Constitution

PREAMBLE

We, the members of the Anime and Gaming Organization (AGO), a Drexel University Undergraduate Student Organization, in order to promote Japanese Animation (Anime) and various types of gaming throughout the Drexel University community, do hereby adopt and enact this Constitution.

ARTICLE I: NAME

The name of this organization shall be the Anime and Gaming Organization, hereinafter referred to as AGO.

ARTICLE II: PURPOSE

Section 1: Anime
This organization shall promote the exploration of Japanese culture through Japanese animation (Anime) and related forms of Japanese entertainment.

Section 2: Gaming
This organization shall encourage communication among members of the Drexel University community through the collective enjoyment of many types of games.
ARTICLE III: MEMBERSHIP

Section 1: General
- **Clause 1:** Membership in AGO shall be open to all who meet the requirements for eligibility, as defined in Article III, Section 2 of this Constitution.
- **Clause 2:** Under no circumstances shall AGO restrict membership based on the conditions of age, race, gender, nationality, religion, sexual orientation, class, or ability.
- **Clause 3:** Members are guaranteed rights and privileges within AGO as outlined in Article III, Section 3 of this Constitution.
- **Clause 4:** Membership may be revoked as outlined in Article III, Section 4 of this Constitution.
- **Clause 5:** Individual Members may resign from the Membership of AGO as described in Article III, Section 5 of this Constitution.
- **Clause 6:** Honorary Membership, as defined by Article III, Section 6 of this Constitution, may be held by any individual not meeting the requirements for membership.

Section 2: Requirements for Individual Membership
- **Clause 1:** An individual must be full-time currently enrolled undergraduate student of Drexel University to join the Membership of AGO.
- **Clause 2:** An individual wishing to become a Member of AGO must attend a general organization meeting, as defined by Article VI, Section 2 of this Constitution, and express to the chairperson his or her desire to join the Membership.

Section 3: Rights and Privileges
- **Clause 1:** Members are given the right to vote in AGO’s decision-making process in accordance with the policies outlined in Article VII, Section 1 of this Constitution.
- **Clause 2:** Members are guaranteed the right to express opinions and other statements openly, honestly, and completely if they are within the context of each meeting discussion topic.
- **Clause 3:** Members are given priority in any AGO event or effort which has an attendance or registration limit.
- **Clause 4:** Members are able to participate in all AGO events held on the campus of Drexel University, regardless of whether an entrance fee is required, free of charge by showing their current Membership card.
- **Clause 5:** Members may run for and be elected to any officer position as outlined in Article IV of this Constitution.
- **Clause 6:** Members may be appointed to Committee Staff positions as outlined in Article VI of this Constitution.

Section 4: Grounds for Dismissal
An individual may have his or her Membership or Honorary Membership within AGO revoked by the President, with the consent of a majority of the Membership, if any of the following conditions occur:

- Individual commits acts, during AGO activities, in violation of one or more of the policies, rules, and regulations contained within the Drexel University Code of Conduct.
- Individual behaves in ways that intentionally and maliciously disrupt the activities of AGO, grossly disrespect any Member, or present AGO negatively to the Drexel University community or external entities.
- Individual no longer meets the requirements for Membership, if the individual is a Member.
- Individual repeatedly violates conduct guidelines as defined in the Bylaws.

Section 5: Resignation
A Member may resign from the Membership of AGO at any time by submitting a letter of resignation to the President, to be read to the Membership at the next General Meeting.

Section 6: Honorary Membership

- **Clause 1:** Honorary Members are not, for any reason, considered to be part of the Membership of AGO.
- **Clause 2:** Honorary Membership shall be made available to individuals that wish to contribute to the functioning of AGO, but do not meet the requirements for Membership as defined by Article III, Section 2 of this Constitution.
- **Clause 3:** Honorary Members are welcome to assist in the planning and execution of AGO activities, as well as directly assist Staff and Officers in the completion of duties and responsibilities.
- **Clause 4:** Honorary Members may not vote and may not hold Officer positions.
- **Clause 5:** Honorary Members must pay all admission charges for AGO events that require a fee.
- **Clause 6:** Honorary Members may not check materials out from the AGO Library.
- **Clause 7:** Honorary Members may not assist in the handling of money during AGO events.
- **Clause 8:** Honorary Members may not represent AGO at external functions without being accompanied by at least one Member.

ARTICLE IV: OFFICERS
Section 1: Office Positions

- **Clause 1:** AGO recognizes the Office positions of President, Secretary, and Treasurer.
- **Clause 2:** No individual may hold more than one Office position simultaneously.

Section 2: Officer Duties

**President**
- Oversees the proceedings of the entire organization, making suggestions for improvements where they are needed.
- Acts as the most visible representative of the organization, interacting with University staff and administration.
- Assists the Treasurer in the preparation of SAFAC Annual Allocation Requests.
- Signs all official documents, including financial applications.
- Holds office hours as specified in the Bylaws.

**Secretary**
- Responsible for notifying the membership, through the forums as well as by email, of the time, date, and location of each meeting two days in advance.
- Prepares an agenda for each meeting, consisting of matters that were previously left unresolved and new matters brought up by members and officers.
- Conducts a roll call near the beginning of each meeting.
- Records, maintains, and makes available thorough and accurate minutes for each General and Executive Board meeting. Minutes should include:
  - date and time of the meeting
  - topics of discussion
  - detailed record of discussion on each topic
  - signatures and printed names of all officers and members attending the meeting, to be required at the end of the meeting, to demonstrate that the minutes are accurate.
- Maintains a list of members and their student ID numbers, as well as a separate list of all officers and permanent committee members, submitting a copy of such information each time it changes to both the Public Relations Coordinator and the Office of Campus Activities.
- Holds office hours as specified in the Bylaws.

**Treasurer**
- Submits a report at the meetings of the first, fifth, and ninth weeks of each academic term stating the amount of money that is contained within each account of the organization, expenditures made between the previous and current reports, and balances of each set budget.
• Physically collects and deposits money obtained from individuals in the form of dues, pre-registration, or other fees.
• Prepares and submits check request and purchase request forms for dispersals and purchases approved by both the President and the Secretary.
• Assists in the financial planning of each event.
• With the assistance of the rest of the organization, prepares SAFAC Annual Allocation Requests.
• Signs all financial applications.
• Holds office hours as specified in the Bylaws.

Section 3: Officer Requirements
• Clause 1: An individual must be a current Member to hold Office.
• Clause 2: An individual must have been a Member for no less than five (5) weeks to be eligible to run for an Officer position.

Section 4: Nomination
Nominations for an Office position shall originate from one of the Members in attendance at a General Meeting. A nominated individual must accept the nomination by stating this to the chairperson at that meeting. The individual is not considered a candidate if he or she does not do so.

Section 5: Election
• Clause 1: Elections for all Office positions will take place at the General Meeting following the adoption of this Constitution.
• Clause 2: A single candidate for Office shall be elected into position by means of a vote with a simple majority in favor of the election.
• Clause 3: In the case that more than one individual is nominated to be a candidate for an Office position, a plurality vote will be conducted to determine the individual to be elected.

Section 6: Term of Office
• Clause 1: An individual elected into an Office position maintains that position for a period of six (6) months.
• Clause 2: An individual elected into an Office position vacated before the end of the previous Officer’s term maintains that position for the remainder of that term.

Section 7: Resignation or Removal
• Clause 1: An Officer may resign from his or her position at any time by submitting a letter of resignation to an Officer to be read at the next General Meeting. If no Officer is available, then the letter shall be submitted to a member of the Executive Board.
• Clause 2: An Officer shall be removed from office if he or she no longer meets the requirements for holding Office.
• **Clause 3:** An Officer may be removed from office by a vote of No Confidence by the Membership.

**ARTICLE V: ADVISORS**

Section 1: **Number of Advisors**
AGO shall have at least one Advisor.

Section 2: **Advisor Requirements**
An Advisor must be a member of the faculty and/or the administration of Drexel University.

Section 3: **Role**
The Advisor consults with the Officers concerning the operations and activities of the Organization.

Section 3: **Nomination**
Nominations for Advisor shall originate from the President at a General Meeting. An individual nominated for Advisor must approve of the nomination in writing.

Section 4: **Election**
  • **Clause 1:** A candidate for Advisor shall be elected into position by means of a vote with a simple majority in favor of the election.
  • **Clause 2:** In the case that more than one individual is nominated to be a candidate for Advisor, an election vote for each candidate will take place separately.

Section 5: **Resignation or Removal**
  • **Clause 1:** An Advisor may resign from his or her position at any time by informing an Officer of this intent.
  • **Clause 2:** An Advisor shall be removed from position if he or she no longer meets the requirements for being an Advisor.

**ARTICLE VI: COMMITTEES**

Section 1: **Committees**
  • **Clause 1:** AGO recognizes two types of committees, Standing Committees and Temporary Committees.
  • **Clause 2:** AGO recognizes three Standing Committees: the Public Relations Committee, the Events Committee, and the Library Committee.
  • **Clause 3:** Each Standing Committee contains certain Committee Staff positions, as detailed in Section 2 of this Article.
• **Clause 4:** Standing committees may be of any size, as long as all Committee Staff positions are filled.
• **Clause 5:** Temporary Committees may be of any size.
• **Clause 6:** Any Member or Honorary Member may be part of any number of Permanent and Temporary Committees.
• **Clause 7:** Every Committee must have one person designated as the Committee Head.
• **Clause 8:** Anyone wishing to join a Committee must talk to the Committee Head.

**Section 2: Standing Committees**

• **Clause 1:** AGO recognizes the following thirteen Committee Staff positions:
  Editor-in-Chief, Organization Promoter, Print Publicity Designer, Print Publicity Distributor, Webmaster, Forums Administrator, Events Coordinator, Ambassador, Screening Planner, Projectionist, Video Game Guru, Game Master, Librarian
• **Clause 2:** Officers may hold one Committee Staff position,
• **Clause 3:** Members may hold up to two Committee Staff positions, provided they have attended at least two General Meetings in the current or previous terms.
• **Clause 4:** Honorary Members may hold one Committee Staff position, provided they have attended at least four General Meetings in the current or previous terms.
• **Clause 5:** The President appoints eligible Members to Committee Staff positions during General Meetings. The appointment needs to be approved by at least one other Officer, and the Member must accept the position by stating this to the chairperson.
• **Clause 6:** If any Officer feels that a Committee Staff member is not fulfilling all the duties of their position, they bring up the charge at the next Executive Board meeting. The member then has up to one week, at the discretion of the Executive Board, to give reasons why they should be allowed to keep said position. The Executive Board then votes to remove the member as per Article VIII, Section 2, with the exception that the member whose position is in question may not vote.
• **Clause 7:** Anyone holding a Committee Staff position may resign from his or her position at any time by submitting a letter of resignation to an Officer to be read at the next meeting of the Executive Board.

**Section 3: Committee Staff**

**Public Relations Committee**
The Public Relations Committee is responsible for promoting AGO, distributing information about upcoming events and screenings, and monitoring all official AGO communication methods. The Public Relations Committee includes the following Committee Staff positions:
• Editor-in-Chief
  o Oversees the operations of the Public Relations Committee to ensure that duties of subordinate staff members are carried out properly.
  o Proofreads and corrects grammatical, spelling errors on all printed and internet publicity, including, but not limited to, the Website, and event fliers.
  o Checks the time/date and location listed on publicity for accuracy.
  o Ensures the publicity is easy to read and follows all University Guidelines.

• Organization Promoter
  o Creates ways to promote the organization, including ideas for Activities Unlimited.
  o Works with the Print Publications Designer in creating print materials for promoting AGO as a whole.

• Print Publicity Designer
  o Designs all printed materials, including posters, handbills, and Triangle ads.

• Print Publicity Distributor
  o Makes copies of print publicity for distribution.
  o Posts and distributes fliers and handbills around the Drexel University campus in accordance with University policy.
  o Distributes fliers and handbills for large-scale events to local businesses, universities, and other locations of relevance to the event.

• Webmaster
  o Designs, creates, and maintains the AGO website.
  o Responsible for keeping information on the website up-to-date and easy to access.

• Forums Administrator
  o Enforces proper etiquette on the forums.
  o Appoints and supervises AGO Members to moderator status. Moderators enforce proper etiquette on the forums.
  o Assists with any account problems on the forums.
  o Takes corrective action against forum users that violate the forum etiquette guidelines defined in the Bylaws.

Events Committee
The Events Committee is responsible for planning and executing all AGO events and screenings. The Events Committee includes the following Committee Staff positions:
• Events Coordinator
  o Heads the Events Committee
  o Makes reasonable judgment of proposed events and, with appropriate consultation with the Treasurer if necessary, approves such events.
• Monitors the progress of subordinate staff members to ensure that work for events is done on time.

**Ambassador**
- Communicates with other student organizations about joint events and co-sponsorship of events.
- Communicates with companies holding the rights to works that AGO wishes to use in its events in order to obtain permission documents. Follows necessary procedures to obtain the permission.
- Furnishes the Events Coordinator and Secretary with copies of completed permission documentation.
- Submits original permissions documents to the Office of Campus Activities.

**Screening Planner**
- Proposes a list of screenings to conduct for each of the ten weeks of an academic term, to be submitted no later than the eighth week of the previous term.
- Formulates and proposes at least two special screening events for each academic term.
- Works with the Treasurer to purchase materials that are not on hand that are necessary for screenings.
- Work with the Print Publicity Designer in the creation of fliers and handbills for each screening event.
- Verifies that permission has been obtained for each screening event before any advertising of that event begins.
- Resolves situations where permission can not be obtained by proposing alternate titles.

**Projectionist**
- Obtains screening media from the Librarian or from the lending member.
- Borrows projection equipment, television, or other necessary hardware to perform the screening, if needed.
- Operates the projector or television at screenings, as well as the media player.
- Ensures that the equipment and media are kept safe from damage and returned on time.

**Video Game Guru**
- Organizes video gaming events, such as LAN parties.
- Required to hold at least two gaming events per term.
- Executes and moderates aforementioned gaming events.

**Game Master**
- Organizes tabletop gaming events, such as collectable card tournaments, table top role playing games, live action role playing games, and board games.
- Required to hold at least one ongoing table top event per term.
Executes and moderates aforementioned gaming events.

**Library Committee**

The Library Committee maintains the AGO library. The Library Committee includes the following Committee Staff positions:

- **Librarian**
  - Collects library deposit money from each active member that wishes to check out materials, as specified in the Bylaws, to be given to the Treasurer.
  - Report any deductions from a member’s deposit to the Treasurer when appropriate.
  - Returns deposit money (or its remainder) when the member loses or wishes to give up their library privileges.
  - Staffs the library, located inside the AGO office, as specified in the Bylaws.
  - Checks out and in materials for other active members, through procedures specified in the Bylaws.
  - Maintains an accurate and complete list of all items contained within the library.
  - Suggests additional materials to be added to the library.

**Section 4: Temporary Committees**

- **Clause 1:** Temporary Committees are formed by the chairperson, and subject to approval of the President.
- **Clause 2:** All temporary committees must have a clear objective and purpose, and shall be dissolved by a vote of no-confidence if it is deemed to be unproductive.
- **Clause 3:** When a Temporary Committee’s objective is complete, it is considered to be dissolved.

**ARTICLE VII: MEETINGS**

**Section 1: General Meetings**

- **Clause 1:** The General Meeting is open to all Members, Honorary Members, and anyone else who wishes to attend.
- **Clause 2:** General Meetings shall be held as specified in the Bylaws.
- **Clause 3:** The chairperson for the General Meeting shall be the highest ranked Officer present.
- **Clause 4:** The following subjects are to be addressed during the General Meeting:
  - Summary of decisions from any Executive Board Meetings since the last General Meeting.
  - Minutes from the last General Meeting
  - Officer Reports
  - Issues requiring a vote
- **Clause 5:** Voting shall be an open hand vote, unless someone requests a closed ballet, The President and Secretary shall count the votes and report the total.
Clause 6: All votes shall be passed by a simple majority of all votes cast, unless otherwise specified. In the event of a tie, the Chairperson shall cast the deciding vote.

Section 2: Executive Board Meetings
- Clause 1: The Executive Board is comprised of all three Officers and all holders of Committee Staff positions.
- Clause 2: The Executive Board shall meet as specified in the Bylaws.
- Clause 3: The chairperson for the Executive Board Meeting shall be the highest ranked Officer present.
- Clause 4: The Executive Board must approve any amendments to this Constitution or the AGO Bylaws before they can come to a vote in a General Meeting.
- Clause 5: A Quorum for voting shall consist of at least one half plus one of the total members of the Executive Board, including at least one Officer.
- Clause 6: Voting shall be an open hand vote, unless someone requests a closed ballot.
- Clause 7: A vote is passed by a simple majority of all votes cast. In the event of a tie, the Chairperson shall cast the deciding vote.

ARTICLE VIII: AMENDMENTS
- Clause 1: Any Member or Honorary Member may propose an amendment to this constitution during any official AGO meeting.
- Clause 2: At the subsequent Executive Board meeting, the amendment must be approved by a majority of the members of the Executive Board, as per Article VII, Section 2, with the addition that at least one Officer must vote for the amendment.
- Clause 3: If the amendment passes, then it is put before the AGO Membership at the next General Meeting. If it passes by a 2/3 majority, it is considered to be in effect immediately.
- Clause 4: An amendment can be repealed through the same process.

ARTICLE IX: BYLAWS
- Clause 1: AGO shall maintain a set of rules for the governing of the organization, known as the Bylaws, which may not contradict this constitution.
- Clause 2: Any Member or Honorary Member may propose Changes to the Bylaws during any official AGO meeting.
- Clause 3: If the change is proposed during an Executive Board meeting, it is to be voted on during that meeting. If it is proposed during a General Meeting, it is to be voted on during the next Executive Board meeting.
- Clause 4: If the change passes, then it is put before the AGO Membership at the next General Meeting. If it passes by a 2/3 majority, it is considered to be in effect immediately.
- Clause 5: A change to the Bylaws can be repealed through the same process.
Signatures of the Officers of the Anime and Gaming Organization:

________________________________________
President

__________________________________________
Secretary  ________________________________
___________
Treasurer

Signatures of the Members of the Anime and Gaming Organization:
Bylaws

SECTION 1: GENERAL

• Clause 1: There shall be no fighting within the organization. Personal arguments having no pertinence to the organization may not be brought into any AGO meeting or event.
• Clause 2: The use of tobacco, alcohol, and/or illegal drugs will not be tolerated at meetings or at events.
• Clause 3: Each Member must dispose of his or her trash before leaving meetings or events.

SECTION 2: OFFICE HOURS

• Clause 1: Office Hours for Officers consist of sitting in the AGO office.
• Clause 2: The President shall have two hours worth of Office Hours per week.
• Clause 3: The Secretary shall have one hour worth of Office Hours per week.
• Clause 4: The Treasurer shall have one hour worth of Office Hours per week.

SECTION 3: FORUM ETIQUETTE

• Clause 1: All visitors to the AGO web forum shall behave in a manner appropriate to a web forum.

SECTION 4: LIBRARY POLICIES

• The AGO Library is open to all Patrons
• Any Member or Honorary Member may become a Patron by depositing $20 in an account with the Librarian, and signing a copy of these rules.
• Patrons may borrow any materials from the Library, subject to the following limitations:
  o The Patron's account contains at least $20.
  o The Patron may borrow up to 4 Mangas at the same time
  o The Patron may borrow up to 2 DVD at the same time
  o The Patron may borrow up to 4 VHS tapes at the same time
  o The Patron may borrow up to 1 board game
  o The Patron may borrow up to 1 video game
  o 2 VHS = 2 Mangas = 1 DVD
• Materials may not be borrowed if they are to be used during an AGO event later in that term.
• All materials may be borrowed for one week.
• A $1 late fee will be deducted from the Patron's deposit for every day items are late. This fee is to go into AGO's library budget. (That's $1/day, not $1/item/day) The Patron's account can go into negative values for the purposes of tracking how late the item is.
• If material is lost or damaged beyond use then the Patron must either pay the item's full price or purchase and donate a replacement. Until the item is replaced,
late fees will continue to be charged. The Patron's account can go into negative values for the purposes of tracking late fees

• If the Patron's deposit has been reduced due to late fees, they may not borrow new materials until they pay the difference to bring it back to $20.
• At any time, a Patron may request their deposit back, as long as all materials they had out have been returned.
• If the Patron's account balance is negative, they may not request their deposit, and must pay off the balance before being allowed to borrow anything.
• Items can be renewed, either in person or by emailing the Librarian, as long as no one else is waiting for that item.

SECTION 5: MEETINGS

• **Clause 1:** Executive Board Meetings shall be held once per week, on Monday at 6PM
• **Clause 2:** General Meetings shall be held once every other week, on Tuesday at 6PM. The first meeting is to be held the first week of the new term.