SOCIETY CONSTITUTION

Date Recognised/Pending Approval: 07/02/2024

1 Name

1.1 The name of the society shall be Warwick Students' Union Anime and Manga.

2 Aims and Objectives

2.1 The Society shall have written statement of aims and objectives providing a clear understanding of the society. This shall be subject to review annually by the Anime and Manga Executive Committee.

2.2 The society aims and objectives shall be:

2.2.1 To promote and foster an interest in Japanese animation and comics ("Anime", and "Manga", respectively).

2.3 The Society, its Executives, its funds and all its activities shall be subject to the provisions of the By-Laws, Regulations and Policy of the University of Warwick Students' Union.

2.4 The Society shall be subject to a disciplinary code as laid down by the Students' Union and administered by the Societies Executive.

2.5 Any alterations to the Society Constitution must be ratified by the Societies Executive. A provisional copy must be sent to the Societies Officer for approval before the new constitution may take effect.

2.6 If the Society has issues arising not mentioned in a personalised Constitution, then this document will become the default. Any issues may be dealt with by contacting your Societies Coordinator.

3 Memberships

3.1 Memberships of the Society shall be open to all full, associate and honorary members of the Students' Union upon payment of the required Societies Federation subscription.

3.2 Memberships of the Society are to be renewed in the October of every academic year.

3.3 Only standard members of the society shall be entitled to vote in elections, provided they have joined the society and paid the appropriate subscription fee no less than three days before the election takes place.

3.4 The following shall not be entitled to hold the office of an Executive position in the society:

3.4.a An Associate or Honorary member of the Students' Union or Societies Federation

3.4.b Any person who has received payment for the provision of services to the society (not including reimbursement of personal expenditure on behalf of the society)

3.5 The Society must have a minimum of 30 members by the sixth week of term one. If the minimum membership is not met a meeting with the Society, Societies Coordinator and Societies Officer will be scheduled to discuss the future of the Society.

3.6 It is the responsibility of the Society Executive Committee to ensure that those attending their events are members of the Union.

4 Executive Committee

4.1 The Society's Executive Committee shall be made up of at least three voting officers of whom two shall be the President/Chair and the Treasurer respectively.

4.2 The Executive Committee shall be responsible for the day to day running of the society and may decide upon any matter that has not yet been decided upon by the General Meeting. The Executive Committee shall further be responsible for:

4.2.a Organising the activities of the Society in such a way as to include the greatest possible number of Society members

4.2.b Managing the expenditure of the Society's funds in a responsible fashion and in line with the aims, objectives and planned activities of the Society whilst adhering to the SU's financial regulations

4.2.c Formulating and submitting an annual bid for funds from the SU Societies Committee prior to any specified deadline which shall include a statement of activities and objectives for the coming year and detailed justification of the figures contained in the bid

4.2.d Formulating and submitting any additional bids for funds from the SU Societies Committee or groups within the Students' Union

4.2.e Assisting any review of the Society's activities and use of funds carried out by a standing committee or group of the Students' Union that has granted funds to the Society

4.2.f Upholding the Constitution of the Society and ensuring that its aims and objectives reflect the Society activities

4.2.g Ensuring that all society activity abides by the By-laws, regulations and policy of Warwick SU.

4.2.h Executive Committee members must attend assigned training to ensure they are equipped to organise the Society.

4.3 **Core officers**

4.3.1 The Core Officer Duties shall include:

4.3.1.a To attend the Society's Annual General Meeting

4.3.1.b To attend Societies Council and complete mandatory training sessions/courses

The core officers shall be:

4.3.2 **President/Chair/Club Captain**

4.3.2.a The President/Chair/Captain should organise and oversee the running of The Society

4.3.2.b The President/Chair/Captain should chair committee meetings

4.3.2.c The President/Chair/Captain should produce an annual report

4.3.3 **Secretary**

4.3.3.a The Secretary is responsible for general society communication and record keeping

4.3.3.b The Secretary is responsible for general society communication and record keeping

4.3.4 **Treasurer**

4.3.4.a The Treasurer should be responsible for the finances of the Society

4.3.4.b The Treasurer should maintain an up-to-date record of their group account in addition to the record kept by the SU finance office

4.3.4.c All funds should be held and processed through the groups Students' Union bank account. No money should be held in personal bank accounts

4.3.4.d The Treasurer should submit grant funding applications

4.4 **Additional Officers**

4.4.1 **Welfare Officer**

4.4.1.a The Welfare Officer should be responsible for maintaining the general welfare of members of the Society.

4.4.2 **Events Coordinator**

4.4.2.a The Events Coordinator should be responsible for booking rooms when required for Society events.

4.4.2.b The Events Coordinator should be responsible for facilitating the logistics of planned events, with support from the ideas and vision of the President and/or the Society Executive Committee.

4.4.3 **AV Technician**

4.4.3.a. The AV Technician should be responsible for the operation of all media related to the Society.

4.4.4 **Webmaster**

4.4.4.a. The Webmaster should be responsible for maintaining the Society website, as well as any website-related roles.

4.4.5 **Head Librarian/Librarian**

4.4.5.a. The Head Librarian/Librarian should oversee the Society's physical library.

4.4.5.b. The Head Librarian/Librarian should maintain a record of library items currently on loan to members.

4.4.5.c. The Head Librarian/Librarian should ensure library items are kept track of, and that loans are returned on time.

5 Meetings

5.1 The Executive must meet at least once per term to ensure the Society is operated to a high standard.

5.2 The Society Executive shall call at least one General Meeting per year for the purposes of discussing plans and activities for the coming year. This must be held by Week 10, Term 2. This GM may also be used to hold Society Officer elections.

5.3 The Society Executive shall give at least seven days' notice of any General Meeting to all members via Society email and such notice shall include details of any elections to be held.

5.4 The Executive shall call further meetings either at its own initiative or at the request of 10% of the membership or the request of the Vice President for Societies.

6 Elections

6.1 Elections shall be held online or at a quorate general meeting in line with By-Law 10 Appendix D.

6.2 Votes will be counted using a Single Transferrable Vote electoral system.

6.3 Any amendments to the constitution must be made by the end of Term 3.

6.4 The renewed Constitution, with up-to-date signatures, must be sent to the Societies Coordinator before the end of Term 3.

6.5 The number of members that can occupy the position of any one core or additional officer position is limited to at most two.

Position	Name	Signature
President (Incoming)		
President (Outgoing)	Conran Cheung	Conran Cheung