

**CONSTITUTION
OF THE
UWA
ANIME CLUB**

May 2017

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CONSTITUTION

1. Name

- 1.1. The name of the club shall be the "UWA Anime Club".

2. Objects

- 2.1 The objectives of the UWA Anime Club are:
 - 2.1.1 To bring people together who love and appreciate Japanese animation (hereafter known as Anime) at the University of WA.
 - 2.1.2 Provide the opportunity for people to talk and make friends. UWA Anime Club should be a club which makes people feel safe and happy on campus.
 - 2.1.3 To become and remain affiliated to Societies Council.
 - 2.1.4 To encourage and promote co-operation between the UWA Anime Club and other affiliated societies representative of University interests.
 - 2.1.5 To do all such things as would appear necessary and proper for the benefit or advancement to members of the UWA Anime Club.
 - 2.1.6 To communicate with other organisations, groups or individuals who share some or all of the objectives of the UWA Anime Club.
 - 2.1.7 To co-operate with other organisations, groups or individuals with similar aims of the UWA Anime Club.
 - 2.1.8 That the UWA Anime Club shall not transmit any monies or grants to any person by way of gift.

3. Classes of Membership

- 3.1. There shall be six classes of membership:
 - 3.1.1. Ordinary Member

- 3.1.2. Committee Member
- 3.1.3. Associate Member
- 3.1.4. Honorary Life Member
- 3.1.5. Guest Member
- 3.1.6. Corporate Members

4. Qualifications of Membership

- 4.1. Ordinary Members shall be persons who:
 - 4.1.1. Have paid the full membership fee for the specified time period and are otherwise of good standing.
- 4.2. Committee Members shall be persons who:
 - 4.2.1. Are Ordinary Members of good standing and have accepted the position and responsibility of performing some task to promote the running of the UWA Anime Club (includes the office bearers of the UWA Anime Club).
- 4.3. Associate Members shall be persons who:
 - 4.3.1. Have current membership in a club or organisation which is a Corporate Member of the UWA Anime Club.
- 4.4. Honorary Life Members shall be persons who:
 - 4.4.1. Have been duly nominated in accordance with the constitution section headed "Honorary Life Members".
 - 4.4.2. A list of the Honorary Life Members shall be maintained in the By-Laws.
- 4.5. Guest Members shall be persons who:
 - 4.5.1. Do not oppose the objectives of the UWA Anime Club and may attend a regular screening session.
- 4.6. Corporate Members shall be clubs or organisations which:
 - 4.6.1. Are formally recognised, by the office bearers of the UWA Anime Club, as being closely allied with the objectives of the UWA Anime Club.
 - 4.6.2. A list of Corporate Members of the UWA Anime Club shall be maintained in the By-Laws.

5. Associateship of the Guild

- 5.1. The UWA Anime Club, in General Meeting, may from time to time admit to associateship persons who are, or have been:
 - 5.1.1. Members of the Guild.
 - 5.1.2. Associates of the Guild.
 - 5.1.3. Honorary life associates of the Guild.
 - 5.1.4. Members of the University Staff.
 - 5.1.5. Students enrolled at the University of Western Australia.

6. Honorary Life Members

- 6.1. The UWA Anime Club, in General Meeting, may by two-thirds majority of those present and voting, confer Honorary Life Membership upon a member.
- 6.2. Only persons designated by an office bearer of the UWA Anime Club shall be considered for nomination as an Honorary Life Member.

7. Revocation of Membership

- 7.1. The Committee may revoke membership of any member or associate member, by a three-fourths majority, should that member have acted in a manner contrary to the best interest of the UWA Anime Club, and in the event, shall deliver the notice in writing to the person concerned forthwith.
- 7.2. Any person with their membership revoked shall have the right to appeal to a General Meeting for the reinstatement of their membership, by a three-fourths majority, excepting if their membership has been revoked more than once.
- 7.3. A person with their membership revoked shall be unable to re-apply for membership for the period of one calendar year.

8. Rights and Obligations of Members

- 8.1. All members shall:

- 8.1.1. Have paid all fees as detailed in the by-law Section headed "Schedule of Fees" to the Treasurer or any other such person as laid out in these rules.
- 8.1.2. Have paid all arrears to the Treasurer or any other such person as laid out in these rules which they have accumulated with the UWA Anime Club.
- 8.1.3. Pay the prescribed fee for attending a specific screening.
- 8.2. Honorary Life Members shall have the rights of Ordinary Members.
- 8.3. Members other than Ordinary Members shall not:
 - 8.3.1. Be voting members of the UWA Anime Club.
 - 8.3.2. Nominate as candidates for the offices and Committee of the UWA Anime Club.
 - 8.3.3. Become or remain office bearers of the UWA Anime Club.

9. Provisions Governing General Meetings

- 9.1 The Secretary shall cause written notice of any General Meeting together with the agenda therefor to be posted on the Guild notice boards at least seven days before the date appointed for that meeting.
- 9.2 No General Meeting may be held while a Guild General Meeting is in progress, provided that this shall not apply where the written notice of the meeting was given before the written notice of the Guild General Meeting. Any such meeting being conducted in contravention thereof shall disband immediately on the order of a disciplinary officer of the Guild.
- 9.3 The quorum at General Meetings shall consist of twice the number of office bearers plus one, provided that at least three office bearers are present.
- 9.4 All General Meetings of the Club shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council.

10. Patrons

- 10.1. The UWA Anime Club may, at the Annual General Meeting, elect a patron who, if he/she indicated his/her willingness to do so, shall

hold office until the succeeding Annual General Meeting. Nominations shall close at that meeting.

11. Nominations

- 11.1. Before the Annual General Meeting, the Secretary shall call for nominations for the offices and Committee of the UWA Anime Club, and shall include the same in the notice for the Annual General Meeting. Nominations shall close at that meeting.

12. The Office Bearers

- 12.1. The office bearers of the UWA Anime Club shall consist of:
 - 12.1.1. The President.
 - 12.1.2. The Vice-President.
 - 12.1.3. The Secretary.
 - 12.1.4. The Treasurer.
- 12.2. Only financial Ordinary Members of the UWA Anime Club who are members of the Guild shall be eligible for election as office bearers.
- 12.3. Election shall be conducted by optional preferential ballot for each office in the order shown below. A candidate defeated for one office may stand for any office lower on the list.
- 12.4. Only Ordinary Members of the club who are members of the Guild and enrolled for the entire upcoming academic year on UWA Crawley campus are eligible for election as Executive Committee.
- 12.5. No Executive Office Bearer can hold more than one position simultaneously.
- 12.6. Nothing in this Constitution prevents Executive Office Bearers from serving more than one term consecutively, excepting the President, should they be re-elected.

13. The Committee

- 13.1. The Committee of the UWA Anime Club shall consist of:
 - 13.1.1. The office bearers.

13.1.2. The ordinary Committee who shall consist of:

13.1.2.1. 1x Audit Officer

1x Media Officer

4x Ordinary Committee Members

13.1.3. The immediate Past President. The person in question shall have the option to accept the same responsibilities and powers of ordinary committee members

13.1.3.1. If the immediate past president declines, is indisposed, or elected as an office bearer under Article 12.3, an extra ordinary committee member will be chosen by optional preferential ballot of the Annual General Meeting subsequent to the election of the ordinary Committee in Article 13.1.2.1.

13.2. The Committee in meeting may dismiss any member of Elected Committee where, in the opinion of three quarters of the members of the Committee present and voting, that Elected Committee has:

- (a) Consistently failed to perform the duties of that position; or
- (b) Been absent from three consecutive Committee Meetings without providing a reasonable explanation; and
- (c) Been given at least seven days' notice of that Committee Meeting; and
- (d) Been accorded the opportunity to be present and to speak at that Committee Meeting.

14. Delegates

14.1. After the Committee has been elected it shall forthwith proceed to appoint from amongst its members a delegate and a deputy delegate to any sub-council to which the UWA Anime Club is affiliated.

15. Duration of Office

- 15.1. The office bearers and the ordinary Committee members shall remain in office until the next Annual General Meeting.

16. Vacancies

- 16.1. If an office bearer resigns or ceases to hold office for any reason, the remaining members of the Committee shall forthwith fill the vacancy so created by appointing thereto a member of the Committee, but such appointment shall be subject to review at the next General Meeting.
- 16.2. If an ordinary Committee member resigns or ceases to hold office for any reason, or is appointed an office bearer under Article 16.1, then the vacancy in the Committee shall be filled through appointment of an Ordinary Member, subject to review at the next General Meeting.

17. Meetings of the Committee

- 17.1. The Committee shall meet at such times and places, as the President shall determine.
- 17.2. The Secretary shall cause all members of the Committee to receive seven days notice before the date fixed for the holding thereof, together with a list of the business to be discussed.
- 17.3. The Secretary shall forthwith call a Special Meeting of the Committee upon receiving a written requisition from at least two members thereof; and such Special Meeting shall be held not later than seven days immediately following receipt of such requisition.
 - 17.3.1. If the Secretary fails to call the meeting within that time, any one of the members signing the requisition may do so. Any business set out in the requisition shall have priority over all other business.

18. Quorum and Procedure of the Committee

- 18.1. The quorum of the Committee shall be six, of whom at least two shall be office bearers.
- 18.2. All meetings of the Committee shall be conducted in accordance with the procedure prescribed in the Standing Rules and Orders of the Guild Council.

19. Power of the Committee

19.1. Subject to this Constitution, the Committee shall be responsible to the UWA Anime Club in General Meeting for giving effect to the objects of the UWA Anime Club as set out in Article 2, and elsewhere in this Constitution and for carrying on its everyday business, and without prejudice to the generality of the foregoing, the Committee shall have the power to:

19.1.1. Acquire and dispose of property; to dispose of monies; to open banking accounts; and to enter into contracts. Unless permissible under the prior enabling resolution of a General Meeting, the Committee shall not borrow or raise money or incur debts or liabilities on behalf of or in the name of the UWA Anime Club to a greater amount than five Australian dollars for each financial Ordinary Member of the UWA Anime Club.

19.1.2. Make regulations for the orderly and proper management of the affairs of the UWA Anime Club, but so that no regulation is inconsistent or repugnant to this Constitution.

19.1.3. Make, alter, or repeat By-Laws, and to impose fines for the breach therefor. All By-Laws and any alterations or amendment thereof shall be subject to ratification by Societies Council and Guild Council before coming into force. The maximum fine imposed may not exceed 5 Australian dollars.

20. The Chair

20.1. The President shall have the right to take the chair at any meeting of the UWA Anime Club or of the Committee. If the President is absent or does not wish to exercise his right at any meeting, that right shall devolve upon the Vice-President. In the event of both the President and the Vice-President, or in the event of them both not wishing to exercise their right, that meeting shall elect its own chair.

21. The President

21.1. In addition to any provisions set out elsewhere in this Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the President to:

21.1.1. Co-ordinate and supervise the work of the office bearers, subject to the authority of the UWA Anime Club in General Meeting.

21.1.2. Generally carry out the policy of the UWA Anime Club.

22. The Vice-President

22.1. In addition to any provisions set out elsewhere in this Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Vice-President to assist the President wherever possible.

23. The Secretary

23.1. In addition to any provisions set out elsewhere in this Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Secretary to:

23.1.1. Record all proceedings of the UWA Anime Club and the Committee in a Club Minute book which he/she shall cause to be provided for that purpose.

23.1.2. Conduct and keep copies of all correspondence of the UWA Anime Club.

23.1.3. Supply the Secretary of the Guild, before the end of the first academic semester, the information required to be recorded in the register of the University societies.

23.1.4. Notify the Secretary of the Guild within fourteen days of alterations in the foregoing information.

23.1.5. Lodge with the Secretary of the Guild a copy of the Constitution and any By-Laws made under its authority.

23.1.6. Notify the Secretary of the Guild within fourteen days from the making thereof, of any alterations to this Constitution or such By-Laws.

23.1.7. Notify the Secretary of the Societies Council and Public Affairs Council of the names of the delegate and deputy delegate to Societies Council and Public Affairs Council at least four days before the meetings of these respective councils in each calendar year.

23.1.8. In the event of the UWA Anime Club being de-registered, to present to the Guild Secretary, within thirty days, a duly audited statement of the financial position of the UWA Anime Club, together with a copy of the resolutions which may have been passed by the UWA Anime Club as to the disposition of its funds.

24. The Treasurer

- 24.1. In addition to any provisions set out elsewhere in this Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Treasurer to:
 - 24.1.1. Keep proper books of account dealing with the property and finances of the Club and to furnish the Committee with such accounts and information relating to the finances and property of the UWA Anime Club as the Committee requires.
 - 24.1.2. Arrange and be responsible for the handling of the petty cash and to render an account to each Committee member of all petty cash.
 - 24.1.3. Prepare a financial statement showing all receipts and payments during his/her term of office, for presentation to the Annual General Meeting.
 - 24.1.4. Produce and deliver all necessary books, vouchers and other documents to the persons appointed by the Guild Finance Committee for the purpose of conducting an audit, in so far as such persons may so require.

25. Deposits and Withdrawals of Monies

- 25.1. All monies due and payable to the UWA Anime Club shall be received by the Treasurer who shall lodge them, without delay, in the Central Banking Account of Guild Council for the credit of the UWA Anime Club. The President, Vice-President, Secretary or Treasurer (any two to sign) shall be empowered jointly to sign cheques or forms of authority for the withdrawal of any money standing to credit of the UWA Anime Club in the Central Banking Account.
- 25.2. Notwithstanding anything contained herein, no person or persons shall deposit or withdraw any monies into any account which Guild Council has by resolution closed.

26. Payments

- 26.1. No payments shall be made on behalf or in the name of the UWA Anime Club unless it has been authorised by the Committee.

27. Major Obligations to the Guild.

- 27.1. The UWA Anime Club shall comply with the Regulations of the Guild, the rules of Societies Council, and all other provisional

enrolled upon the Guild Statues book, and the offices and members shall be deemed liable in the event of non-compliance therewith.

28. Meetings of the Club

- 28.1. The UWA Anime Club shall hold an Annual General Meeting.
 - 28.1.1. Within three months of the end of each academic year.
 - 28.1.2. At a time and venue determined by the office bearers
- 28.2. There shall be one ordinary General Meeting of the UWA Anime Club in each academic semester.
- 28.3. The Committee may at any time call a Special Meeting of the UWA Anime Club.
- 28.4. The Secretary shall forthwith call a Special General Meeting upon receiving a written requisition from at least ten financial Ordinary Members of the UWA Anime Club, and such meeting shall be held no later than ten days immediately following receipt of such requisition.
 - 28.4.1. If the Secretary fails to call the meeting within that time, any of the signatories of the requisition may do so. Any business set out in the requisition shall have priority over all other business

29. Availability of Constitution

- 29.1. The Committee shall make available, on request to Ordinary Members, copies of this Constitution at one dollar per copy.

30. Interpretation

- 30.1. Subject to any provisions enrolled upon the Guild Statues book, and to any resolution passed by the Guild Council, Societies Council or Public Affairs Council, the President of the UWA Anime Club shall have power to interpret the meaning of any of the provisions contained in this Constitution, but the determining decision, in case of doubt, shall rest with the UWA Anime Club in General Meeting.

31. Alteration of Constitution

- 31.1. Any two financial Ordinary Members or two members of the current committee of the UWA Anime Club may not less than

three days before the date appointed for the next General Meeting submit to the Secretary a notice of motion signed by them proposing an alteration to this Constitution. This shall be posted on notice boards forthwith.

- 31.2. The motion may then be considered by the UWA Anime Club at its next General Meeting and amendments which are relevant to the subject matter thereof may be moved without notice.
- 31.3. The motion of any amendments thereto shall not be deemed adopted unless it receives a two-thirds majority of the members present and voting.
- 31.4. The motion as adopted with any amendments shall come into force upon receiving the approval of Societies Council.

32. Non-Profit Clause

- 32.1. The income and property of the UWA Anime Club, however derived, shall be applied solely towards the promotion of the objectives and purposes of the UWA Anime Club and no portion thereof shall be paid or transferred, directly, by dividend, bonus or otherwise by way of pecuniary profit to any member of the UWA Anime Club. Provided that the remuneration may be paid in good faith to officers and employees of and contractors to or of the UWA Anime Club, or other persons in return for services rendered or material supplied to the UWA Anime Club.

33. Dissolution Clause

- 33.1. The UWA Anime Club may be dissolved by a motion passed by an absolute two-thirds majority of all present at a special general meeting called for such a purpose.
- 33.2. If upon the dissolution of the UWA Anime Club there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to, transferred or distributed amongst the members of the UWA Anime Club. It shall be given to some other incorporated body having objectives similar wholly or in part to the objectives of the UWA Anime Club, provided that the incorporated body shall prohibit the distribution of its income and

property among its members, or it shall be paid to or transferred to some charitable incorporated body which shall be determined by the members of the UWA Anime Club at or before the time of dissolution.

- 33.3. In default of any such resolution, such payment, transfer or distribution shall be determined by the UWA Societies Council.