

PREAMBLE

We the students of the Woodbridge Campus of Northern Virginia Community Colleges, hereby create The A3 Club (All About Anime). In order to maintain activity status, the organization agrees to conduct of organization in a manner which adheres to and upholds the rules and regulations, including financial procedures, of Northern Virginia Community College-Woodbridge Campus, which pertains to all students' clubs and organizations. We acknowledge that failure to do so may result in warnings or loss of recognition as outlined in the Students Origination Handbook.

One of the main reasons why the club has been created is to provide a friendly environment for students who are fans of Anime. This creates a place to discuss and compare tastes safely for those who participate. In addition to the anime, the group is also open to learning about Japanese art culture, such as drawing, origami and traditions.

ARTICLE I: Name

The name of the organization shall be The A3 Club (All About Anime)

ARTICLE II: Membership

Section 1:

All registered NVCC Students shall be eligible for voting membership in the A3 Club (All About Anime) at the Woodbridge campus of Northern Virginia Community College.

Section 2:

Voting members, in addition to Section 1, shall be designated as those persons standing who are in good academic standing. Good academic standing is defined as:

- 1) Have a minimum GPA of 2.0 and have remained in good academic standing for two consecutive semesters;
- 2) Not be on academic or disciplinary probation; and
- 3) Be in good judicial standing and financial standing with NVCC

Additionally, voting members shall fulfill these requirements:

- 1) Should have a respect attitude during the meetings
- 2) Should attend at least to two of the meetings per month

ARTICLE III: Officers (Cabinet)

Section 1:

The Cabinet for the A3 Club (All About Anime) should be in all the meetings without exception. If an officer is unable to attend, this person should notify any other officer and find a replacement to his/her position with other member of the club for the meeting. The positions of the officers would be:

1) President:

The President shall be club representative at all official functions; preside over Executive Board and General meetings; inform general body members of all decisions reached by the Executive Board; able to establish committees for events set by the Executive Board; empowered to call Executive Board meetings; and cast the deciding vote in the event of a tie.

Additionally, as head of the group, the President shall be in charge of brainstorming activities for its members and proposing those ideas to the members of the cabinet for approval. It should be noted that although the President's voice counts, this person will not be in position to take any decision without the approval of (at least) 2 of the other 3 cabinet members, as well as a minimum of 51% approval by the group. However, the president has the power to expel any member of the club without the approval of the cabinet if consider it appropriate, but the president must show a real reason for do so.

- 2) Vice President: it corresponds to be the president's right hand, assist the president when he/she is not present at the meetings; however, any suggestion he/she wishes to make for the club, must first be approved by the president before of being presented to the cabinet and later to the group.
- 3) Secretary: this person should be responsible for carrying the agenda, be aware that no part of the meeting is skipped, keep records of those who attend and be on the lookout for future important dates. The Secretary work as the president's left hand and keeps meeting minutes and ensuring they are published and available.
- 4) Treasurer: this person is in charge of the finances of the A3 Club; deposit all monies collected and withdraw money needed by A3 Club, this process all invoices when presented after approval by the president or in some cases with a one-third majority of the Executive council, and submit a financial report monthly to

Students Live and the President, plus a copy of that report will be able for the rest of the general body meeting

- 5) Advisor: shall be a non-voting member of the organization. Advisor must be a full time faculty or staff of Northern Virginia Community College. Advisor will attend a minimum of one meeting per month and will be reasonably available to sign financial requests and advice the organization as they play events, etc.

Section 2:

Any member of the club could become a member of the cabinet as long that person had a minimum GPA of 2.25

Section 3:

All members of the cabinet must at least be in a 14-week course and cannot take less than 6 credits per semester

Section 4:

All members of the cabinet can apply again once the semester ends, being re-elected a maximum of 4 times

Section 5:

Any infraction in the obligations that must be done, that member of the cabinet will be expelled by vote of the rest of the members of said cabinet, however the advisor can also vote on this occasion.

ARTICLE IV EXECUTIVE BOARD

All officers shall meet the above stated standards for voting members and will in addition hold a minimum GPA of 2.25 for the duration of their term. Executive board members failing to maintain these standards are required to immediately step down from their position. Temporary appointments, succession and special elections will then occur to fill vacated positions.

Section 1 The Executive Board shall consist of five (5) board members who shall be elected by the A3 Club (All About Anime) voting members:

1. President
2. Vice President

3. Secretary
4. Treasurer
5. Faculty/Staff Club Advisor

Section 2 All executive and legislative power granted herein shall be vested in the Executive Board.

Section 3 The Executive Board shall be empowered to recommend priorities for various projects and to plan activities.

ARTICLE V MEETINGS

Section 1 The A3 Club (All About Anime) _shall conduct regular meetings of the voting membership at least twice per month. All questions and suggestions shall be addressed to the President or the person presiding over the meeting.

Section 2 Special meetings of the organization may be called by the President, or by the Executive Board, or upon the written requests of two-thirds (2/3) majority of the organization.

Section 3 A quorum shall be a one-thirds (1/3) majority of the voting membership.

ARTICLE VI COMMITTEES

Section 1 Finance Committee: The finance committee will be responsible for planning, developing, suggesting, and implementing fundraising opportunities and programs for A3 Club (All About Anime). The Treasurer will serve as chairperson.

Section 2 Publicity Committee: The publicity committee will be responsible for handling all publicity and promotions for the A3 Club (All About Anime) and for submitting digital copies of all such materials to the Student Life office.

Section 3 Constitution and By-laws: This committee will primarily be responsible for ensuring that the A3 Club (All About Anime) is operating within the guidelines established by its' Constitution and By-Laws.

Section 4 Membership Committee: The membership committee plans and implements recruitment programs to increase the membership of the A3 Club (All About Anime). The Secretary will serve as chairperson.

ARTICLE VII IMPEACHMENT & REMOVAL

- Section 1 Officers may be impeached and if convicted, removed from office by a two-thirds (2/3) majority of the voting members on the basis of not fulfilling their duties as outlined in the constitution by-laws.
- Section 2 Any individual who is impeached shall be given full notice of the allegations against him/her in writing and shall have a reasonable opportunity to respond to them.
- Section 3 Any voting member may initiate impeachment proceedings.

ARTICLE VIII REMOVAL OF ADVISORS

- Section 1 Faculty/Staff advisors may be asked to step down at the end of the spring semester for any reason which is agreed upon by a (2/3) majority of the voting members.
- Section 2 If for any reason the A3 Club (All About Anime) _Advisor is believed to be remiss in their fulfilling their role mid-term the Executive board will first notify the Student Life office.
- Section 3 The Student Life office will determine the appropriate course of action. This may include, but is not limited to.
1. Mediation between the advisor and the organization
 2. Additional training and support for the Advisor
 3. Removal of Advisor with Student Life staff assuming role of temporary Advisor for a period not to exceed one semester

ARTICLE VIII AMENDMENTS

- Section 1 Amendments to this Constitution shall be proposed either by two-thirds (2/3) of the Executive Board or by a petition submitted by ten percent of the voting members.
- Section 2 A one-thirds (1/3) majority of the voting members shall be necessary to approve amendments to this Constitution.
- Section 3 Amendments of the Constitution shall be approved through the Office of Student Activities, the Dean of Student Development, and the Executive Vice President of Academic and Student Services.

ARTICLE X PARLIMENTARY PROCEDURES

Robert's Rules of Order (Revised) shall be the parliamentary authority of this organization. This Constitution will take priority should Robert's Rules of Order conflict with this Constitution

ARTICLE I DUTIES OF STUDENT OFFICERS

- Section 1 The duties of the President shall be to...
- a. Describe the duties of the president
 - b. Meetings
 - c. Financial responsibilities
 - d. Representation
- Section 2 The duties of the Vice President shall be to...
- a. Represent as President in his/her absence.
 - b. Describe other duties of the Vice President.
- Section 3 The duties of the Secretary shall be to...
- a. Describe the duties of the secretary
 - b. Take minutes
- Section 4 The duties of the Treasurer shall be to...
- a. Describe the duties of the secretary/treasurer.
 - b. Sign all financial documents.
 - c. Turn in all financial records.

ARTICLE II DUTIES OF ADVISOR

- Section 1 A faculty advisor shall be appointed by a majority vote of the voting members.
- Section 2 The advisor shall be a member of the Executive Board.
- Section 3 The duties of the Advisor (s) shall be to:
- a. Attend a minimum of one meeting per month.
 - b. Countersign all administrative and financial forms (Mandatory).
 - c. Act as consultant for projects and special committees of A3 Club (All About Anime) of Northern Virginia Community College – Annandale Campus.
- Section 4 The advisor shall not have voting privileges in the organization.

ARTICLE III ELECTIONS

- Section 1 The A3 - All About Anime club will conduct officer elections at the beginning of the fall semester during its first meeting. It will then conduct elections on an as needed basis throughout the academic year to fill any officer position vacancies.
- Section 2 Candidates for office shall be eligible provided they have met the requirements for that office as stated in Article III of the Constitution.
- Section 3 Candidates running for office shall be members in good standing with the organization at the time of their election and during their term of office. Good standing is defined in Article II of the Constitution.

ARTICLE IV FINANCES

- Section 1 No dues or membership fee will be collected.
- Section 2 Unless otherwise amended, no funds shall be used by A3 Club.

(Please note: The Club Advisor and the President or Treasurers' signature are required on all financial transactions).
- Section 3 All finances shall be handled in accordance with the established policies and procedures of NVCC.
- Section 4 In the event of loss of organization recognition, any funds remaining in the organization's campus account shall revert to the Student Club Fund after two consecutive years without recognition.