



**The OBJECTIVES of the Club shall be:**

**A** – To hold weekly screenings of Japanese animated films and television series.

**B** – To organise PC, console and other various gaming events throughout the two main teaching periods and semester breaks.

**Definitions:**

**Members:** Any paid member of the Society of Manga, Anime and Gaming

**JCU Student Association:** The association which all clubs and societies at James Cook University belong to.

**AGM:** Annual General Meeting.

**SGM:** Special General Meeting

**GCM:** General Committee Meeting.

**Elite Four:** Executive Committee/Elected Committee which consists of the President, Vice President, Treasurer and Secretary.

**Term:** The period in which an Elite Four member holds their position - typically one year unless re-election is called by JCUSA or special circumstances.

**Long Standing Committee member:** any committee member that has been a part of the committee for a minimum of six (6) months.

**Majority vote:** more than half of those present.

The name of the club shall be **Society of Manga, Anime & Gaming** hereinafter called **“The Club”**.

**James Cook University in Townsville where SoMAG is based** shall be referred to as **“JCU”** throughout.

**Navigation:**

<b>1. MANAGEMENT</b> .....	2
<b>2. DUTIES</b> .....	3
<b>3. FINANCES</b> .....	4
<b>4. MEETINGS</b> .....	5
<b>(I). Annual General Meeting (AGM)</b> .....	5
<b>(II). Special General Meeting (SGM)</b> .....	5
<b>(III). General committee meeting (GCM)</b> .....	5
<b>5. PROPERTY</b> .....	6
<b>6. OPERATION</b> .....	6
<b>7. LIABILITY</b> .....	6
<b>8. AMMENDMENT OF CONSTITUTION</b> .....	7
<b>9. CLUB DISSOLUTION</b> .....	7



## 1. MANAGEMENT

- A. Management of the Club shall be vested in an Executive Committee, hereby referred to as “The Elite Four”, which shall be elected annually by the membership at the AGM.
- B. The Elite Four is comprised of the President, Vice President, Honorary Secretary and Honorary Treasurer. All must be a long-standing committee member, and the President and Honorary Treasurer must be current JCU students.
- C. The term of an Elite Four member can be shorter than one (1) year when re-election is called due to special circumstances or under advisement from the JCU Student Association.
- D. Additional responsibilities are appointed to committee members by the Club at a GCM. All other committee positions are as outlined in the Club’s Modus Operandi.
- E. The committee can determine at any time who is eligible for general membership of the Club. If the committee states that a person/s is not eligible for membership a valid reason must be stated and given to the Elite Four for revision and acceptance.
- F. If a committee member with a unique position/s (outlined in the Modus Operandi) fails to fulfil responsibilities, a replacement will be elected by the remaining committee by way of majority vote.
- G. Any member of the Club that expresses interest to a committee member to join the committee will be invited to attend two meetings. Thereafter, a majority vote will decide on the suitability of that person to join the committee. If the committee denies a member entry into committee a valid reason must be given and documented in the minutes of that meeting. The member is allowed to re-apply to be part of the committee in the next semester.
- H. Any previous member of the committee can re-join the committee via a majority vote from the current committee. If the member is declined, a valid and professional reason must be given to the member and placed in the meeting minutes in which the vote has been called.
- I. Any committee member can be removed from the committee via a majority vote and has at least two of the Elite Four votes included. The reason of removal must be recorded in the minutes of the meeting in which the member is removed along with valid reasons for the dismissal in which is stated in section 1.H and 1.J.
- J. A dismissal of committee members can occur if three consecutive committee meetings are missed by said member without prior notification to an Elite Four member.
- K. A dismissal of a member of the Elite Four can occur if said person fails to fulfil their responsibilities and/or is subject to continuous complaints from numerous Club members. This will occur by way of a majority vote of all the remaining Elite Four members or via a unanimous vote of the rest of the committee.
- L. The committee at any time can terminate or suspend the membership of any member found in breach of the Club’s Constitution, or Modus Operandi by way of majority vote. Evidence must be provided to the committee for this action to take place which then is revised by the Elite Four to decide further action.
- M. A member can be temporarily banned from a social media outlet (eg: Facebook, Instagram, Discord, Twitter) by a manager or admin. A permanent ban on a member may go through when three (3) of four (4) Elite Four members are in agreeance.
- N. The Elite Four must be able to attend meetings (see 4.II.F) and events in person OR assist in organising events if unable to attend. If any committee member wishes to hold an Elite Four position while not living in Townsville a vote by the committee can be made with the majority needed to pass it.
- O. When a new Elite Four is voted for, a long standing committee member may self-nominate themselves for multiple positions. A member that would like to go for a position that has been on the committee for less than six months can still be nominated, but this is not a self-nomination and must be done by an Elite Four member with the support of one other long standing member to nominate.
- P. During a term the Elite Four **must review the constitution and the modus Operandi** and update it if it is needed. Changes will be stated in meeting minutes as well as be read to the committee present at the next available meeting, once read out a majority vote is needed to pass of the changes which will happen within a **2 week** waiting period. If the changes are not made and submitted within the deadline the changes will be considered NULL. The current secretary will be held responsible for submitting the amendment of the constitution to JCU Student Association.



- Q. Duties of the Elite Four can be delegated to another committee member if necessary.
- R. An Elite Four member may step down from their position if necessary due to medical reasons. The duties will be given to a member nominated by the committee however the title of the position may not be relinquished from current Elite Four member stepping down.
- (i) The period of medical leave will be a maximum of 1 month, after the period, the member on leave will go under review by the committee to determine if the Elite Four member is fit to his/her duties and responsibilities. Any medical information presented by the member and additional discussion is confidential and should not be disclosed.
- S. If an Elite Four member must leave for an explained extended time period, which is approved by a majority committee vote, they are required to:
- (i). Delegate their duties to members of the general committee and contribute to planning/execution of events prior to leaving. They are expected to contact the person they have delegated work to fortnightly.
- OR
- (ii) Actively participate in the Club's activities online. Uphold the commitments of the position to the best of their ability through online methods. Delegate any jobs which require a physical presence to others.

If the committee does not approve, the member must create a proposal describing how they shall execute their duties (i.e. a compromise). The committee will vote upon the proposal, if not accepted the member is forced to step down. A general committee member by majority vote is to fill the position but not have the title until an SGM is called or the next AGM

## 2. DUTIES

### **A. The President must:**

- (i). Be the official spokesperson for the Club
- (ii). Oversee and co-orchestrate all aspects of the Club.
- (iii). Ensure that the active committee are aware of and are carrying out their duties.
- (iv). Maintain, or develop the Club where necessary, maintain contacts with the other organisations (including the media) and represent the Club where necessary or delegate the responsibility to another member of the Committee stated in a GCM.
- (v). Act as or designate a suitable chair during meetings.

### **B. The Vice President must:**

- (i). Assist the President in any of his/her responsibilities.
- (ii). Uphold any responsibilities of the President during any absences.
- (iii). Make certain concerns of members are taken to the president and/or brought up at the next GCM

### **C. The Honorary Secretary must:**

- (i). Record the minutes of any official Club committee meetings and is responsible for ensuring that they are a factual and accurate recording of the proceedings.
- (ii). Contact the Club with relevant information, or delegate such a task to another committee member.



- (iii). Guarantee that all correspondence is professionally written; it is the responsibility of all committee members to verify any correspondence with the Secretary prior to delivery to the Club or external parties.
- (iv). Ensure that the Club's Constitution and Modus Operandi are current and accurate, and to inform the Club of any changes as outlined in the constitution.

**D. The Honorary Treasurer must:**

- (i). Keep an accurate record of any bank balance details and provide bank statements at every Committee Meeting which follows the release of a statement by the bank. Upon the request of an Elite Four member must be given a copy of the current bank statement under the following reasons:
  - (a). An electronic copy is to be kept in an accessible location.
  - (b). A revision of payments in correspondence with the receipts to ensure an accurate assessment.
- (ii). Be responsible for keeping track of any purchase made by the Club, and to reimburse a group or individual if personal money was used for the purchase, which will be predetermined at a meeting OR accepted by two Elite Four members and the treasurer. After reimbursement, an Elite Four member other than the treasurer needs to be made aware that the money has been reimbursed.
- (iii). Hold a float for petty cash disbursement with a minimum limit of \$100 and a maximum limit of \$200 unless stated by all Elite Four members in agreement to have a destitution.
- (iv). Keep an accurate list of all current Club members, current assets owned by the Club and the percentage of JCU ownership of assets purchased through JCU Student Association grant funding.
- (v). Complete an event budget form prior to the event happening putting in the estimated costing amount. Once the event is completed he/she then must write in the actual costing amount in the same document, then they are to send a copy to JCUSA and the Elite Four for documentation.
- (vi). Must inform the committee of unwise expenditure; an event/activity OR product given to the members which run at cost to the Club.

**3. FINANCES**

- A. The Club shall hold a bank account to be operated upon two signatures of members of the Elite Four including withdrawal by either unanimous vote of the Elite Four or majority vote of committee and Elite Four.
- B. The committee shall prepare an annual budget for proper ordering of the financial affairs of the Club and for presentation to the JCU Student Association upon official request.
- C. The committee shall ensure that the JCU Student Association regulation with respect to the Club finances and reporting are satisfied.
- D. The financial year of the Club shall end on the 30th June each year.
- E. The assets and income of the Club shall be used only for the promotion of the Club's objectives and no portion may be paid or transferred directly or indirectly to members of the Club except as:
  - (i). Repayment of expenses incurred on behalf of the Club.
  - (ii). Bona-fide repayment for premises let to the Club.
  - (iii). Services rendered to the Club if that member is in a qualified position/has a business or performs service at a cost to the general community (eg: Digital Art commissions and Photography).
- F. No loans with an interest rate.



#### 4. MEETINGS

##### (I). Annual General Meeting (AGM)

- A. The AGM of the Club shall be held midyear at some point in-between both semesters.
- B. Fourteen (14) days' notice of the AGM shall be given to the membership and the JCU Student Association by notice placed on the Club's official online media and/or by such other methods as the committee may deem appropriate.
- C. At the AGM, the Honorary Secretary shall deliver a written report of the Club's actives to the newly elected Elite Four and if asked for, JCU Student Association.
- D. A quorum at the AGM shall be a number at least equal to the number of members of the Committee.
- E. In the event of a quorum not being present within the scheduled time for the meeting, the meeting shall be adjourned to the same place and time in the following week at which those members present shall constitute a quorum.
- F. The new Elite Four shall be elected by preferential vote for the membership at the AGM from a list of nominated persons within each position.
- G. The Honorary Secretary of the Club must forward the names of the Elite Four to the JCU Student Association **before** the end of November for inclusion in the Orientation Handbook.
- H. All members can vote at the AGM.
- I. Any committee member trying for an Elite Four position/s may still vote for any position they are not trying for.
- J. The vote at the AGM will be anonymous.
- K. If JCUSA enforces that All Clubs and Societies must hold meetings at a different time it will override midyear AGM: All other rules will still apply

##### (II). Special General Meeting (SGM)

- A. SGM's may be called by at least two members of the Elite Four, the Committee majority or by petition of the Honorary Secretary from a number of club members equal to twice the number of Committee members.
- B. Such meetings will hold the same authority as the AGM specifically, but not limited to, changing of the constitution, re-designation of the Elite Four and/or other Committee positions, etc.
- C. SGM's shall be called within **fourteen (14) days** of receipt by the Honorary Secretary of a request from the Committee or the membership as above.
- D. **Seven (7) days'** notice shall be given of a SGM to the Club's members.

##### (III). General committee meeting (GCM)

- A. A GCM will be held a minimum of once a month during study period 1 and 2. During other times the president can decide if it is necessary to hold another meeting.
- B. The time and date of a meeting will be decided during the previous meeting. If a time and date was not decided on during the previous meeting the president and one other Elite Four can decide a time and date that is at least seven (7) days away.
- C. Any meeting will be open to all committee members. Knowledge of the event will be shared within the committee, and publically available upon request.
- D. A quorum at a meeting for it to be called must be half the committee including half of the Elite Four. If there is a meeting with less than the quorum anything requiring a vote must be postponed until the next meeting.



- E. Attendance can be virtual or in person to be a part of the quorum for the meeting. If someone is attending the meeting virtually, the chair or another designated committee member will handle the device and make sure that the committee member's voice is heard.
- F. Committee meetings may be called by the Secretary alone or can be requested by a committee member.
- G. Any decision at a GCM can be revoked by way of majority vote at the next meeting.
- H. If those who wish to abstain in any decision states said abstention then their vote has been forfeited and so will not count towards majority vote.
- I. The meeting may be recorded for the purpose of ensuring accurate minutes and training purposes.
- J. All members of the Club are welcome to sit in on a meeting. Member's questions are allowed to be raised or voiced by the Vice President – unless the member prefers another committee member to speak on their behalf.

## 5. PROPERTY

- A. The Club's property will be held by trustworthy members for use in events.
- B. Any member who, in the opinion of the committee, wilfully or negligently damages, loses or destroys any property of the Club, must pay the full amount of such damage or loss as determined by the committee. The committee may suspend such member from the privileges of membership until he/she pays such amount.

## 6. OPERATION

- A. The committee shall be empowered to do all things conducive and incidental to the attainment of the objectives of the Club consistent with this constitution and the JCU Student Association regulations.
- B. This Club is affiliated to the Clubs & Societies Committee of the JCU Student Association and anything in this Constitution which is inconsistent with the JCU Student Association Club & Societies Regulations is null and void to the extent of the inconsistency.
- C. Personal issues and complications that will affect the Club must be left outside of SOMAG to keep the atmosphere as professional as possible. If complications to arise within SOMAG both parties will be asked to leave, this will not affect the quorum for meeting.

## 7. LIABILITY

- A. Each member, hereby referred to as "that member", of the Club shall be solely liable and indemnify the Club, the Committee and/or other Club Members for all liability whatsoever (arising by way of negligence or otherwise):
  - (i). To a third party, arising out of the actions or omissions of that member, resulting in injury or loss to said third party, whether that third party is a Club Member.
  - (ii). To that member during Club activities.
- B. "Club Activities" include activities engaged in predominately for the advancement of Club objectives enumerated in Clause 2, including activities, but not limited to, of the nature or incidental to:
  - (i). Meetings
  - (ii). Training sessions
  - (iii). Competitions
- C. That member is covered under public liability insurance, within the presence of an incident of a third party.



## 8. AMMENDMENT OF CONSTITUTION

- A. This Constitution may be amended, provided that:
- (i). Notice of amendment has been given seven (7) days prior to the amendment being first presented to the Committee.
  - (ii). Notice of the amendment has been placed on the Club's official media.
  - (iii). Amendments must be approved by the JCU Student Association, after being passed by the Club's committee.
- B. This constitution may be amended at a committee meeting by way of two thirds (2/3) majority vote of all committee members present, if notice of the amendment has been given to the Club seven (7) days prior and has been approved by the JCU Student Association.
- C. At the beginning of each term the constitution may be updated through procedures listed (1.M, 2.C, 8.A-B). The constitution may not be altered or amended once submitted, excluding circumstances of unintentional errors, incorrect descriptions, typographical errors or cosmetic changes which may be corrected without undergoing approval in accordance to the constitution and modus operandi.

## 9. CLUB DISSOLUTION

- A. The Club can be dissolved by decision of the current committee at a general meeting or when the Club ceases to operate due to no members being elected to the executive/trustee positions and the Club ceasing to function through natural attrition. In the case of the Club society being dissolved, any excess assets, property, funds or money remaining after all debts and liabilities are paid shall not be given to members but shall be given or transferred to the JCU Student Association or another JCU Club/College to hold in trust until the same or similar club is reformed and seeks affiliation or to be redistributed amongst the remaining Clubs & Societies.
- B. In any matter not specified in this constitution enacted by the committee under the constitution, the provisions of the Constitution of the JCU Student Association shall apply.

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