

# Animania Constitution

## PREAMBLE

We the members of Animania: The Japanese Animation Film Society at the University of Michigan aim to educate people about Japanese language and culture through the medium of Japanese Animation.

## ARTICLE I. NAME

The name of the organization will be Animania: The Japanese Animation Film Society at the University of Michigan, referred to herein as Animania.

## ARTICLE II. PURPOSE

Animania's goal is to bring together individuals from the University and Ann Arbor community through events and activities based around a shared love of and passion for Japanese animation and culture. We additionally seek to build healthy connections within the University through member-exclusive activities with a cultural and social focus, both virtual and in person. A primary purpose of the club is to foster a social and interpersonal environment where everyone feels safe, welcome, and capable of engaging with all club and club-adjacent activities without discomfort.

We also hold screenings of various anime and also give presentations on topics regarding anime and Japanese culture. In addition, we host a free-entrance annual convention, Con Ja Nai, available to students and non-students, with the purpose of screening to the general public and giving presentations on a larger scale.

### Section 2.01 - Affiliations

We are not officially sponsored by any University affiliations but have received recognition from the Japanese Language Department and Center for Japanese Studies as an influential Japanese cultural group which enriches the appreciation for the Japanese language.

## ARTICLE III. CON JA NAI

Con Ja Nai, henceforth abbreviated as CJN, is the annual convention produced by Animania. CJN's

purpose is to further Animania’s mission at a larger scale than is possible with other Animania events.

### **Section 3.01 - CJNI Executive Board**

Being such a large and complex event, it has been determined that the event should be mainly planned by a group of skilled, experienced, and knowledgeable staff, without the forced turnover caused by the natural flow of elections and graduation. As such, CJNI is planned by a group of current and former staff members who have dedicated sufficient time to ensure the event’s success.

### **Section 3.02 - Relationship to Animania**

The CJNI board has no authority whatsoever over Animania nor its budget requests (even those relating to CJNI). Animania has ultimate authority over whether or not CJNI happens at the University of Michigan, in what buildings it happens, and all relations between CJNI and the University. All interactions between CJNI and the University must be done with an Animania Executive Board Officer aware of the interaction. The operation of the CJNI board, including composition, meetings, and responsibilities, is solely within the authority of the CJNI board itself.

### **Section 3.03 - Dissolution**

In the event that Animania is dissolved as a student organization, all CJNI-related equipment, supplies, and property shall remain within the control of the CJNI board. At such time, the future of CJNI as an event shall be determined by the CJNI board.

In the event that the CJNI board is dissolved, all CJNI-related equipment, supplies, and property shall become the property of Animania. Should Animania not exist at that time, the CJNI board will determine the future of its assets.

## **ARTICLE IV. MEMBERSHIP**

Animania is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities.

Upon joining the organization, all members agree not to undermine the purpose or mission of Animania.

### **Section 4.01 - Membership Types**

1. “Member”

Traditionally, a member of the public who attends a public Animania event. These members are not bound by the Constitution.

2. “Staff Member”

A member that has completed the steps to become a staff member. The Constitution is binding

to these members. They are outlined in Article V.

3. "Executive Board Member"

A staff member that has been elected to office. They are outlined in Article VI.

## **ARTICLE V. STAFF MEMBERS**

Staff members have taken the next step and have committed themselves to Animania's purpose.

### **Section 5.01 - Procedure to become a staff member**

1. Attend a staff meeting.
2. Pay dues.
3. Be added to communication channels as deemed necessary by the Executive Board.

### **Section 5.02 - Responsibilities**

Staff members are responsible for the organization and staffing of public screenings and presentations, including CJN. Specific responsibilities are outlined in the bylaws.

### **Section 5.03 - Exemption from responsibilities**

Exemptions from staff responsibilities may be granted. If an exemption is not granted by the appropriate person or group, the staff member is still responsible for the requirement, or the consequences of failing to meet the requirement.

Mandatory meetings and activities:

A staff member unable to attend any mandatory meeting or activity must contact the Executive Board at least 24 hours before the start time of the meeting.

Con Ja Nai:

A staff member unable to fulfill their duties must contact the Executive Board or the CJN Board as soon as possible. Due to the nature of the event, a 24 hour advance notice is not usually sufficient time to handle the exemption. Failure to do so may result in disciplinary action against the staff member.

### **Section 5.04 - Resignation/Removal from staff**

Any staff member may resign themselves of their membership and duties, and upon notification of the Executive Board, lose their staff member privileges (Article VIII bylaw 5). Any staff member that does not pay their dues for the current semester will automatically be considered as having resigned, and lose their staff member privileges.

Any staff member in violation of Animania's purpose or constitution may be removed from the club via the following process.

1. A written request must be submitted to the Executive Board.
  - a. The request must be submitted by a staff member or advisor.
  - b. The request must include the reasons for removal including relevant dates.
  - c. In addition to the written request, a synchronous meeting may occur with the Executive Board, at which written notes will be taken by the Executive Board.
  - d. The Executive Board shall comply with any requests for privacy from the requestor.
2. The request is considered by the officers of the Executive Board.
3. The Executive Board will notify the member considered for removal about the request.
4. The member considered for removal may challenge the removal request.
  - a. The challenge must be submitted in writing.
  - b. In addition to the written challenge, a synchronous meeting may occur with the Executive Board, at which written notes will be taken by the Executive Board.
  - c. The challenge must occur in a reasonable timeframe as determined by the Executive Board, which shall be no shorter than seven days.
5. The Executive Board will hold a vote and the member will be removed if, and only if, a vote at which no more than one Executive Board member dissents is achieved.
6. A staff member removed from the club via this process must obtain permission from the Executive Board in order to attend any club-sponsored or events.

### **Section 5.05 - Reinstatement after resignation**

Any staff member that has voluntarily resigned will be reinstated upon fulfillment of staff member requirements as outlined above.

### **Section 5.06 - Reinstatement after removal**

At the discretion of the Executive Board, and following an approval for reinstatement by the current staff members, a previously-removed member will be reinstated upon fulfillment of staff member requirements as outlined above.

## **ARTICLE VI. EXECUTIVE BOARD**

Animania will be governed by the staff of which no less than 10 will be students of the University of Michigan. The officers of the Executive Board will be determined by a vote of the existing members of the staff. No officer may serve more than one position, except in the case of a vacancy as described below.

### **Section 6.01 - Duties**

1. Collective Duties
  - a. Renew the club every year.
  - b. Set screening dates for each semester.
  - c. Reserve rooms for screenings and meetings through the University.

- d. Create and enforce deadlines for important club matters.
  - e. Create and/or update transition reports to prepare future officers.
  - f. Assist the President with external contact duties.
  - g. Shares responsibilities to ensure the survival of the club in the case of a vacancy.
  - h. Grants exemptions from staff responsibilities as detailed in Article IV.
2. President
- a. Runs all meetings and screenings.
  - b. Final arbiter of non-voting club matters.
  - c. Delegates additional responsibilities and appoints positions.
  - d. Authorizes all official club activities.
  - e. Acts as external contact for academic departments including, but not limited to:
    - i. Center for Japanese Studies
    - ii. Japanese Language Department
  - f. Forwards all Animania marketing material to relevant academic departments and contacts including, but not limited to:
    - i. Center for Japanese Studies
    - ii. Japanese Language classes
    - iii. Screen Arts and Cultures
3. Vice-President
- a. Takes over in the absence of the President.
  - b. Assists the President with interacting with the University.
  - c. Responsible for outreach to local businesses.
  - d. Acts as the contact for influential community enterprises.
4. Treasurer
- a. Keeps a record of all the club's accounts and finances.
  - b. Collects dues and maintains the club roster along with the Secretary.
  - c. Constructs the club budget.
  - d. Responsible for club funding including, but not limited to:
    - i. Maintain working knowledge of all funding processes.
    - ii. Fill out all funding forms for the club.
    - iii. Process all funding paperwork.
    - iv. Approve funding requests from staff and committees.
  - e. Heads fundraising initiatives.
  - f. Acts as external contact for funding organizations including, but not limited to:
    - i. SOFC
    - ii. LSA CSG
5. Secretary
- a. Takes notes on all club meetings.
  - b. Responsible for communication between the Executive Board and staff members through official communication channels including, but not limited to:
    - i. Send out copies of meeting minutes.
    - ii. Send out staff meeting agendas.
    - iii. Send out notifications of mandatory club meetings and activities.

- c. Prepares newsletter for public events.
  - d. Contacts distribution and licensing companies to obtain showing licenses for screenings.
6. Social Media Chair
- a. Responsible for updating all Animania social media.
    - i. Creating and updating event information.
    - ii. Managing access rights of staff members.
    - iii. Moderating posted content.
  - b. Photograph and maintain all records of club events.
  - c. Responding to communications directed towards Animania via social media.

### **Section 6.02 - Eligibility requirements**

1. Must be a currently-enrolled student at the University of Michigan.
2. Must be in good disciplinary standing with the University.
3. Must be available for both Fall and Winter semesters of the elected term.
4. Must have become a staff member the semester prior to running.

### **Section 6.03 - Elections**

Executive Board elections are to be held annually. All Executive Board positions are to be voted upon at each election.

### **Section 6.04 - Terms and limits**

There are no limits as to how many times a staff member can be elected to be an officer, provided they meet the requirements of an officer. The term of an officer begins at the end of the CJN immediately following the election, and ends at the end of the following CJN. Should the natural term described above be longer than three Fall/Winter semesters, the term will be limited to three Fall/Winter semesters. In the case that CJN does not proceed as usual, the acting Executive Board Members will determine when the elected members' term will begin. The new term is to start no later than the last day of classes of the Winter semester.

### **Section 6.05 - Resignation/Removal of Executive Board Officers**

An officer can resign from their office by notifying the other Executive Board officers. Upon resignation, the resigning officer must surrender all relevant resources to the remaining officers. As much as is practical, the University will be notified of the resigning officer, and access to Executive Board resources will be revoked. An officer resignation can be done in conjunction with a staff member resignation.

An officer may be removed from the Executive Board via the process outlined in Section 5.04, with the exception that the "Executive Board" mentioned in that section does not include the officer under consideration for removal in this case.

## **Section 6.06 - Executive Board Vacancies**

When an Executive Board position is vacant, whether by removal or resignation, the position will be filled as soon as is practical by the remaining officers. If deemed necessary, the Executive Board can unanimously select willing staff members to fill vacancies. Should the Presidency be vacant, the Vice President shall become the new President. All other vacancies will be filled by the remaining officers in a mutually-agreed-upon manner. A current officer will be allowed to take on the responsibilities of two positions in this case.

## **ARTICLE VII. COMMITTEES**

Staff members can petition the Executive Board for funding and/or logistical support for activities that further Animania's mission. Committees are more formal entities led by staff members that are recognized by the Executive Board.

Committees allow non-officers to organize official club events and serve the club in a more impactful way. While these may not be directly organized by the Executive Board, they are still at the complete discretion of the Executive Board. These events must be accompanied by a postmortem report, excepting cases in which the Executive Board does not deem a report necessary.

## **ARTICLE VIII. BYLAWS**

1. Voting Eligibility
  - a. All staff members in good standing and who have paid dues are eligible to vote.
2. Election Process
  - a. All officer positions as listed above shall be elected by a majority vote of the eligible voting members of Animania. All elections will be held on an annual basis during the month of January.
  - b. The President will take nominations from the floor, the nomination process must be closed and the movement seconded. The nominated parties are allowed to vote.
  - c. Nominated parties will present personal statements
  - d. All voting shall be done by secret ballot to be collected and tabulated by the Secretary, the Treasurer, and one voting-eligible staff member of Animania selected at random.
  - e. There will be no absentee or proxy voting.
  - f. In the event that no candidate has a majority of the vote after a round of voting, another round of voting will be held in which the candidate receiving the fewest votes and any candidates receiving fewer than 15% of the votes are removed from the ballot.
3. Meetings
  - a. Weekly Meetings
    - i. Meetings held every week will consist of various club business such as screening planning, social event planning, and announcements.
  - b. Public Screenings

- i. Required attendance by active staff members with duties or shifts, as stated in staff member responsibilities, Article V.
4. Dues
  - a. Deadline may be decided by the Treasurer for each semester.
  - b. Dues amount will be decided by the Executive Board.
5. Staff Member Privileges
  - a. Staff members in good standing receive privileges determined by the Executive Board, such as:
    - i. Receipt of restaurant discount cards.
    - ii. Access to member-exclusive events and offerings.
    - iii. Access to the logistics of convention trips.
6. Transition
  - a. The transition period will involve newly elected members shadowing the current Executive Board officers until the end of the current term, after which they will officially take over their new positions.
7. Down Payments
  - a. Down payments may be required for anything subsidized by the club or group-ordered and amounts will be determined by the Executive Board. Examples include T-Shirt orders as well as trips to conventions.
8. Photography
  - a. Participation in club events means that pictures may be taken of staff members. Members that do not wish to have their pictures taken can contact the Executive Board. Pictures taken of staff members at events may be used for promotional/advertising purposes.
9. Additional Staff Duties
  - a. Attending mandatory events including, but not limited to, screenings by participating in at least one staff assignment and also assisting in setup and teardown.
  - b. A staff member unable to participate in at least one staff assignment due to all staff assignments already being covered is excused from the participation requirement.
  - c. Staffing participation is mandatory for CJN, unless excused by a member of the Executive Board, or the CJN Board.

## **ARTICLE IX. AMENDMENTS**

The Constitution is binding to all members of Animania, but the Constitution is not binding unto itself. Amendments to the Constitution may be proposed in writing by any voting member of Animania at any meeting.

Amendments will be disseminated to all staff members. There will be a discussion period of at least a week amongst staff members. Proposed amendments will become effective following a majority vote from the Executive Board.

## **ARTICLE X. REGISTRATION RENEWAL**

Animania will re-register as a voluntary student organization on an annual basis, no later than the registration deadline set by the Center for Campus Involvement.

## **ARTICLE XI. STATEMENT OF COMPLIANCE**

By completing the registration process, we agree to abide by the University's policies. We understand that the organization's registration is contingent on the acceptance of these policies.

## **RATIFICATION**

This constitution must be ratified by the incoming Executive Board to take effect and shall be reviewed as necessary, but no longer than required by the Center for Campus Involvement.