

The Cambridge University Anime and Manga Society Constitution

Last Updated: 11th June 2019

1 Name

The name of the Society shall be “The Cambridge University Anime and Manga Society” hereafter referred to as “the Society”.

2 Objects

The Society’s aims shall be: To promote the appreciation of anime and manga.

3 Membership

1. Membership of the Society shall be extended to all members of the University and any others that have an interest in anime and manga;
2. The Committee reserves the right to charge for membership as it sees fit and to waive such a fee at its discretion;
3. The Committee shall not refuse any application form for membership on the grounds of race, sex, gender, sexual orientation, religion or political views;
4. All members shall have full voting rights at Society meetings;
5. The Committee may expel any member whose conduct seems likely to bring the Society into disrepute. Such expulsion shall be undertaken in accordance with Section 8 of this document.

4 The Committee

1. The Executive Committee shall consist of the following persons: President, Secretary and Treasurer;
2. The majority of the elected members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University;
3. In addition to the Executive Committee, the Committee shall consist of additional Officers which may be added or removed at the discretion of the Executive Committee with changes only possible with effect from the next General Meeting;
4. The Committee may at their discretion co-opt additional members to itself where it perceives the need, or to fill any vacancy that may arise;
5. In addition, a Senior Treasurer shall be appointed by the Committee each year to audit the Society’s books. The Senior Treasurer shall be a member of the Regent House, or other person approved by the Junior Proctor, and shall be *ex officio* a member of the Executive Committee;
6. In the case of a tie in Committee voting, or otherwise, the decision of the majority of the Executive Committee shall break the tie.
7. In the case of a tie in Executive Committee voting, the decision of the President shall break the tie.

5 General Meetings

1. The Annual General Meeting (AGM) of the Society shall be held each year in Lent Term. The time and venue of this meeting will be determined and publicised by the Committee at least fourteen Full Term days beforehand;
2. The Committee of the Society shall be elected at the AGM. There may be hustings at the AGM;
3. Nominations for the Committee must be submitted to the Secretary in the form of a comic strip, or other suitable form at the discretion of the Committee, at least 3 Full Term days before the AGM. Any member of the Society may be nominated for any Committee post by any member of the Society;
4. Votes shall be counted by two persons chosen at the AGM and who are not candidates for that post. The election and count shall be conducted using the Single Transferable Vote System;
5. An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called by the Executive Committee or at the written request of at least ten members. Twenty-one days written notice shall be given to members before an EGM is held. An EGM shall have the same powers as an AGM;
6. The President shall take the Chair at any General Meeting. In the absence of the President the meeting shall elect a Chairperson for that meeting.

6 Financial Matters

1. The Society shall maintain a banking account with a suitable Bank or Building Society to hold the Society's funds;
2. The President, Treasurer and Senior Treasurer will all have signatory access to this banking account;
3. At least two signatures will be required to make any payments or changes to the banking account;
4. Additional signatories may be added at the discretion of the Executive Committee;
5. It shall be the responsibility of the Treasurer to ensure that monies received are properly accounted for, and that the Society's financial records are kept in good order. In particular, the Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Society;
6. The Senior Treasurer shall make arrangements for the Society's Accounts to be properly audited, either by himself or herself, or by some other person approved under University Ordinances;
7. No member of the Committee, including the Senior Treasurer, shall be liable for any debt or other obligation of the Society except where the member has personally authorised it in writing;
8. Officers of the Society should not authorise any transaction involving financial liability, whether by signing a cheque or by authorising the making of a contract or agreement, unless they are sure it is *intra vires* and that sufficient funds are available. If there are doubts, the transaction should not go ahead without the unanimous agreement of the Committee and a two-thirds supermajority of members in attendance at a General Meeting to debate it in advance and undertake liability for it. Funds should only be used for purposes consistent with the constitution of the Society;
9. All requests for funding for purchases or events must come before the purchase/event takes place or no money will be made available;
10. For so long as the Society shall be Registered with the Junior Proctor, it shall be the duty of the Executive Committee to ensure that the Society complies with the requirements for Registration as a University Society;
11. For so long as the Society exists, it shall be the duty of the Executive Committee to ensure that the Society complies with all legal obligations it has; in particular with regards to its rights to screen copyrighted material at public meetings.

7 Constitutional Amendments

1. Amendments to this constitution may be proposed by any five members of the Society and must be submitted to the Secretary in writing. This constitution may only be amended at an AGM or a meeting specially called for that purpose. No vote on a constitutional amendment shall be valid unless at least one quarter of the Society's membership is present at the meeting. In the case that the turnout to the AGM, or other meeting, to alter the constitution is under the required one quarter threshold, despite all reasonable effort to inform the membership of the Society of the vote, the Committee may unanimously vote to waive this restriction and allow resolutions to pass;
2. No amendment to this Constitution intended to remove the position of Senior Treasurer, to alter its prerogatives and duties, or to change the criteria and procedure for the appointment of a Senior Treasurer can be put to a vote without the prior written agreement of the Junior Proctor of the University of Cambridge;
3. The Committee will follow the "Committee Instructions" list as though they were constitution points. This secondary list may, however, be amended simply by a meeting of the current Committee.

8 Disciplinary Process

1. The Society's only disciplinary sanctions are to expel or to suspend a member whose actions are felt to be such as to bring the Society into disrepute, or to adversely affect the smooth running of the Society in a major way. Such expulsion or suspension can only be effected by a majority vote of all Executive Committee members. In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Society within 7 days. The individual will not be entitled to any full or partial refund of any membership charge;
2. If the excluded or suspended member wishes to appeal the decision, that appeal should be made to the Senior Treasurer, who will consider all the facts, and whose decision will be final. An appeal as to the process of exclusion, but not a further investigation into the facts, may be lodged with the Junior Proctor.

9 Dissolution

1. The Society may be dissolved at a General Meeting provided that at least twenty-one days written notice of the intention to dissolve the Society has been given to the members. At least two thirds of those present and voting at the General Meeting must vote in favour of the motion for Dissolution for it to be effective;
2. In the event of the Society being dissolved the current funds will be distributed evenly between all full members. Any other assets are to be sold at a value determined by a third party and the resultant funds distributed evenly between all full members of the Society.

10 Committee Instructions

1. The Committee shall endeavour to have the next meeting's programme emailed out at least two days before the meeting. By default, this duty shall fall to the Secretary;
2. The collection of yearly/termly memberships shall occur at the start of each meeting. By default this duty shall fall to the Treasurer;
3. Official Committee emails are advised to end with the words "Get Hyped".