The Constitution of Anime Club  
Bakersfield College

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The Constitution of Anime Club  
Bakersfield College

Article I. Preamble
We, the members of The Anime Club do hereby establish this Constitution in order that our mission and purpose is realized to its fullest extent.

Article II. Name
What is the exact title to be used in addressing this organization?
The name of the organization will be Anime Club henceforth referred to as Abbreviated AC (Anime Club)

Article III. Purpose

Section 1. Mission Statement
The Mission of the Anime Club is to explore and have a deeper appreciation of the Japanese animation

Section 2. Purpose
Anime Club was established for the expressed purpose of developing leadership skills as well as an awareness of social responsibilities to encourage students to participate in public affairs. This organization is an entity that is initiated and directed by a group of current BC students who share a common vision in promoting an extra-curricular or co-curricular mission that enriches campus or community life and personal development.

Section 3. Authority
1) Anime Club will registered with the Office of Student Life in accordance with policies and procedures set forth to be a registered student organization at Bakersfield College within the Bakersfield College’s Office of Student Life. Anime Club understands and is committed to fulfilling its responsibilities of abiding by Bakersfield College Student Government Association (BCSGA), the Office of Student Life, Bakersfield College, Kern Community College District’s policies, conditions, and procedures.

Article IV. Membership

Section 1. General Membership
1) Anime Club accepts all members of the Bakersfield College community.
2) Membership in the organization shall be open to all those regularly-enrolled at Bakersfield College students who are interested in membership. There shall be no other requirements for admission to general membership. Each general member has equal rights and privileges.
3) The general membership will be responsible and strongly encouraged to attend Anime Club meetings and events.
4) There shall be no required dues for any the general membership of the Anime Club as the revenues are provided through fundraising and donations.

Section 4. Active Members
1) Active Members shall be limited to students who are registered and enrolled at Bakersfield College.
2) Any BC student from the General Membership who pays the Anime Club annual due or signs the membership agreement form will be considered an Active Member of the Anime Club.
3) Anime Club leadership positions and voting privileges shall be restricted to only Active Members.

Section 5. Non-Discrimination Clause
Anime Club complies with all federal laws, executive orders and state regulations pertaining thereto and does not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 6. Anti-Bullying and Harassment Statement
Anime Club will not tolerate any form of bullying or hazing. Bullying and/or hazing encompasses any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent, or consent of participants. It can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to, or affiliation with, any Anime Club. In keeping with the commitment to a positive academic environment, the BC community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among
peers within registered Anime Club is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin.

Article V. Officers

Section 1. Executive Board
1) The StudOrg Executive Board is comprised of:
   a) President
   b) Vice President
   c) Secretary
   d) Treasurer
   e) ICC Rep
   f) Social Media Manager
   g) Advisor
2) The Anime Club Executive Board is responsible for providing all aspects of leadership for the student organization and is responsible for their own actions as well as the actions of all student organization and members.
3) Be a BC Student and Active Member of Anime Club.

Section 7. President
1) The President is the primary student contact for the Anime Club and the “external spokesperson” of the group who regularly interacts with other student organizations and College officials. The President is the liaison between the student organization and the advisor and other University or community contacts.
2) The responsibilities of this position include but are not limited to:
   a) Providing guidance, direction, and support for the Anime Club in pursuit of its goals and objectives
   b) Voting in cases where there is a tie
   c) Chairing all Anime Club meetings
   d) Overseeing the process of student organization event planning
   e) Maintaining a current list of members of the Anime Club officers, advisor and members
   f) Submitting all required paperwork for Anime Club renewal
   g) Holding a minimum of two meetings for the general membership per semester
   h) Representing the Anime Club at official functions
   i) Maintains contact with the Anime Club advisor and the Office of Student Life

Section 8. Vice President
1) The Vice President should be the President’s “right hand person” and should maintain continuous contact with the President. The Vice President must be up-to-date on all student organization communication and events.
2) The responsibilities of the Vice President include but are not limited to:
   a) Chairing Anime Club meetings in the absence of the President
   b) Assisting the President with the oversight of the Anime Club including fundraising, event planning, etc.
   c) Scheduling locations for meetings and events
   d) Planning New Officer’s orientation and organization retreats
   e) Obtaining appropriate facilities for Anime Club activities
   f) Coordinating organizational recruitment efforts
   g) Maintains contact with the Anime Club and the Office of Student Life
   h) Managing and organizing club email.

Section 9. Treasurer
1) The Treasurer (chief financial officer) manages the financial matters of the Anime Club. The treasurer should keep the officers and members informed about the student organization’s financial activities.
2) The responsibilities of the Treasurer include but are not limited to:
   a) Preparing the annual Anime Club budget
b) Monitoring the Anime Club’s budget
c) Tending to the status of all purchase requests
d) Collecting funds and depositing to the Anime Club’s Club Account
e) Paying bills in a timely manner
f) Keeping a record of all transactions, i.e. deposits, checks and adjusting entries
g) Preparing monthly financial reports and documents to keep the Anime Club’s membership informed about the Anime Club’s financial situation
h) Collect and maintain accurate information regarding membership dues or agreements
i) Should be familiar with the SOF Conditions and Procedures
j) Oversees all Anime Club fundraising activities

Section 10. Secretary
1) The Secretary keeps the Anime Club afloat and running efficiently. Record keeping and operational duties are vital. The Secretary works hand in hand with the other officers for the day-to-day needs of their Anime Club.
2) The responsibilities of the Secretary include but are not limited to:
   a) Taking minutes at every Anime Club meeting
   b) Keep an accurate record of all proceedings of the Anime Club meetings
   c) Maintaining the Anime Club history for the academic year
   d) Maintain and update membership roster for the Anime Club
   e) Be responsible for notifying all active members of all meetings
   f) Submitting all required paperwork for Anime Club renewal

Section 11. Inter-Council Council Representative
1) The Inter-Council Council Representative (ICC Rep) is the main point of contact for the Anime Club and BCSGA by attending bi-monthly meeting.
2) The responsibilities of the ICC Rep include but are not limited to:
   a) Attend ICC meetings held by BCSGA
   b) Relay information from BCSGA back to the Anime Club

Section 12. Advisor
1) The Anime Club Advisor is chosen and approved by the members of the Anime Club and confirmed by the Office of Student Life at Bakersfield College.
2) Behind most successful student organizations is an effective advisor. The Anime Club Advisor provides the organization with continuity from year to year by sharing Anime Club history and assisting new officers during the transition process. The Anime Club Advisor selected should be an individual who has a high level interest in the activity of the Anime Club and preferably some experience or expertise in the area or activity. The Anime Club Advisor is a vital link between the Anime Club and Bakersfield College, providing guidance and offering mature judgment and experience in program development.
3) The responsibilities of the Anime Club Advisor include but are not limited to:
   a) Attend monthly Anime Club Advisor Round Discussions when possible
   b) Recognize and support participation in the Anime Club for its contribution to the educational and personal development of students within the higher education setting
   c) Provides continuity within the student organization and should be familiar with the Anime Club history
   d) Be familiar with the Anime Club constitution and bylaws and be prepared to assist the Anime Club Advisor’s Executive Board and other members with interpretation when necessary
   e) Be available during the development and coordination of programs for the Anime Club. The Anime Club Advisor shall ensure the activities and undertakings of the Anime Club are sound and reflect favorably on the College by offering suggestions or ideas for the group’s discussion
   f) Be aware of the goals and direction of the Anime Club by attending Anime Club meetings and consulting with the Executive Board. Anime Club Advisor should monitor the Anime Club Advisor’s progress toward predetermined organizational goals and objectives
   g) Be aware of the general financial condition of the Anime Club Advisor and encourage the keeping of good financial records
Assist the Anime Club in complying with College policies and procedures. The Anime Club Advisor needs to be aware of the Anime Club conditions and procedures, the Student Code of Conduct, and the BC/KCCD Policies and procedures.

Monitor group functions and encourage members to participate and maintain a balance between academic endeavors and co-curricular commitments.

Assist in orienting new officers and developing the leadership skills of all members.

Consult the Office of Student Life about organizational opportunities, plans or changes in StudOrg status or a member’s status when appropriate.

Attend most, if not all, Anime Club meetings and events. While Anime Club Advisor is not required to attend all meetings, they should meet with the club at least once a month and the Executive Board bi-weekly. Notes from these meetings should be placed in the club’s records.

Continue the voluntary association of being the Anime Club Advisor as long as both parties believe the relationship is productive and mutually satisfying.

Refrain from managing the Anime Club or completing the tasks assigned to the Anime Club. The management of the Anime Club is each member’s responsibility.

Maintains contact with the Office of Student Life.

Article VI. Operations

Section 1. StudOrg Meetings
1) Anime Club shall meet at least twice a semester, beginning within two weeks of the start of the fall semester and continuing throughout the year at the same regularity so long as this Anime Club continues to remain registered with the Office of Student Life.

2) The President, or designee, shall be responsible for requesting items to be placed on the agenda, developing the agenda of the meeting, and posting the agenda at least three (3) instructional days before the meeting is held.

3) The Secretary, or designee, shall be responsible for taking minutes and presenting them to the membership at the next scheduled meeting.

4) All meetings will occur at the time selected and will follow the procedure set forth below:
   a) Attendance
   b) Report by the President
   c) Committee reports
   d) Vote on all committee motions and decisions
   e) Any other business put forward by the members of the club
   f) Dismissal by the President

Section 13. Quorum
1) The number of individuals required to hold a bona fide meeting shall be a majority of the Active Members (meaning one more than half of the registered membership).

Section 14. Parliamentary Procedures
1) The rules contained in the most recent version of Robert’s Rules of Order, Newly Revised shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Section 15. Executive Committee
1) The Executive Committee shall consist of the elected and appointed officers, with the Anime Club Advisor(s)
2) Anime Club Advisor(s) serve as non-voting member(s)
3) The Executive Committee shall meet at least once a month in the academic year.
4) Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours’ notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.
5) When necessary, Executive Committee business can be conducted via email or via online meetings, but all decisions and actions must be reflected within the next scheduled Anime Club meeting for verification.
6) The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

7) The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the Active Members by a majority vote.

Section 16. Voting
1) All official Anime Club decisions shall require a simple majority vote of the membership present at either a regular or called meeting provided a majority of the Active Members are present.
2) The exceptions of voting quorum are of impeachment votes which require a three-fourths vote plurality, and amendments which require two-thirds plurality.

Section 17. Election of Officers
1) All officers shall be elected by a majority vote of eligible Active Members of Anime Club.
2) All elections will be held on an annual basis during the month of April.
3) The Executive Committee will select nominees for the next Officer Election. The nomination process must be closed and the movement seconded.
4) The nominated parties will be allowed to vote.
5) All voting shall be done by secret ballot to be collected and tabulated by the StudOrg Advisor and one voting member appointed by an outgoing officer.
6) No officer may serve more than two consecutive terms.

Section 18. Removal of Officers
1) Any officer in violation of the Anime Club’s purpose or constitution may be removed from office by the following process:
   a) A written request by at least three active members of the organization
   b) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak
   c) Discussion by the membership in regular or called meeting where a majority of the active members are in attendance;
   d) Opportunity for the accused to testify and/or defend;
   e) Motion to impeach followed by a second; and
   f) Three-fourths voting plurality at said meeting in support of the impeachment.

Section 19. Filing Vacancies
1) In the case where an officer’s position becomes vacant, then replacement shall be according to the normal procedure:
   a) Vacancy placement on the next agenda
   b) Nomination from the floor and
   c) Confirmation of position by majority vote

Article VII. Finances

Section 1. Membership Dues
1) Active Membership dues shall be $10 per academic year
2) Dues shall be paid by the end of the second month of the academic year (subject to change with the availability of membership perks)
3) General Members who have not paid their dues the deadline shall not be considered Active Members thus losing privileges, including leadership roles or voting, until the dues are paid.

Section 20. Finance Code
1) Anime Club will finance the activities it engages in by the following means:
   a) Active Membership dues of $10
b) The Anime Club will contact the Office of Student Life before obligating funds (including initiating, purchasing or committing funds) and to adhere to the BC’s Procurement Process

c) The Anime Club may NOT have a bank account outside the College

d) Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

2) The President, Treasurer, and Anime Club Advisor agree to attend financial meetings as needed

3) Anime Club agrees to maintain a detailed budget and understand that the members are liable for overdrafts. If there are insufficient funds to cover bills accrued on the organization’s behalf, the officers and Anime Club Advisor responsible at the time of incurring these costs agree to pay such expenses.

4) The members of the Anime Club agree to contact the Office of Student Life to develop fundraising strategies that comply with the College and Foundation conditions and procedures prior to soliciting or receiving.

Section 21. Annual Budget

1) The President, Anime Club Advisor, and/or Executive Committee shall propose an annual budget to be voted upon no later than the first two weeks of the academic year

2) Any unbudgeted expenditures shall be approved in advance by the Active Members

3) When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding $150, but must be placed on the agenda for the next scheduled meeting for verification.

Article VIII. Amendments

Section 1. Amendments to the Constitution

1) This Anime Club constitution is binding to all members of the Anime Club But the constitution is not binding unto itself.

2) Amendments to the constitution may be proposed in writing by any voting member at any meeting at which two-thirds (2/3) of the voting members is present.

3) These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.

4) Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of Active Members.

5) Amendments shall come from the floor at any regular or called meeting, provided a majority of the membership is in attendance.

6) Amendments require:
   a) Motion
   b) Second
   c) Discussion
   d) Two-thirds voting plurality

Article IX. Registration Renewal

Section 1. Annual Registration Renewal

1) Anime Club will update with the Office of Student Life within one two (2) weeks after new officer are elected

2) Anime Club’s active registered status commences when the Anime Club has completed the requirements for registration with the Office of Student Life

3) Anime Club’s registered status continues until Labor Day of the each academic year where then the Anime Club must resubmit a renewal form with the Office of Student Life