing committees shall be: the Convention Committee, chaired by the Convention Chair; the Operations Committee, chaired by the Vice-Chair of Operations; the Programming Committee, chaired by the Vice-Chair of Programming; the Publicity Committee, chaired by the Vice-Chair of Publicity; and the Guests and Industry Relations Committee, chaired by the Vice-Chair of Guests and Industry Relations. Membership on these committees is described below.

Section 2. Department Heads. Members of the standing convention committee shall be appointed by the chair of the committee, unless overridden by the Executive Board as outlined in this Constitution. Each committee member in the Operations Committee, Programming Committee, Publicity Committee, and Guest and Industry Relations Committee shall be known as a department head, and will be an officer of the Society with a title and duties prescribed in this Constitution and the bylaws. Committees may have ex-officio members appointed by another campus organization when that organization is participating in that committee's activities. The members of each committee, their position names and additional duties, and the organization they are appointed by if they are ex-officio shall be defined by the Council in its bylaws.

ARTICLE XI: OPEN OPERATIONS COMMITTEE

Section 1. Definition and Membership. An Anime Selection and Operations committee shall be formed, composed of six officers elected by members of the Society via the Student Government Association's Unified Elections process.

Section 2. Authority. This committee shall have the sole, unamendable power to authorize the submission of funding requests to the Student Government Association and the disbursement of funds granted by the Student Government Association, in compliance with relevant policies and budgets determined by the Student Government Association.

Section 3. Responsibilities. The committee shall have the authority and responsibility to budget for and plan weekly Society-hosted events for the showing and discussion of Japanese media, but such events and/or their contents in whole or in part may be vetoed by

the Executive Board, although the Executive Board itself shall not have the authority to propose new events or replacements for parts of vetoed events. The committee shall have the responsibility and sole authority to request funding where necessary for such events it plans in accordance with Student Government Association policies, announce such events to the public at least twenty-four hours prior to the start time of the event, publicize such events to the undergraduate student body, and to operate and facilitate such events as required.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

ARTICLE XIII: AMENDMENT OF CONSTITUTION

This Constitution may be amended at any regular meeting of the Council by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting, followed by approval by the Student Government Association.