Anime Club Bylaws

Bylaw I. Membership

Section 1. Types of Membership

A member is classified as active or inactive. All members must meet the Constitutional requirements for membership.

An active member is one who has paid membership fees for the current semester. There are two classifications of active members, returning members and new members. A returning member is one who has a deposit carried over from any previous semester on record with the Librarian, or who had an active membership during the previous academic year (regardless of deposit status). A new member is one who does not meet either of these criteria. Officers are automatically classified as active members.

An inactive member is one who has not paid membership fees for the current semester, but who still has a deposit on record from a previous semester.

Section 2. Expulsion of Members

A member may be barred from attending showings, or have his or her membership and deposits revoked, for any of the following reasons:

a. Providing false information during the registration process
b. Repeatedly failing to observe Club rules during meetings, after being appropriately warned regarding the offending behavior
c. Unauthorized removal or possession of Club media or equipment, including Library materials
d. Failing to pay fees outstanding in excess of a one year period
e. Wilful or excessively frequent damage to or loss of borrowed Library materials
f. Engaging in activities damaging to the Club or UT
g. Engaging in offensive or disruptive behavior in a forum associated with the Club, or in a manner that would reasonably be perceived as being on behalf of the Club, including but not limited to public showings; electronic mailing lists; bulletin boards or other message forums; conventions; or other Club- or UT-related meetings, gatherings, events, or forums.

All expulsions are final and require unanimous agreement of all officers. An expelled member may be permitted to attend meetings, and may reapply for membership in a subsequent semester, subject to the approval of all active officers at that time.
Bylaw II. Anime Club Rules During Meetings

Section 1. General Rules

Members must abide by the following rules of conduct during all showings and meetings:

a. No behavior that detracts from the enjoyment of the showings by others
b. No tampering with Club or UT property
c. No littering

Section 2. Incidental and Special Rules

Additional rules may be specified at meetings, as dictated by circumstance. These rules may include, but need not be limited to, restrictions on facility access; special safety rules required by the location; guidelines on interaction with other groups meeting in the same area as the Club; or other items, as deemed necessary or prudent by the officers.

Section 3. Rules Against Rules

No Club rule may violate or contravene an official UT regulation. In no event will any Club rules be devised or construed as condoning or facilitating hazing or any other harmful or prohibited practice.

Bylaw III. Dues, Deposits, and Library Terms

Section 1. Anime Club Dues

A member must pay Club dues for access to the lending library and other extra member benefits. Dues can be paid for a single semester or for an entire academic year (a long session, fall and spring semesters, as defined in the current academic calendar by the UT Office of the Registrar). Because the library is not required to be available during the summer session (Constitution, Article V§1), dues are not collected during the summer; if the officers elect to make the library available during the summer, access will be based on dues paid in the previous spring.

The amounts of the dues are as follows:

a. Returning member: Entire year (fall and spring), $8; one semester, $4.
b. New member: Entire year (fall and spring), $10; one semester, $5.

Section 2. Media Deposits

Each member is allowed a maximum of three (3) deposits for Library media. Each deposit covers one (1) DVD or other volume.

Some classes of Library media may require larger deposits than others. If a member in good standing has a deposit on record for a high-value item, he or she may apply it to a lower-value item for checkout if desired. (For example, a Blu-ray deposit may “count as” a DVD deposit if the member wishes to borrow a DVD; however, a DVD deposit could not be applied to a Blu-ray disc, as a Blu-ray disc requires a larger deposit than a
Section 3. Library Terms and Penalties

Damage to or loss of Library materials is covered in §III.2; additionally, fines are levied in the event of late returns of borrowed materials, or of damage to an item requiring repair but not outright replacement (e.g., damage to a DVD case but not to a DVD itself). All outstanding fines must be paid before a member can again check out materials from the Library. Fines due to damage must additionally be acknowledged in writing, as in §III.2, above. Fines due to late returns do not require written acknowledgement.

Club members are allowed to keep borrowed materials for a period of two (2) weeks. Weeks during which the Club does not meet (as due to a holiday or other special situation, per Article V) do not count against this check-out time. While Library materials may, at the discretion of the Librarian or other officers, be returned at a Special Meeting, the Librarian is only required to accept materials for returns at Regular Meetings, as defined in Article V.

For each week that a borrowed item is kept beyond its return-due date, a cumulative fee is incurred, up to a maximum set forth below. Fees are accrued in intervals of one DVD.)

Deposits are carried over from year to year; the Librarian maintains a record, periodically reviewed by the Treasurer, of all deposits paid by current and former members, extending back a minimum of two years from the current academic year.

Upon request, which must be made at a regularly scheduled meeting, a deposit is refundable within seven (7) days, provided that the member has no outstanding fees and the deposit is not “in use” (i.e., by Library materials being on loan that would exceed the remaining deposit on account after the refund). An inactive member who does not request a refund of his or her deposits within one (1) year following the member’s last active membership period will automatically forfeit any remaining deposits to the Club. Forfeited deposits become Club property and are added to the Treasury balance, to be used in maintaining the Club.

In the event that a DVD or other Library item is damaged or lost, the responsible member will forfeit one (1) deposit and must acknowledge in writing the deduction and the reason for it before further Library access (including but not limited to refund requests for any remaining deposits) will be granted. At the discretion of the officers, this may also be reported to UT as property loss. If this reduces the member’s number of deposits to zero (0), then the member must provide new deposit(s) before he or she can again access the Library. Regardless of the number of deposits a member may have on file, excessively frequent or wilful damage to or loss of borrowed materials is grounds for expulsion; see §I.2.e.

Deposit fees for Library media are as follows:

a. DVD volume: $10 per disc
b. Blu-ray volume: $15 per disc
(1) whole week, beginning immediately following the end of the meeting when an item is due (e.g., even if an item were returned at a Special Meeting one day after the item was due, the fee would still be the same as if the item were returned at the next Regular Meeting a week later).

An item kept over a semester break is automatically assessed the maximum late penalty.

Library penalties are as follows:

a. Damaged media case: $1 per case
b. Late return of item: $2 per volume per week, to a maximum of $8 per volume for a DVD or $14 per volume for a Blu-ray disc.

Fees may be paid by the member directly or may be deducted from the member's deposit(s) on record.

Bylaw IV. Officers

Section 1. Powers and Duties of Permanent Posts

The powers and duties of officers in permanent posts (Article IV§2) are as follows:

a. President: The President is responsible for renewing the Club registration and arranging room reservations with the University each semester, and for paying any associated registration or room use fees. The President also directs events, performs or administers official announcements during Club meetings, and sees to the general operations and welfare of the Club. The President also holds the right to appoint (and remove) specific Club members to non-officer staff positions, for purposes of administrative assistance, equipment transportation, or other miscellaneous duties. The President, in conjunction with the Vice President, is also responsible for creating and appointing any Ad Hoc Posts (Article IV§3), as needed.

b. Vice President: The Vice President assists the President in performing his or her duties, and serves in the capacity of President pro tem in the event that the President is temporarily absent or otherwise unable to carry out the duties of the office. The Vice President also assists the President in appointing ad hoc officers, formalizing policy, planning events, and carrying out other administrative tasks, as needed. The Vice President, in conjunction with the President, is also responsible for creating and appointing any Ad Hoc Posts (Article IV§3), as needed.

c. Librarian: The Librarian is responsible for arranging appropriate transportation, storage, and maintenance of the lending library, and oversees the general operation of the Library (and, if present, Library staff) during meetings. The Librarian is also responsible for maintaining membership, dues (in conjunction with the Treasurer), and deposit records; and for maintaining a suitable accounting of Library inventory. At the end of each semester, or at any time if called for by the President or Vice President, the Librarian must perform an
inventory of all Library materials and report any outstanding issues (missing media, items needing repair or replacement, etc.). The Librarian is also responsible for assembling purchasing proposals for adding new commercial titles to the library.

Section 2. Powers and Duties of Ad Hoc Posts

Officers assigned to ad hoc posts assist in the various tasks of the Club to ensure its continued smooth operation. Their duties are generally specified by the President and Vice President.

Section 3. Powers and Duties of Additional Roles

The powers and duties included in the additional officer roles (Article IV§4) are as follows:

a. Treasurer: The treasurer is responsible for all activities involving monetary transactions of the Club, including but not limited to the collection of membership fees and the approval of and/or reimbursement for the purchase of equipment or supplies for the Club. The only exceptions is the Presidential duty of paying any UT student organization or room use fees (see IV§1.a, above). If the Club engages in any activities that would legally require Sales Tax to be collected, the Treasurer is also responsible for maintaining its correct accounting, and for filing any taxes or paperwork due at the appropriate time.

Section 4. General Duties and Responsibilities

All officers bear the responsibility of seeing to the general welfare of the Club and its members and to the promotion of the Club’s goodwill in the community.

Officers are expected to represent the Club appropriately in public forums and to conduct themselves accordingly; to help provide an enjoyable experience and welcoming environment for members and attendees; to plan for the betterment of the Club, both immediate and long-term; and to work together to achieve these goals in the best possible way.

Officers are responsible for the maintenance and upkeep of Club property and for the replacement of damaged, worn-out, or obsolete equipment. Funds expended to this end must be approved by the appropriate officers; or by the President, if the delegation of duties is unclear or the other officers defer. Officers may not lend equipment, Library media, or other Club property, whether to members or non-members, nor may they allow its use at functions outside of official Club meetings or events.

Section 5. Officer Requirements and Selection

a. Requirements: All officers must be members of the Club as defined in the Constitution and Bylaws, and must abide by the same rules as all Club members.

b. Inauguration and Retirement: An officer serves from the time of appointment or election, and may retire at any time. No statement or reason for retirement is
required; however, to ensure the continued smooth operation of the Club, an officer who knows of his or her imminent departure (from graduation, etc.) must announce this at least a month in advance, to allow others to plan for the succession. An officer who fails to attend any Regular Meetings for a period of five (5) consecutive weeks may, at the discretion of the remaining officers, be considered retired.

c. Continuing and Returning Officers: The term of office is not limited, provided that the officer continues to abide by all Club rules and continues to carry out all duties of the office to the satisfaction of the Club and its members. Likewise, an officer may retire and subsequently be appointed or elected to office (whether the same or other) again, without prejudice or limitation, subject to meeting all other requirements of office.

d. Expulsion: If there is sufficient evidence of neglect of duty and/or violation of Club rules by an officer, then he or she may be removed from office by the judgement of a Disciplinary Committee. A Disciplinary Committee may be called by an officer or by a majority vote or petition by the Club membership. A Disciplinary Committee will consist of all officers (save the accused); additionally, if the charge was brought by petition or vote by the membership at large, then two non-officer active members may be selected by majority vote to participate as members of the Committee. The Committee will examine any evidence and come to its conclusion based on the facts at hand and any circumstances that it deems relevant. A unanimous vote is required to expel an officer by Disciplinary Committee, and an official record of the charge and the Committee's findings must be made available.

e. Post-Officer Status: A retiring officer, if current on membership fees and still associated with UT, will continue to be classified as a Club member as per the normal rules. If an officer is expelled through the ruling of a Disciplinary Committee, his or her membership is automatically revoked.

f. Vacancy of Ad Hoc Posts: In the event of vacancy of one or more Ad Hoc Posts (Article IV§3), the post(s) will be considered closed; if a given position is still deemed necessary, the President and Vice President may create it again by appointing a new officer to the position as normal.

g. Vacancy of Named Posts: In the event of a vacancy in up to two of the named officer positions (Article IV§2), the remaining officers (both named and Ad Hoc) select a single replacement for each vacant position. A replacement may be another officer (provided that he or she will vacate the currently held position, as an officer cannot hold more than one post at a time), or may be any Club member who satisfies the requirements of the office. The nominee(s) must be approved in a referendum; a quorum of at least 20% of the active membership must be met, and the majority of votes must be in favor, to instate an appointee. If a quorum fails to meet for a period of four (4) weeks, or if the end of semester arrives with no quorum having met, then the nomination(s) will be automatically approved. If a quorum meets, but no nominations achieve
majority approval, then an open candidacy will be held; see §IV.7. In the event of vacancy of all three named positions at once, all three positions are automatically opened to candidacy; see §IV.7.

Section 6. No-confidence Vote

A vote of no confidence may be called by any active member who gathers a petition, signed by active members, confirming the desire to hold a referendum. At least 40% of the active members must sign the petition for the procedure to move forward.

If the vote is successfully called, a referendum is announced through all official Club channels; it must take place a minimum of one (1) and no more than three (3) weeks after the petition is presented; weeks with no regularly scheduled meetings do not count in this timetable.

At the referendum, a poll is taken by secret ballot, asking whether the membership approves or disapproves of the current leadership of the Club. All active members, including the officers, are eligible to vote. A minimum of 65% of the membership is required to form a quorum; in the case of no-quorum, the vote is postponed to the following week. If a quorum fails to meet on three (3) consecutive attempts, then the motion is dropped and the outcome is considered a failed no-confidence vote (§IV.6.a).

Votes are collected and counted in public; three outcomes are recognized:

a. Failed no-confidence vote: Corresponds to a majority approval rating (of a margin of 5% or greater) and confirms the mandate of the current administration. If the motion is dropped due to perpetual no-quorum, then this outcome is also assumed.

b. Narrow no-confidence vote: In the case that the margin between approval and disapproval is less than 5%, the current officer group remains through the current semester, but must call for a new no-confidence vote within the first month of the following semester in order to confirm its mandate for the rest of the session.

c. Confirmed no-confidence vote: Corresponds to a majority disapproval rating (of a margin of 5% or greater). A new officer election (§IV.7) must be held within four (4) weeks. At that time, all Ad Hoc Posts will be automatically vacated, and all three named officer posts will be open for election; however, the existing officers may still run for re-election to their current posts.

Section 7. Elections

a. Basis for Election: In the event of one or more vacancies requiring an open election (§IV.5.g, §IV.6.c), a referendum must be held to elect new members to the relevant officer post(s). Additionally, any active non-officer member may run for one of the named officer posts during the spring semester if he or she successfully collects a petition with signatures from at least 60% of the active membership.
b. Calling the Election: An election must be announced, through all official Club channels, at least two (2) weeks in advance. Additionally, unless all three named officer positions are vacant, an election may only be called between the seventh meeting and the fourth-to-last meeting of the spring semester, and may be held no later than the second-to-last meeting of the semester. If all three named posts are vacant at once, then an election must be called at the earliest convenience.

c. Candidacy: All valid candidates must announce their intention to run to the membership at large within one (1) week following the call for voting. The week after the call is made, all candidates must present petitions to run, signed by at least 40% of the active membership. An officer who already holds the position being voted upon is automatically qualified to run and need not present a petition. All candidates must meet the eligibility requirements set out in the Constitution and Bylaws.

d. Campaigning: During the period between the first week after the vote is called and the week of the vote itself, candidates will be allowed to briefly address the members during the break period of each week’s meeting, and may request time to publicly debate other candidates during break periods. Vulgar treatment, poor behavior, disruptive tactics, or the making of patently untrue claims may result in losing the right to further public speaking time. Any forms of campaigning apart from word of mouth, including but not limited to posting flyers or sending emails advertising candidacy to the mailing list, must be approved by the current administration. Failure to follow the rules of campaigning may result in disqualification from the ballot.

e. Quorum and Form of the Election: An election is performed by all active members present at the meeting selected as the date of the election. An ad hoc Election Committee will determine the exact method of balloting; polling may be by secret ballot or by public show of hands. A minimum of 65% of the active membership is required to form a quorum; in the case of no-quorum, the election must be tried again the following week.

If no quorum is achieved by the end of the semester, officers in any non-vacant positions will retain (or, in the case of a vote due to no-confidence, regain) their posts, and any remaining positions will be appointed by the current officer group. If no quorum is achieved by the end of the semester and there are no officers remaining, then the Election Committee will appoint a new administration through means deemed appropriate.

The candidate with the majority of votes for a given position is declared the winner; if a majority is not achieved, then the current officer remains in the position (for a contest over a non-vacant post), or a runoff election is held the following week between the two candidates with the highest levels of votes (for a contest over a vacant post). If the subsequent runoff election results in a tie, then the Election Committee will select the winner through means deemed
appropriate.

f. Timetable of Succession: In the case of an election over a non-vacant position, or over a position that will be vacated at a future date (e.g., due to an upcoming graduation), then the newly elected officer(s) will assume duty at the beginning of the following academic year; or the week following the vacation of office, in the case of an officer retiring before the end of the year. In the case of an election over a vacant position, the newly elected officer may begin the execution of duties immediately following the conclusion of the election.

Bylaw V: Amendments to the Constitution and Bylaws

An amendment to the Constitution or Bylaws must be proposed at a Regular Meeting and must be presented to the Club members for discussion and review. Following a discussion period of at least two (2) weeks, a referendum is held; at least 30% of the active membership is required to form a quorum, and a two-thirds majority vote is required in order for the amendment to pass.