

Societies Constitution Template

University Societies Coordination Group, NUI Galway

Anime and Manga Society NUI Galway Constitution

Ratified on 30/11/15 by the University Societies' Coordination Group

Adopted on the 14/12/15

Article 1 Name of the Society

1.1 The name of the Society shall be Anime and Manga Society, NUI Galway, hereinafter referred to as 'the Society'.

1.2 The Society may be commonly known as: Anime and Manga Soc.

1.3 The Society exists as a constituent part of the University and is therefore subject to all relevant University and University Societies Coordination Group (USCG) policies and rules.

Article 2 Alliances/Affiliations with External bodies.

2.1 The Society is not aligned and/or affiliated with any external bodies.

2.2 The Society is a constituent part of the University and where there are alliances and affiliations with external bodies the Society is subject to the USCG Society policy on external affiliation as may be updated from time to time.

Article 3 Aims of the Society

The aims of the Society shall be:

- To provide a forum to promote Anime movies, Manga comic books, Japanese games and Japanese culture as a whole.

- To hold regular screenings of Anime television shows, movies and animated shorts.
- To show Asian cinema as a whole.
- To promote the reading of Manga.
- To travel to Anime/Manga conventions as well as any other relevant Asian cultural events.
- To organize the annual “Akumakon” Anime and Manga Convention.
- To keep and archive pieces of anime and manga related media that the committee deem of importance. The duty of said archiving will fall under the jurisdiction of the librarian.

Article 4 Membership

4.1 All current students and current staff of the University shall be eligible to become full members of the Society.

4.1.1 Students and Staff may be prohibited from being a member where they have been subject to a USCG or University sanction prohibiting them from such.

4.2 Any eligible person shall become a member of the Society upon registering with the Society on any Societies' Day, or using the official societies registration, and payment of appropriate fee if applicable.

4.2.1 Should the Society charge a membership fee, full membership shall be granted upon payment of said fee. The fee shall be determined by the Committee annually, subject to the approval of the Societies Office. All such monies thus received must be lodged in full to the Society's bank account.

4.2.2 Should the Society be affiliated with a body that charges a membership fee, members are not obliged to join the external body and therefore not obliged to pay the membership fee.

4.3 The Society may, subject to approval of the USCG, elect any member or alumni who they deem to have done great service for the Society to be an Honorary Life Member (HLM) in perpetuity of the Society.

4.3.1 An HLM is entitled to entry to Society events and speaking rights at regular meetings, but is not entitled to a vote at regular meetings or Annual General Meeting (AGM) / Extraordinary General Meeting (EGM), and is also not entitled to stand for a committee position or any other privileges open to full members.

4.3.2 If an HLM becomes eligible for full membership as per article 4.1, they shall have the same privileges as a full member.

4.3.3 Honorary Life memberships, as per Article 3.3, are recorded here.

James Broderick: Awarded Lifetime Membership during the 2012/2013 society year for his outstanding and continuous contributions to the success of Akumakon.

Yoshimi Hayakawa: Awarded Lifetime Membership during the 2013/2014 society year for her continuous, tireless work with the Society, Akumakon and Japanese Culture in Galway.

Hirokatsu Kihara: Awarded Lifetime Membership during the 2014/2015 society year for all his efforts and assistance in the growth of Akumakon to date which would not have occurred without him.

Christina Hynes: Awarded Lifetime Membership during the 2019/2020 year for her efforts in securing the future of the society and ensuring the continuation of society activity.

Joshua Grelle: Awarded Lifetime Membership during the 2019/2020 year for his involvement in Akumakon and his ongoing support and assistance with the convention.

Lawrence Simpson: Awarded Lifetime Membership during the 2019/2020 year for his continuous support and involvement with Akumakon since 2011.

Lily Magennis (Sp?): Awarded Lifetime Membership during the 2019/2020 year for all of her efforts in the continuation and growth of the Society and the integration of Akumakon into the society, which would not have occurred without her.

Eoin Devane Glynn: Awarded Lifetime Membership during the 2019/2020 year for his efforts in securing the future of Akumakon and his efforts in solidifying bond between the Akumakon convention and the Society. The continuation of the Akumakon convention would not be possible if not for his efforts.

Rachel Coleman: Awarded Lifetime Membership during the 2019/2020 year for her outstanding work in securing the future of both the society and Akumakon. The growth and success of the Society and Akumakon would not have been possible without her.

4.3.4 An HLM have the opportunity to change their names and descriptions in the constitution if deemed necessary, only during A.G.M.s, E.G.M.s and the H.L.M. in question must be present.

Article 5 The Committee

5.1 A Committee shall conduct the business of the Society.

5.2 All members of the Committee shall be required to be full members of the Society.

5.3 All full members of the Society are eligible to be elected to the Committee except those explicitly disallowed hereinafter.

5.3.1 Full members are ineligible to stand for election and/or act as a member of the Committee where they have been subject to a USCG or University sanction prohibiting them from doing so.

5.4 The Committee shall consist of the core members specified in Article 5.5, additional specified committee members specified in Article 5.6.2, and ordinary Committee members as specified in article 5.7

5.5 Core Positions

The core positions are Auditor, Vice-Auditor, Treasurer, Secretary. The Committee must consist of at least these four positions.

5.5.1 Auditor

The Auditor shall have overall responsibility for the affairs of the Society. The Auditor shall chair all meetings of the Society save where otherwise provided for in this Constitution. The Auditor has ultimate responsibility of ensuring that all Society requirements are fulfilled.

5.5.1.1 The Auditor in the cases of all votes shall be eligible to vote. In the case of a tie, the Auditor may use their casting vote thereafter to decide the tie, except as provided for in Article 9.2 . This may or may not be in accordance with their original vote.

5.5.2 Vice-Auditor

The Vice Auditor must assist the Auditor in the general running of the Society. The Vice-Auditor shall assume the duties of the Auditor should the Auditor be absent or unable to fulfil their duties. The Vice-Auditor may fulfil any general role as defined by the Committee.

5.5.3 Treasurer

The Treasurer will manage the financial affairs of the Society, in consultation with the Auditor & the Committee. The Treasurer will maintain the financial records of the Society. They will prepare and present a Treasurer's Report to the Society at the AGM. The Treasurer must prepare and present the end of year financial report, and all accounts as required by the Societies Office, in accordance with the deadline stated by the Societies Office.

5.5.4 Secretary

The Secretary shall keep the non-financial records of the Society, and shall submit the end of year report. The Secretary is responsible for ensuring that all events are posted to the Societies Calendar. The Secretary shall manage the correspondence of the Society. The Secretary is also tasked with taking minutes of all Committee meetings, general meetings, AGM(s) & EGM(s) during their term of office.

5.6 Additional Specified Committee Members

The Society may create Additional Specified Committee Members (ASCMs). ASCMs of the Society are listed and described in article 5.6.2 and it's sub-articles respectively.

Where the Society wishes to create, modify or remove an ASCM, it will be done by means of an Amendment to Article 5.6.2 which shall also create, modify or remove a sub-article respectively to effect this change.

5.6.1 In cases hereinafter where it is explicitly stated that an ASCM may be co-opted, the Society may vote to allow the duties and title of an ASCM position may be co-opted by the Committee to a member of the Committee.

5.6.2 The following ASCMs will be elected/appointed to the Committee; Public Relations Officer, Safety Officer, Librarian, Akumakon Con-Director, **First Year Representative, Events Officer, Social Media Manager, Screenings Manager, & Vice treasurer.**

5.6.2.1 Public Relations Officer (PRO)

The PRO shall be responsible for creating posters to publicise the meetings and events of the Society.

5.6.2.2 Safety Officer (SO)

The SO will have responsibility for ensuring compliance with Societies' Safety Procedures and Policies.

5.6.2.3 Librarian

The Librarian is responsible for the record keeping and maintenance of all property belonging to the society within the Manga library and other Asian cultural items that are property of the society. The Librarian will also manage and record the loan and use of books from the Manga library to members of the society.

5.6.2.4 Akumakon Con-Director

The Akumakon Con-Director is responsible for the organising and running of the Akumakon convention, with the help of the society. Detail of the Akumakon convention will be detailed in Article 17 Akumakon.

5.6.2.5 First Year Representative

The First Year Representative will be responsible for the welfare of new members, in particular first years, within the Society.

5.6.2.6 Special Events Officer

The Events Officer is responsible for the organisation and management of larger society events outside of Akumakon and regular weekly events.

5.6.2.7 Social Media Manager

The Social Media manager is responsible for the publicising of society events through social media.

5.6.2.8 Screening Manager

The Screening manager is responsible for organising and maintaining all equipment and content required to hold regular screenings at weekly events.

5.6.2.9 Assistant Treasurer

The Assistant Treasurer will help the treasurer in their duties in managing the finances of Akumakon and the Society, as per Article 14.1.1.

5.7 Ordinary Committee Members

Ordinary Committee Members (OCMs) shall be elected to a maximum of 4, at an AGM/EGM. They shall be full Committee members, will contribute to the quorum, and will have a vote on the Committee. OCM tasks may be allocated as required by the Committee.

5.8 Committee Meetings

5.8.1 Meetings of the Committee shall be held at least once a fortnight during each academic term. All members of the Committee shall be entitled to attend and vote at such meetings.

5.8.2 The quorum for a meeting of the committee shall be 50% of current committee members. In the case of an odd number of committee members, there must be a majority of members at the meeting.

5.8.3 Meetings of the Committee shall be called by the Auditor or by the Secretary; at least three days' notice of a Committee meeting shall be given by the Auditor or Secretary to the members of the Committee.

5.8.4 Meetings may also be convened at the request of 3 or 50% of the Committee, whichever is the larger number, with at least the minimum notice period as per 5.8.3. Failure of the Auditor or Secretary to issue this notice within 5 days of receipt of the request by these members in writing shall entitle these members to issue said notice to the Committee.

5.8.5 All Committee members must be notified by their chosen email and by other means as agreed.

5.8.6 Committee members that fail to attend 3 consecutive Committee meetings, without apologies accepted by the Committee, shall be deemed to have resigned.

5.9 Term of Office of the Committee

The Committee shall hold office for a specific one year term to be decided and published by USCG annually (Currently July 1st – June 30th of the following year).

Article 6 Standing Orders of the Society.

6.1 The Society does not have Standing Orders.

6.2 Should the Society have Standing Orders, this Constitution supersedes any and all provisions in the Standing Orders and takes precedence, if there is conflict.

6.3 Should the Society have Standing Orders, the Committee shall furnish a copy of the Standing Orders, and must continue to do so for any amendments or new articles, to the USCG for approval.

6.4 Should the Society have Standing Orders, the Committee shall make available the Standing Orders along with its Constitution on its official Society profile, viewable to all.

Article 7 Annual General Meetings

7.1 The Annual General Meeting of the Society shall take place in the second semester of the academic year, at a time to be determined by the Committee of the Society. The Annual General Meeting must be held before the second semester teaching term ends.

7.2 No less than six days' notice of the Annual General Meeting shall be given to the Society's members. The date and time of the AGM shall be notified to the Society's Members. This is done by, at a minimum, uploading the date to the Societies Calendar, emailing all members, and by other means as agreed.

Article 8 Extraordinary General Meetings

8.1 An Extraordinary General Meeting of the Society may be convened to:

- (i) Hold an election to fill a vacancy on the Committee, should one arise.

(ii) Consider a proposal to amend this Constitution or any other governing instrument of the Society;

(iii) Address any other circumstance not provided for in this Constitution.

8.2 An Extraordinary General Meeting shall be convened:

(i) By the Auditor or Secretary

(ii) By majority (50% +1) decision of the Committee

(iii) On foot of a submission to the Societies Office of a petition signed by not less than 75 Members of the Society or 33% of the membership, whichever is smaller. Only the signatures of Members who are eligible to a vote at General Meetings on the date of submission of the petition, as per Article 10.2, may be counted towards the quota of signatures.

8.3 In the case of a resignation or dismissal, or removal as a result of a USCG or University sanction, from the Committee of a Committee member, the Committee shall have the power to co-opt any full member of the Society to the Committee until the next general meeting (be it an EGM or an AGM), at which a new officer will be appointed. This must be convened within 4 teaching term weeks from the resignation.

8.4 No less than six days' notice of the Extraordinary General Meeting shall be given to the Society's members. The date and time of the EGM shall be notified to the Society's Members. This is done by, at a minimum, uploading the date to the Societies Calendar, emailing all members, and by other means as agreed.

Article 9 Election of the Committee

9.1 The Committee of the Society shall be elected at the Annual General Meeting, except where otherwise provided for in this Constitution.

9.2 The Auditor shall appoint a Returning Officer for elections. The Auditor may appoint themselves as returning officer. The Returning Officer may not be a candidate in any of the elections. The Returning Officer must not vote, bar to cast a casting vote in the event of a tie. In the event of a tie, the Auditor, where they are the returning officer, receives a casting vote; in the event where the Auditor is not the returning officer, they receive no casting vote.

9.3 All Members who are eligible to a vote at General Meetings on the date of an election, as per Article 10.2, shall be eligible for election to the Committee, except as provided for in Article 5.3.

9.4 Candidates for each position on the Committee of the Society must be proposed and seconded by members of the Society at the AGM. The candidates may propose themselves.

9.5 The election of members of the Committee shall take place by secret ballot at the AGM. This, at the discretion the Returning Officer with the agreement of two-thirds of the membership attending the AGM, may be changed to a show of hands. Should this be implemented it is considered to be a change confined to that specific AGM/EGM and not be deemed a change to the Constitution.

Article 10 Voting at General Meetings

10.1 Voting shall be by show of hands, unless otherwise determined in a vote at any specific meeting.

10.2 Full Members of at least 30 days standing of the Society shall be entitled to vote in motions at General Meetings. The Secretary must present the membership list of those eligible to vote at the election.

10.3 Motions and resolutions must be passed by a simple majority of those Full Members present at the meeting, except where otherwise stipulated in this Constitution.

Article 11 Resignations from the Committee

11.1 The resignation of any member of the Committee shall be instituted by a letter of resignation to the Secretary of the Society.

11.1.1 In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the Auditor.

11.2 In the case of resignation during term time, the resigning Committee member must handover all Society property, passwords and handover documents to the committee as per Article 12.1 and, where practical, assist with the induction of their replacement.

Article 12 Handover Documents

12.1 Each outgoing officer of the Committee must present Handover Documents at the end of their term detailing the specific roles and responsibilities of their office, and the person(s) with whom they conducted the business of the Society, in order to assist the incoming officer with their development of the Society.

12.2 A list of the passwords and access details to any and all social media and online accounts must be made available to the incoming committee at the end of the academic year and given to the Societies Office if necessary.

Article 13 Instigation of Disciplinary Action

13.1 The Committee and all members of the Society shall comply with the disciplinary, grievance, bullying and harassment procedures, and all other procedures of the University and the USCG, as may be added to or amended from time to time, with reference to the Societies Complaints Procedure.

13.1.1 Committee members that bring the Society into disrepute may be removed by the Committee, with reference to the Societies Complaints Procedure. This decision is subject to approval from the USCG before taking effect.

13.1.2 Society members that bring the Society into disrepute may be removed from the membership list by a vote of the Committee, with reference to the Societies Complaints Procedure. This decision is subject to approval from USCG before taking effect.

The following constitute some examples of breaches of discipline (but breaches are not limited to the following):

- (i) Serious or persistent breach of Health and Safety.
- (ii) Bringing the name of the Society into disrepute.
- (iii) Acting against the aims and/or objectives of the Society.
- (iv) Misappropriation of any funding relating to the Society.
- (v) Discrimination or Harassment.
- (vi) Gross misconduct as interpreted by USCG.
- (vii) Breaches of any USCG or University policies or procedures.

Article 14 Management of Finance

14.1 The finances of the Society shall be managed by the Auditor and Treasurer of the Society.

14.1.1 This Constitution also provides for the possibility of an Assistant Treasurer if the Society feels it is necessary.

14.2 It is the responsibility of the Treasurer to ensure that all monies received from the University and sponsors are receipted through the Societies Office.

14.3 No Society Member may use their membership for personal financial gain. Failure to adhere to this article shall result in NUI Galway disciplinary action.

Article 15 Amendments to the Constitution

15.1 Amendments to this Constitution may be passed at an Annual General Meeting or an Extraordinary General Meeting of the Society.

15.1.1 The change to the Constitution must be proposed and seconded and put to the vote of the members. A proposed amendment is deemed to be passed by a two-thirds majority of full members present at the AGM/EGM.

15.2 Such amendments to this Constitution shall require the formal ratification of the University Societies Coordination Group before taking effect.

15.3 The Society must upload their current ratified Constitution to its official Society profile.

Article 16 Dissolution of the Society

16.1 The Society may be dissolved by a two-thirds majority vote of its membership present at an AGM or EGM.

16.2 The Society may fall into abeyance or be dissolved by decision of the USCG. The following constitute a non-exhaustive list of grounds for abeyance or dissolution.

- (i) Failure to submit a Treasurer's Report, submit receipts for all University grants and provide information for all transactions at the end of the Societies year.
- (ii) Failure to submit a Secretary's Report at the end of Societies year.
- (iii) Failure to have a table at Societies Day the following September.
- (iv) Failure to elect four core committee members by Society Training Weekend.
- (v) Failure of at least 2 committee members to attend Society Training without prior acceptance of apologies to the USCG.

16.3 The Society shall fall into abeyance if general activity ceases.

16.4 If the Society remains in abeyance for two consecutive years it will be deemed to be dissolved.

16.5 On dissolution of the Society, all the Societies assets, including intellectual property and virtual rights, shall become the property of the University.

Article 17 Akumakon

17.1 The Society and the Con-Director is responsible for the overall organisation of the convention Akumakon.

17.2 The Society Committee, on unanimous vote, can veto the Con-Director's decisions.

17.2.1 The Akumakon committee can veto the Con-Director's decisions if the vote passes with a 2/3 majority. This Society committee must be notified of such occurrences.

17.3 The Society Committee can hold a vote of no confidence (2/3 majority vote) in any Akumakon committee member, should they feel they are not fulfilling their duties.

17.3.1 The Con-Director may take part in this vote of no confidence.

17.4 The Society Committee must approve the final convention budget by August 30th. Any amendments must be informed and approved.

17.5 The society must audit the Akumakon committee at least twice during the term year, once before September 30th and again before January 1st.

17.5.1 The society reserves the right to audit the Akumakon committee at any time with minimum one week's notice. Findings must be distributed to both committees within seven days.

17.6 Copies of Akumakon Guidelines & Templates must exist and be accessible to incoming committee members. A list of any passwords for any accounts made must also be accessible to incoming members.

17.6.1 The Con-Director, Co Con-Director, Auditor and Treasurer must review the Akumakon Guidelines and Templates at least once every year, after Akumakon has taken place during that academic year.

17.7 Akumakon Committee

17.7.1 The Con-Director is responsible for creating an Akumakon Committee.

17.7.2 Every member of the Akumakon committee must be deemed acceptable by the Society committee, via Society Committee majority vote, for them to take their respective Akumakon committee positions.

17.7.3 Members of the Akumakon Committee must be full members of the Society.

17.7.3.1 Members of the Akumakon Committee are not required to attend Society Committee meetings, excluding the Con-Director, who must attend the committee meetings of the Society to maintain regular communication on the progress of the convention planning.

17.7.3.2 If deemed necessary by the Con-Director and the Society committee, other Akumakon committee members may attend Society committee meetings.

17.7.3.3 Members of the Akumakon Committee do not count towards Society Committee meeting quorum, except the Con-Director.

17.7.3.4 Members of the Society committee may also hold a position on the Akumakon committee.

17.7.3.4.1 People on both the society committee and the Akumakon Committee are first and foremost answerable to the society.

17.7.4 Election of Akumakon Committee members

17.7.4.1 The Con-Director shall propose all Akumakon Committee members to the Society Committee.

17.7.4.2 The Auditor, Secretary, and Treasurer are not proposed by the Con-Director but are taken from the Society Committee.

17.7.4.3 The member proposed is voted upon by the Society Committee and must be passed by majority vote.

17.7.4.4 Each committee role must be clearly defined beforehand in the Akumakon Guidelines.

17.7.4.5 Akumakon Guidelines must be updated if a new committee position is created.

17.8 Akumakon Committee Meetings

17.8.1 Meetings shall be called at the discretion of the Con-Director, however must be held every two weeks minimum until the completion of the convention.

17.8.2 Meetings require a quorum of 50%. In the case of an odd number of committee members, there must be a majority of members at the meeting.

17.8.3 Failure to present for 3 consecutive Akumakon meetings without sufficient reason approved by the Akumakon Committee results in automatic removal from the committee.

17.8.4 The Auditor, Secretary and Treasurer must attend Akumakon committee meetings.

17.9 After the succeeding Akumakon Con-Director is elected, the previous Con-Director remains fully responsible for all outstanding activities made by, and including, their committee for the event they were Con-Director.