

# Anime Club Bylaws

Last Revised: June 26, 2009

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## 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 has not paid membership fees for the current semester, but still has a deposit on record from a previous semester.

### Section 2. Provision for 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. Excessively frequent damage to or loss of borrowed Library materials
- f. Engaging in activities damaging to the Club or to UT
- g. Engaging in offensive or disruptive behavior in a forum associated with the Club, including but not limited to public showings; electronic mailing lists; bulletin boards or other message forums; or other Club-related meetings, gatherings, events, or forums.

All expulsions are final and require unanimous agreement of all officers.

## 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 distracting behavior that detracts from the enjoyment of the showings by others
- b. No tampering with UT or Club 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 (e.g., officially sanctioned meeting rooms or door access times in a UT building); special safety rules required by the location; or guidelines on interaction with other groups meeting in the same area as the Club.

### **Bylaw III. Dues, Deposits, and Library Penalties**

#### **Section 1. Anime Club Dues**

Members 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), dues are not collected during the summer; if it is made available, membership is 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.

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 two years from the current academic year.

Deposits are refundable within seven (7) days, upon request at a regularly scheduled meeting, provided that the deposits are not forfeit (as in the case of expulsion of a member or the damage or loss of the material being covered), and no Library materials are presently on loan to the member. An inactive member who does not request a refund of his or her deposits within two (2) years following the member's last active membership period will automatically forfeit the deposits. Forfeited deposits become Club property, to be used in maintaining the Club.

In the event of a lost or damaged DVD or other Library volume, the member forfeits one (1) deposit and must acknowledge the deduction and the reason for it before further Library access 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), 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 damage to or loss of borrowed materials is grounds for expulsion; see §1.2.f.

Deposit fees for Library media are as follows:

- a. DVD volume: \$10 per DVD

#### **Section 3. Library Terms and Penalties**

Damage to or loss of Library materials is covered in §III.2, above; 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 the DVD itself). All outstanding fines must be paid before a member can again check out materials from the Library.

Club members are allowed to keep borrowed materials for a period of two (2) weeks; weeks in which the Club does not meet (as due to a holiday or other special situation, per Article V) do not count against the check-out time. For each week that a borrowed item is kept beyond this period, a cumulative fee is

incurred, up to a maximum set forth below. An item kept over a semester break is automatically assessed the maximum late penalty.

The 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

Fees may be automatically deducted from a member's deposit(s) on record.

## **Bylaw IV. Officers**

### **Section 1. Powers and Duties of Elected Officers**

The powers and duties of the elected officers are as follows:

- a. **President:** The President is responsible for renewing the Club registration with the University each semester, as well as the payment of the registration and room reservation fees. The President also directs events, performs official announcements during Club meetings, and oversees the general operation 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.
- b. **Vice President:** The Vice President assists the President in performing his or her duties, and serves in the capacity of President 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 non-elected officers and formalizing policy, and assists the General Coordinator in interacting with non-Club individuals, organizations, and businesses and in planning events and publicity.
- c. **Librarian:** The Librarian is responsible for arranging appropriate transportation and storage of the lending library, and oversees the general operation of the Library during meetings. The Librarian also tracks members' media check-out deposits. 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 on any outstanding issues (missing media, items needing repair or replacement, etc.). The Librarian, in conjunction with the General Coordinator, is also responsible for assembling purchasing proposals for adding new commercial titles to the Library.

### **Section 2. Powers and Duties of Appointed Officers**

The powers and duties of the appointed officers 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 exception is the Presidential duty of payment of the UT student organization registration and room reservation fees, set forth in §IV.1.a, above.
- b. **General Coordinator:** The General Coordinator is responsible for general Club-related communications with outside agencies (responding to email, ensuring that the Club's physical mailbox is routinely checked, meeting with student organization funding sources, etc.) and for the production of and distribution of publicity materials (fliers, outdoor displays, etc.). The General Coordinator also coordinates tasks such as researching and assembling purchasing proposals for new Club media or equipment, tracking inventory of Club T-shirts or other goods, and ensuring the availability and readiness of scheduled showings material each week.
- c. **Officers-at-Large:** These officers, which may be many in number (or none at all), 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. General Duties and Responsibilities**

All officers are expected to represent the Club appropriately in public forums; to ensure the proper execution of the Constitution and Bylaws; and to work towards the general betterment of the Club.

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, as outlined in §IV.1 and §IV.2, above. Officers may not use Club property outside of officially sanctioned Club functions, nor may they lend equipment or otherwise allow its use outside of official Club functions.

### **Section 4. Officer Requirements and Selection**

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.

Elected officers are chosen either through the Succession selection process (§IV.5.a), or through a full Club election (§V), depending on circumstances outlined in §IV.5.a and §V.1.

Appointed officers of named positions (Treasurer, General Coordinator) are selected by unanimous vote of the three elected officers before the start of the semester in which their term is to begin. Other appointed officers (Officers-at-Large) may be nominated by any officer, and must be approved by both the President and Vice President prior to instatement.

### **Section 5. Officer Removal and Succession**

An officer, whether elected or appointed, may be removed from office if a Disciplinary Committee unanimously concludes that there is sufficient evidence of neglect of duty and/or violation of Club rules on the part of the accused. A Disciplinary Committee may be called on any officer by any other 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 majority petition or vote by the membership at large, 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, and an official record of the charge and the Committee's findings must be made available.

If an officer is expelled through the ruling of a Disciplinary Committee, said officer's Club membership is also automatically revoked.

An officer may also voluntarily retire at any time, whether due to graduation, incapacitation, or personal reasons. No statement of reason is required; however, an officer who is graduating or otherwise leaving UT must announce his or her upcoming retirement at least a month before graduation, to allow others to plan for the succession. 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.

Regardless of circumstance, the procedures to replace an officer are as follows:

- a. Elected Officers: In the case of replacement of up to two of the elected officers, the remaining officers, both elected and appointed, select a single replacement for each vacant position. A replacement may be another officer (though an officer cannot hold more than one elected position 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 the

proposed selections are not confirmed in the referendum, the remaining officers must submit candidates again within one (1) week, and the process is repeated until either the membership confirms the selections, or the fourth-to-last meeting of the spring semester arrives (in which case a regular election for the position is announced, with open candidacy). In the case of replacement of all three elected officials at once, a new officer election must be called; see §V for the format of an open election.

- b. Appointed Officers: The replacement of an appointed officer will follow the normal appointment process, as outlined in §IV.4, above.

## **Section 6. No-confidence Vote**

A no-confidence vote 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. 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 active 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 consecutive attempts, 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 and confirms the mandate of the current administration through the next election period. If the motion is dropped due to perpetual no-quorum, this outcome is also assumed.
- b. Confirmed no-confidence vote: Corresponds to a majority disapproval rating; a new officer election must be held within four weeks, and all three elected positions will be open. Additionally, all appointed officers are un-appointed and must be selected anew by the incoming administration following the election.
- c. Narrow no-confidence vote: In the case that the margin between approval and disapproval is less than 2%, the current officer group remains through the current semester, but must call a new referendum within the first month of the following semester to confirm its mandate for the rest of the year. This referendum will follow the same no-confidence vote procedure.

## **Bylaw V. Elections**

### **Section 1. Basis for Election**

In the event of a vacancy of an elected position at the end of the spring semester with no approved nominee, the simultaneous loss or retirement of all three elected officers, or the dissolution of the administration through a no-confidence vote, a referendum must be held to elect successor(s). Additionally, an active non-officer member may run for an elected officer position (whether vacant or not) during the spring semester if he or she successfully collects a petition with signatures from at least 40% of the active membership.

### **Section 2. Calling the Election**

An election must be announced, through all official Club channels, at least two (2) weeks in advance. Additionally, unless all three 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 positions are vacant at once, an election must be called

at the earliest convenience.

### **Section 3. Candidacy and Campaigning**

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 (in the case of a challenge to a non-vacant position) is automatically qualified to run and need not present a petition. All candidates must be eligible to hold the position based on the Constitution and Bylaws.

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 the break periods. Vulgar treatment, poor behavior, 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 fliers and sending candidacy advertising emails 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.

### **Section 4. 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 their positions, and the remaining positions will be appointed by the current officer group. If no quorum is reached by the end of the semester and there are no officers (e.g., following a no-confidence vote), then the Election Committee will appoint successors 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 non-vacant position), or a runoff election is held the following week between the two candidates with the highest levels of votes (for a vacant position). If the runoff election results in a tie, then the Election Committee will select the winner through means deemed appropriate.

### **Section 5. Timetable of Succession**

In the case of an election over a non-vacant position, or over a position that will be vacated due to retirement at the end of the current session, the newly elected officer(s) will assume duty at the beginning of the following academic 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 VI. Ratification of and Amendments to the Constitution and Bylaws**

### **Section 1. Amendments to the Constitution and Bylaws**

An amendment to the Constitution or Bylaws must first be presented to the Club members and discussed in an open forum. 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.

### **Section 2. Ratification of the Constitution and Bylaws**

The ratification of the Constitution and Bylaws will be accomplished by a majority approval by the officers followed by a referendum, following the same requirements as an amendment referendum, §VI.1.