DE ANZA ANIME CLUB CONSTITUTION

ARTICLE I NAME OF CLUB

The name of this club shall be De Anza Anime Club.

ARTICLE II PURPOSE OF CLUB

The purpose of the club is to expose and expand its members to the art phenomenon of Japanese Animation, otherwise know as Anime. This will be done through viewing, discussing, and critiquing Anime.

ARTICLE III MEMBERSHIP

Any DASB cardholder who carries a minimum of ½ unit and pays membership dues. Membership dues shall be $2.00 per quarter. A waiver for membership dues will be available. Members may not be on academic or social probation.

ARTICLE IV QUALIFICATION AND ELECTION OF OFFICERS

Section 1. Club officers must be currently enrolled, have at least 2.0 cumulative Grad Point Average (GPA), must maintain 10 units, have a current De Anza DASB card, and must not be on academic or social probation.

Section 2. Officers will be President, Vice-President, Secretary, Treasurer, and ICC Representative. Club elections will be held no later than the 6th week of Spring Quarter.

Section 3. The election will be done by secret ballot by club members who have attended at least two meetings.

ARTICLE V DUTIES OF THE OFFICERS

Section 1. President

Preside over all meetings.

Call special meetings.

Carry out the provisions of the constitution.

Appoint committees and chairpersons.

Oversee all committee activities.

Section 2. Vice President

Assume all of the duties of the president in his/her absence.

Perform any duties delegated by the president.

Section 3. Secretary

Record and keep accurate minutes of all meetings.

Act as correspondence clerk.

Print and distribute agenda for all meetings.

Section 4. Treasurer

Handle funds and finances for the club.

Keep financial records and collect dues.

Pay bills and release funds as voted by the general membership.

Make financial reports at least once a month at the meeting.

Section 5. ICC Representative

Attend all Inter Club Council meetings.

Report the results of ICC meetings at club meetings.

ARTICLE VI EXECUTIVE COUNCIL

Section 1. The Executive Council will consists of the (Co) President(s), Vice President(s)/ ICC Representative, Secretary, and Treasurer who shall meet as often as necessary.

Section 2. Duties of the Executive Council:

To formulate policy of the Club between regular Club meetings and in case of emergencies, subject to approval of the general membership.

To executive policies determined by the general membership.

To govern the activities of the Club.

To compile agendas for general meetings.

ARTICLE VI IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS

Section 1. All elected officers can be subjected to impeachment and removal by a two-thirds majority vote of the total membership.

Section 2. Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment; two-thirds of the membership must vote; prior to impeachment, there must be one week’s notice of intent publicized.

Section 3. Replacement of officer(s) shall be filled in the following manner: First by line of succession in the order of President, Vice President, Secretary, and Treasurer. Then, if necessary, by voting by the club members.

ARTICLE VIII. MEETINGS

Section 1. There must be public notice on the club board at least five (5) school days in advance.

Section 2. There must be a meeting at least once a month held at De Anza.

Section 3. There needs to be a quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) present in order to take care of financial action.

Section 4. Minutes must be kept of all financial action with the club secretary.

Section 5. The treasurer will need to make a written and oral report at least once a month at the meeting.

ARTICLE IX. COMMITTEES

Section 1. The standing committees of the club shall be appointed as necessary:

ARTICLE X. ADVISOR

Section 1. The role of the advisor is to:

Serve as the official staff representative of the college.

Work closely with the club to insure a cooperative relationship between the advisor, and the club membership.

Help each officer of the organization understand his or her duties.

Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.

Help students to understand and apply democratic principles within their own organizations, and in working with others

Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.

Be familiar with the ICC Code, ICC Financial Code, ICC Concession Code, and club financial process.

Insure that all reasonable steps are taken to insure the safety, and welfare of club members.

Insure that appropriate college policies are upheld.

To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or (co)president signs it and 2) that the expenditure is correct within all existing policies.

ARTICLE XI. RESPONSIBILITIES

Section 1. This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE XII. RIGHT TO ACT

Section 1. Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

ARTICLE XIII. AMENDMENTS TO CONSTITUTION

Section 1. Any amendment change requires a two-thirds vote at a general meeting, copies distributed to all clubs, ICC Officers, Secretary and Advisor; and must then be approved by a two-thirds vote by the Inter Club Council (ICC).

PAGE 1

FILENAME \p Z:\ICC\Club Constitution\Active Club\DA Anime Club.doc