



Society Constitution

- 1 The name of the Society shall be the **University of Nottingham Students' Union Anime Society**.

- 2 **Aims and Objectives**

- 2.1 The Society shall have a written statement of their Aim, which is the intended purpose of the Society, and Objectives, which is how you intend to achieve your Aim. These shall be part of this Constitution and shall be subjected to annual review by the Committee of the Society.

- 2.2 The Aim of the society is:

- (a) To promote a greater understanding and appreciation of Anime, Manga and Light Novels among students on campus and amongst the rest of the community.

- 2.3 The Objectives of the Society are:

- (a) To continue to expand its links with similar organisations by promoting national events.
 - (b) To create a forum whereby members of the university with similar interests in common with the society can meet.
 - (c) To promote and support the creation of new Anime material, in any media.
 - (d) To ensure members have fun in a friendly atmosphere.

- 2.4 As an affiliated Society of the Students' Union, the Society shall at all times abide by the constitution and subsequent Bye-Laws of the union.

- 3 **Membership**

- 3.1 On payment of the Membership Fee, Full Membership of the Society shall be open to all Full Members of the University of Nottingham Students' Union, who are in agreement with the Society's aims and objectives as defined in clause 2 of this constitution.

- 3.2 Subject to approval by the Society Committee, on payment of the Membership Fee, Associate Membership of the Society shall be open to all Associate Members of the University of Nottingham Students' Union, who are in agreement with the Society's aims and objectives as defined in clause 2 of this constitution.

- 3.3 The Membership Fee shall be decided at the Annual General Meeting.

4 Committee

4.1 The Committee of the Society shall be responsible for the effective running of the Society in line with the Aims and Objectives. The Committee shall be further responsible for:

- (a) Ensuring grant money shall be used exclusively to further the Aims and Objectives of the Society.
- (b) Ensuring Membership of the Society is open to all Members of the Students' Union.
- (c) Submitting an annual grant bid for funds from 'Societies' prior to any specified deadline.
- (d) Assisting any review of the Society's activities and use of funds carried out by a Standing Committee of the Students' Union.
- (e) Upholding the Constitution of the Society and ensuring that the activities of the Society reflect the Aims and Objectives.
- (f) Reviewing the Society's development plan annually and submitting a new development plan where appropriate.
- (g) Submitting an annual equipment inventory form and adding additional equipment purchased throughout the year.

4.2 Committee members of the Society shall consist of a President, a Treasurer, a Secretary and other officers as deemed necessary.

(a) President:

- Shall have overall responsibility for the Society;
- Shall be responsible for chairing meetings of the Society or its Committee;
- Shall be present at all meetings of the Societies Council, send a representative from the Society's Committee or an apology to the Societies Officer;
- Shall be responsible for all room bookings on campus grounds;
- Shall run the session in the absence of the required representative, or otherwise arrange for an alternative Committee member to do so;
- Shall attend the President training course;
- Shall be the Returning Officer for the Society's elections;
- And shall prepare a written handover for their successor.

(b) Treasurer:

- Shall keep records of all transactions;
- Shall be responsible for keeping the accounts of the Society;
- Shall be responsible for the observance of finance provisions;
- Shall attend the Treasurer training course;
- Shall be responsible for keeping the Society financially viable;
- And shall prepare a written handover for their successor.

(c) Secretary

- Shall act as deputy to the President and takes his/her place when he/she is absent;
- Shall be responsible for the general administration of the Society, taking minutes of meetings including both AGMs and EGMs, calling all meetings, keeping Membership records, submitting event forms;
- Shall publicly publish the minutes of meetings within 14 days of the meeting;
- Shall be responsible for communication between other societies, the public and companies;
- Shall be responsible for the society's physical assets;
- Shall attend the Secretary training course;
- And shall prepare a written handover for their successor.

(d) Anime Representative

- Shall be responsible for organising and overseeing Anime nights;
- Shall ensure a list is kept of what content is watched on Anime nights;
- Shall maintain contact with other Anime-related societies in the area;
- Shall promote anime related aspects of the society and support members;
- Shall post a reminder on the day of each session on social media about that day's session;
- Shall support the planning and organisation by either the Secretary or Social Secretary of themed events associated with Anime;
- And shall prepare a written handover for their successor.

(e) Social Secretary

- Shall be responsible for the organisation of the yearly trip to MCM London (or equivalent)
- Shall be responsible for overseeing the organisation of the Society's social events (e.g. cinema trips, the Halloween party), and for informing members of forthcoming events;
- Shall be responsible for all off-campus bookings;
- Shall prepare the programme for the coming term;
- And shall prepare a written handover for their successor.

(f) Communications Officer

- Shall be responsible for maintaining communications with and providing support for members and prospective members;
- Shall be responsible for the maintenance of the Society's website;
- Shall be responsible for maintaining the society's online presence;
- Shall be responsible for the digital production of relevant media (i.e. The Zine);
- And shall prepare a written handover for their successor.

(g) MASCOT

- Shall be an ex-committee member and/or a long running member of the society;
- Shall be responsible for maintaining a record of events and processes to produce a cohesive transition each year;
- Shall represent the interests of the associate members;
- And shall prepare a written handover for their successor.

4.3 Committee members must be full members of Society and subsequently full members of the University of Nottingham Students' Union.

4.4 Committee members, who fail to fulfil their duties, may be removed from position by a simple majority vote of no confidence at an Extraordinary General Meeting (EGM) after attempting to reach a resolution through informal discussions with the Activities Officer. To propose a vote of no confidence, a written petition outlining the reasons for such a vote must be submitted to the Activities Officer from at least 20% of members, or 40 members, whichever is less, to the Society Committee.

4.5 Following receipt of the petition, the Activities Officer will then inform the committee and issue them 5 Union days to serve notice to the full members of the Club that an EGM will be taking place to hear this petition.

4.6 Any issues relating to the misconduct of a committee member should be referred to the Code of Conduct.

5 Finance

5.1 All monies shall be held in accounts at the Students' Union Finance Office with no accounts held externally.

5.2 All monies shall be used to support the Society's Aims and Objectives as outlined in Clause 2 of the constitution.

6 Elections

6.1 All committee members must be democratically elected and hold hustings at an Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM).

6.2 Elections shall be carried out in accordance with the Students' Union Bye-Laws on Elections on all committee positions. It is recommended that elections are carried out online, through the Students' Union.

7 General Meetings

7.1. The Annual General Meeting (AGM) shall be held annually in accordance with the Societies Bye-Law

7.2. An Extraordinary General Meeting (EGM) may be called by the Society committee for attendance by the membership.

- 7.3. Notice of the AGM or EGM must be communicated to the Society's membership a minimum of 5 Union days in advance.
- 7.4. The quorum for the AGM or EGM shall be either one third of all the full members or 20 full members, whichever is the lesser.
- 7.5. If an AGM or EGM is declared inquorate, the Society shall report this to the Activities Officer.
- 7.6. The Society must submit the full agenda and minutes of their AGM or EGM to the Societies Council (if requested).

8 Constitution

- 8.1 Any amendments not relating to the Aims and Objectives of the Society Constitution may be changed by a two-thirds majority of all Full Members present at an AGM or EGM.
- 8.2 Any amendments relating to the Aims and Objectives of the Society Constitution will need to be ratified by a two-thirds majority of all Full Members present at an AGM or EGM and ratified by Societies Council.
- 8.3 The Society Constitution shall be subordinate to the Students' Union Bye-Laws.

Office Use only:

Date of Affiliation

Notes: