

Dublin City University

Anime and Manga Society Constitution

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Preamble

This shall be the DCU Anime and Manga Society Constitution correct as of November 15th 2018, in accordance to and in compliance with Dublin City University policy and Dublin City University Societies and Publications Committee policy.

The first draft was initiated by Lee Francis Licayan and any subsequent drafts by the Governing Executive Committee of the society alongside the rest of the membership of the society.

It is our desire that this constitution be thoroughly reviewed by the 2023-2024 Committee and membership. This is to account for most DCU courses being only three or four years long; therefore, the membership changes significantly in that short space of time. The personality of the society in 2023 may be different from the personality it had at the time of writing so it is our hope that this constitution is thoroughly scrutinised by the end of 2023.

“I do believe in the power of story. I believe that stories have an important role to play in the formation of human beings, that they can stimulate, amaze and inspire their listeners.”

– Hayao Miyazaki

Definitions

Anime: A style of Japanese film and television animation, typically aimed at adults as well as children.

Annual General Meeting: A meeting of the membership once every academic year.

Committee Member: A member of the society who holds a governing position.

Demographic Characteristics: Defining human characteristics such as gender, sexuality, religion, political motivation, ethnic race, etc..

Extraordinary General Meeting: A meeting of the membership of which occurs at an irregular time.

Honorary Membership: Permanent membership to deserving alumni and staff who have ended their tenure.

Majority Vote: Fifty-one percent of voters.

Manga: A style of Japanese comic books and graphic novels, typically aimed at adults as well as children.

Normal Member: A non-Committee member of the society.

Quorum: the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.

Roll of Members: The register containing the names and emails of the membership.

Societies and Publications Committee: The Dublin City University body presiding over the activities of the society.

The Committee/ The Governing Executive Committee: The full assembly of committee members.

The Membership: All members of the society.

Article 1 Establishment and Name

All previous Dublin City University Anime and Manga Society Constitutions are hereby revoked.

However, memberships, election results and policies adopted under previous Constitutions are not invalidated or made inoperable until their natural termination as a result of this revocation. In some instances, official names of positions have been changed [see 'Definitions' above] but the status of the holder remains until their natural termination.

The main interpreter of this constitution shall be the Governing Executive Committee.

1. The official name of that society shall be the 'Anime and Manga Society', officially abbreviated to "AMS".
2. No individual or group outside the membership can be a representative of the views, opinions or policies of the society without prior agreement between the Committee and said individual or group.
 1. In the event of false representation the Committee shall request the group or individual to cease and desist their actions.
 2. In the event that the group or individual refuses and continues their false representation the Chairperson is mandated to file a formal report to the Dublin City University Societies Officer [or other DCU official where relevant].

Article 2 Aims and Objectives

1. The primary aim of the society shall be the appreciation and consumption of Japanese anime, manga as well as any other facets Japanese popular culture.
2. The development of friendships between individuals based on mutual interests of anime and manga.

3. The organisation of at least one society trip per academic year.

Article 3 Membership

1. Membership can only be conferred to students and staff of Dublin City University and to those who achieve 'Honorary Membership' [see Article 3.4].
2. Normal membership shall be obtained by paying the appropriate fee and by signing the Roll of Members.
 1. Normal membership shall only be valid from the day of payment until the beginning of the next academic year.
 2. No individual shall be refused membership on the grounds of any demographic characteristic.
3. Members agree to be bound by the rules of this constitution and by the Governing Executive Committee when joining the society. In the event that an individual from the membership violates society rules, that individual shall be held accountable by the Governing Executive Committee.
 1. The Committee has the right to revoke membership if the punishment corresponds to the offence. An individual with revoked membership shall not receive any refund on payments into the society prior to their expulsion.
 2. An individual may request readmission into the society after six months after membership revocation. The Committee shall adhere to Article 4.3.
4. Honorary Membership can be conferred onto normal members of the society who shall no longer be attending Dublin City University in the next academic year, as staff or student, but have made a significant contribution to the development of the society and its members.
 1. Whether an individual is eligible for Honorary Membership shall be decided by the rest of the membership by way of a majority vote at a General Meeting.
 2. Honorary Members are entitled to the same rights and must adhere to the same responsibilities of normal members.

3. Honorary Members shall be ineligible for election to the Committee, with the exception of holding the position of 'Ordinary Member'.

Article 4 Governing of the Society

1. The society shall have a Governing Executive Committee [henceforth 'The Committee'] which is comprised of normal society members.
2. The Committee shall be responsible for the running of the society on behalf of its members and in accordance with the aims and objectives, outlined above, as well as the values that the society aims to encourage.
3. Any decisions made by the Committee should be as a result of an informal consensus or by official majority voting.
 1. There shall be no instances where a Committee member has greater voting power over another in an official vote [with the exception of Article 5.1.3].
 2. Any member of the Committee can call for an official vote within twenty-four hours after a consensus which nullifies the decision of the consensus.
 3. The outcome of an official vote final until overturned in a future consensus or vote.
4. For a Committee Meeting to be official, a quorum of two-thirds of committee members must be reached.
 1. In the event that the Chairperson requires to hold an urgent meeting, an "Essential Committee Meeting" can be called where the quorum required shall be reduced to fifty-percent.
 2. The Committee meeting must be called eight hours in advance with the full Committee's knowledge to take place.
 3. If both conditions are not satisfied then any official decision is nullified.
5. The Committee shall consist of the following members:
 1. The Chairperson
 2. The Secretary
 3. The Treasurer

4. The Public Relations Officer
5. The Screenings Officer
6. The Events Officer
7. Manga Librarian
8. Accessibility Officer
9. First Year Representative
10. Ordinary Member
11. Brand Design Officer

6. The position of First Year Representative is only open to first year students of Dublin City University.

7. The natural term of a Committee member shall be from the day of the Annual General Meeting [henceforth 'AGM'] at which they are elected until the AGM of the following academic year.

1. First Year Representative is an exception, where their natural term shall be from the first Extraordinary General Meeting [henceforth 'EGM'] of the academic year until the first EGM of the following academic year.

8. In the event that any member of the Committee is not present or unable to perform their duties then the Chairperson shall delegate the duties of that Committee member to the next most suitable candidate on the grounds that it is provisional.

1. In the event that the Chairperson is unable to perform this duty then the Committee shall decide on who to delegate the most suitable temporary replacement.

9. No individual shall hold more than one position in the Committee with the exception of an individual holding First Year Representative. This individual can hold First Year Representative and another role, so long as the second role is achieved during the AGM at the end of the academic year.

10. No individual shall hold the same position in the committee for more than two successive academic years.

1. In the event that a member of the Committee resigns or is dismissed [see Article 7], their elected successor shall only be permitted to hold the same position once more, successively, after the current academic year.

Article 5 Areas of Responsibility by the Committee members

1. Chairperson

- 1. The Chairperson shall be the head of the society.**
- 2. The Chairperson shall officiate and moderate Committee meetings and General Meetings.**
- 3. In the event of a tied result during an official vote, the value of the Chairperson's vote is doubled.**

2. Secretary

- 1. The Secretary shall be responsible for the keeping of the documents produced and received by the society that are not financial in nature.**
- 2. The Secretary shall be responsible for the correspondences within and outside of the society.**
- 3. The Secretary shall be the keeper of minutes at all Committee meetings, AGMs, EGMs or any other meeting where the society requires a detailed account of transpired events.**
- 4. The Secretary shall be responsible for informing the membership of future meetings, events and functions.**
- 5. The Secretary shall inform the membership of the weekly affairs of the society.**

3. Treasurer

- 1. The Treasurer shall be responsible for the distribution of funds required by the society and for preparation of budgets.**
- 2. The Treasurer shall be accountable for the maintenance of the society's accounts which is subject to the decisions of the Committee in compliance with the regulations of the Societies and Publications Committee of Dublin City University.**
- 3. The Treasurer shall keep full and detailed records of the income and expenditure of the society.**
- 4. The Treasurer shall keep a full and detailed record of authorised expenditures and shall issue receipts.**
- 5. The Treasurer shall be responsible for the signing of cheques issued by the society.**

6. The Treasurer shall be responsible for any withdrawals that the society requires to make and they must be accompanied by another member of the Committee when doing so.
7. In the event that the Treasurer is unavailable to sign cheques and withdrawal forms on the behalf of the society then Article 4.8 is triggered; however, consultation with the Societies and Publication Committee is required.

4. Public Relations Officer

1. The Public Relations Officer shall be responsible for the advertising of all society events and activities with the resources at the society's disposal.
2. The Public Relations Officer shall handle external correspondences with individuals and groups seeking information on or association with the society.

5. Screenings Officer

1. The Screenings Officer shall be responsible for the fixed and current assets of the society in accordance with Societies and Publications Committee regulations.
2. The Screenings Officer shall maintain a full record of the society's digital media assets.
3. The Screenings Officer shall be responsible for the booking of rooms, organising screenings and preparing a weekly poll for screenings.

6. Events Officer

1. The Events Officer shall be responsible for the organisation of trips and events on the behalf of the society.
2. The Events Officer shall be required to inquire about and relay key information to the Committee for every event and function that the society hosts or engages in.
3. The Events Officer's power only supplants the Chairperson's power during an event or function when the Chairperson gives the directive.

7. Manga Librarian

1. The Manga Librarian shall be responsible for the keeping and organisation of the literary assets of the society.

2. The Manga Librarian shall be responsible for the purchase of new literary assets.
3. The Manga Librarian shall be responsible for the loaning of the society literary assets as well as ensuring their return.
 1. In the event that an asset's return is overdue or if the asset is damaged then the Manga Librarian is mandated to report the issue to the Committee which will trigger a discussion about the punishment that the violating party will face in accordance with Article 3.3.

8. Accessibility Officer

1. Accessibility Officer shall be responsible for the inclusion and representation of the views of the society members studying predominantly on the St. Patrick's and All Hallows campuses.
2. Accessibility Officer shall be responsible for the inclusion and representation of the needs of all society members and shall act as the Accessibility Contact for the society.

9. First Year Representative

1. The First Year Representative shall be responsible for the inclusion and representation of the views of first years members in the Committee.
2. The First Year Representative will act as a bridge between the first years members and the rest of the society.
3. The First Year Representative shall encourage the active engagement of first years members in society activities.

10. Ordinary Member

1. The Ordinary Member shall be responsible for supporting the work of the other members in Committee.

11. Brand Design Officer

1. The Brand Design Officer will regulate all Anime and Manga societies designs and art that is to be used with the society whether it is made by them or not.
2. The Brand Design Officer is the lead artist for any designs that is required for events held by the society and for any merchandise of the society (eg, hoodies)

3. The Brand Design Officer may delegate Artwork tasks to any persons they deem capable, and willing of performing the task.

12. In the months after the AGM the members of the previous Committee shall support the new Committee but will have no say in the Committee decision making process.

Article 6 Election process for Committee positions

1. The Committee members shall be elected at the annual AGM, or in the case of First Year Rep, the first EGM of the academic year.
 1. If a position is open due to a resignation or a dismissal [Article 7], then that position is made available at the next EGM in a by-election. A position may open as no member of the society desires it. In that instance, the same ruling applies.
2. An individual may be eligible for candidacy in an election if they receive a nomination from a member and are seconded by another on the day of the election.
3. Candidates must present speeches to the normal membership and the position will be conferred onto the person who receives the majority vote.
4. In the event that a role is unfilled then the Committee shall adhere to Article 7.2.1 or, if they are willing, delegate the position to the previous holder on the grounds that it provisional.

Article 7 Dismissal, Resignation and Replacement of Committee members

1. No member of the Committee shall be dismissed without the agreement of two-thirds of the full Committee by way of an official vote or a resolution by twenty percent of the membership received five days prior to a General Meeting.

1. The member of the Committee in question shall have the right to defend themselves at a Committee meeting or General Meeting, where applicable, prior to a vote which will decide the outcome.
 2. A Committee member in question does not forfeit the right to vote.
2. A Committee member wishing to resign must tender an explanation to the rest of the Committee and their leaving shall trigger Article 4.8 until a by-election takes place.
 1. A by-election shall be held during an EGM which will be at the society's earliest possible convenience and will replace the individual who has resigned.

Article 8 Meetings

1. There shall be an Annual General Meeting held each year prior to the last month of academic year.
 1. The main purpose of the AGM shall be the election of the new committee for the next year.
 2. An Annual Report from the outgoing Committee shall be presented to the membership. A Committee Report shall contain all of the major functions that the Committee has played during its tenure.
 3. The Treasurer shall also provide a separate brief report of the accounts of the society.
2. The society shall hold an Extraordinary General Meeting in the following situations:
 1. Ten percent of the normal membership presents a signed petition to the Chairperson couple with a separate document containing the topic(s) of discussion during the EGM. No other matter may be discussed or decided upon during the EGM outside the topic(s) outlined in the document.
 2. The election of a First Year Representative or the triggering of Article 7.2.1.

3. A quorum majority of the Committee requires such a meeting to take place.
3. A quorum of a meeting shall be 3 Committee members as well as ten percent of the normal membership. If quorum is not met then any decisions made during the meeting shall be nullified.
4. Notice of all meetings shall be given the normal membership at least five working days prior to the meeting.
5. During a meeting any member may produce motion relating to the business of the society. The motion shall be debated by the membership and decided upon by a majority vote. If the vote is carried then the Chairperson shall declare the vote carried.
 1. Membership has the ability to request a 'secret ballot' in which the voting preferences of membership shall remain anonymous. A secret ballot must be requested by a minimum of five members.
 2. In the event that the Chairperson's declaration of the motion being carried is challenged, then a second vote shall take place. It shall ask whether or not membership supports the action of the Chairperson in relation to the motion.

Article 9 Exterior Directives

1. There shall be a member of staff who shall serve as the President of the Society - In compliance with the regulations set down by the Dublin City University Societies and Publications Committee.
2. There shall be a set cost for society membership as outlined in Article 3.2 - In compliance with the conditions set down by the Dublin City University Societies and Publications Committee.
3. Each member of the society shall be entitled to receive a copy of this constitution, without charge, as well as access it online on the Dublin City University Societies website - In compliance with the regulations set down by the Dublin City University Societies and Publications Committee.

4. In the event that the society and the Dublin City University Societies and Publications Committee come to a disagreement, the latter shall take precedence above this constitution.
 1. In the event of a disagreement, the Committee shall hold a special EGM to address and amend the constitutional issue as soon as possible.
5. Any dispute between the Committee and its membership shall receive a ruling from the Societies and Publications Committee if approached by either party. The ruling shall be final - In compliance with the regulations set down by the Dublin City University Societies and Publications Committee.
6. No resolution may contravene the policies of the following organisations or institutions: Dublin City University, Dublin City University Societies and Publications Committee, Rebrick Networking Society and HEAnet.

Article 10 AmiKon

1. AmiKon is an anime, manga, comics and video games convention, to be held on an annual basis by the Anime and Manga Society in DCU.
2. AmiKon shall be run by a dedicated committee operating under and answering directly to the AMS Committee. The AMS committee holds veto power and the final say over all decisions made by the AmiKon committee.
3. The AmiKon committee will consist of the following positions:
 - 3.1. Director
 - 3.1.1. Co-Director/Secretary
 - 3.2. Treasurer
 - 3.2.1. Assistant Treasurer
 - 3.3. Events Coordinator
 - 3.3.1. Assistant Events Coordinator
 - 3.3.2. Quiz Master
 - 3.3.3. Maid Cafe Coordinator
 - 3.4. Cosplay Coordinator
 - 3.4.1. Co-Cosplay Coordinator
 - 3.5. Screening Coordinator
 - 3.6. Operations Manager
 - 3.6.1. Assistant Operations Manager

- 3.7. Public Relations Officer/ Visuals
 - 3.7.1. Social Media Coordinator
 - 3.7.2. Advertising Coordinator
 - 3.8. Trade Coordinator
 - 3.8.1. Assistant Trade Coordinator
 - 3.9. Volunteer Coordinator
 - 3.9.1. Co-Volunteer Coordinator
 - 3.10. Games Coordinator
 - 3.11. Admissions/Guest Coordinator
 - 3.11.1. Admissions co-coordinator
 - 3.11.2. Pre-registration/Registration Coordinator
 - 3.11.3. Sign-ups Coordinator
4. AmiKon committee positions are open to all DCU students.
 5. The positions of Director, Events Coordinator, Treasurer and Public Relations officer must be held by members of the AMS committee.
 6. One person may hold no more than two positions on the AmiKon committee.
 7. The Anime and Manga society own the rights to all AmiKon properties, including (but not limited to) the AmiKon name and logo, the mascot Ami and any representations or depictions of her, social media accounts, websites, email and bank accounts, visuals etc.

Article 11 Amendments to the Constitution

1. A member of the society may propose amendments to the constitution by informing the Committee that it shall be a topic of discussion during the next meeting. Membership must receive access to view the amendments five working days prior to the meeting.
2. A proposal to amend this constitution must receive the approval of two-thirds of the members present at the meeting.
3. A constitutional review shall be undertaken by the membership at least every three years. The next being by the membership of the 2023-2024 Anime and Manga Society. This subarticle shall be amended accordingly.

This constitution is binding to all members of the society.