
CONSTITUTION OF THE ANIME AND MANGA SOCIETY

The following definitions apply throughout this document:

"AGM" means Annual General Meeting.

"EGM" means Extraordinary General Meeting.

Article 1 Name of the Society

The name of the Society shall be the MTU Anime and Manga Society.

Article 2 Aims and Objectives

- 2.1 The Aims of the Society shall be to provide showings of Anime to the students of MTU
- 2.2 To provide a fun, stress free and welcoming atmosphere for all who attend
- 2.3 To Travel to conventions where possible and to expand the society within the college

Article 3 Membership

- 3.1 Membership of the Society shall be confined to full-time students of MTU only.

Article 4 The Committee Structure

- 4.1 A committee shall conduct the business of the Society
- 4.2 The Committee shall consist of the following members Chairperson, Secretary, Treasurer, Public Relations Officer, Vice Chairperson (Only if needed), Social Media Officer and Equipment Manager all of whom shall be elected at the AGM to hold office until the next AGM.
- 4.2 At least one first year student must be elected to a position on the committee.
- 4.3 Meetings of the Committee shall take place at least twice per term.
- 4.4 The Quorum for a meeting of the Committee shall be 3 committee members
- 4.5 At least 1 days notice of a committee meeting shall be given by the Chairperson or Secretary to the members of the committee
- 4.6 In the event that a member of the committee fails to attend three consecutive meetings and fails to produce apologies at any of the meetings, They will be deemed to have resigned from the committee.

Article 5 Duties of the Committee Officers

- 5.1 The **Chairperson** shall have overall responsibility for the affairs of the Society. They shall be responsible to lead the Societies work, allocate work amongst the society committee and also preside at all meetings of the Society. In the absence of the Chairperson (and Vice-Chairperson), nominations will be sought from those present at the meeting to preside over that particular meeting.

- 5.2 The **Secretary** shall keep the non-financial affairs of the Society, including the official membership list. Be responsible for all correspondence on behalf of the Society and for filing the same. Record and retain the minutes of the proceedings of all meetings of the Society. Prepare an annual report for submissions to the AGM and to the relevant MTU Committee.
- 5.3 The **Treasurer** shall manage the financial affairs of the Society, in consultation with the Chairperson. Maintain a clear detailed and accurate record of all financial transactions of the Society. Obtain receipts for all expenditure incurred by the Society and maintain all records necessary to satisfy the relevant MTU Committee regarding the spending of monies allocated. Notify the relevant MTU Committee of all funding received by the Society from other sources as they occur, and the use to which such funds were put and account for the same. Present a detailed Financial Report including Accounts in standard format to the AGM and send a copy of this report at the time to the relevant MTU Committee.
- 5.4 The **Public Relations Officer** shall be responsible for advertising the meetings and events of the Society. Students are informed about events through submissions to What's On, notice boards, electronic notice-boards, explicit magazines, and the online Societies website etc. The PRO is also responsible for posters and fliers as well as maintaining the relative social media pages that represent the Society.
- 5.5 The **Vice Chairperson** is the second in command. They assist in the running of activities and meetings and take charge in the event that the Chairperson is unable to attend. They assist other committee members in their roles if necessary. This position is only necessary if decided by the Chairperson.
- 5.6 The **Social Media Officer** is responsible for providing an online presence for the society. They provide members with weekly updates on upcoming showings and events and also answers any queries members may have.
- 5.7 The **Equipment Manager** shall assist in the managing of equipment for events. They ensure the equipment in the locker is tidy, undamaged and all present. They are responsible for the distribution and maintenance of the Manga library.

Article 6 Amendments to Constitution

- 6.1 Amendments to the Constitution may only be made at the AGM or EGM.
- 6.2 All amendments require a two-thirds majority of those present and entitled to vote.

Article 7 Extraordinary General Meeting

- 7.1 An EGM may be convened to hold an election to fill a vacancy on the committee, consider a proposal to amend the constitution or to address unforeseen circumstances
- 7.2 An EGM may be requested by a majority decision of the committee or in writing by at least 10 members of the Society.
- 7.3 At least five working days notice must be given for an EGM and the Secretary must post prominent notice of an EGM on MTU Society Notice Boards and other methods of communication. The notice must include the agenda and the reason why the EGM has been called and by whom.

Article 8 Resignations from the Committee

- 8.1 The resignation of any member of the committee shall be instituted by a letter of resignation to the Secretary of the Society.

Article 9 Revocation

- 9.1 This constitution is effective as of 7th February 2024. All previous constitutions are hereby rendered null and void.
- 9.2 It is every member's right to have access to or have a copy of the constitution if desired. Copies of the constitution shall be presented to the Societies Office.