

**CONSTITUTION OF ANIME CLUB
CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)**

Article I. Name of Organization: The name of this organization shall be Anime Club.

Article II. Statement of Purpose:

Section 1. To provide members an opportunity for those to connect with others that have an interest in Japanese animation. Students are given the opportunity to join a community of people with similar interests, create a network of people, and establish a better appreciation of Japanese culture.

Section 2. To promote ethical leadership and academic achievement, and to cultivate civic responsibility.

Section 3. To provide the students opportunities for association and interaction with the faculty and administration of CSULB and with the members of the community.

Article III. Authority:

Section 1. This organization is a recognized student organization at California State University, Long Beach and adheres to all campus policies as set forth in the CSULB Campus Regulations Handbook (www.csulb.edu/regs).

Section 2. This organization is not affiliated with any national or off-campus organization.

Section 3. This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with the constitution and bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 4. The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are

applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Article IV. Membership:

- Section 1.** Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity/expression, marital status veteran status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity/expression, marital status veteran status, citizenship, sexual orientation, or disability.
- Section 2.** Membership in the organization shall be open to all those regularly-enrolled CSULB students who are interested in membership. Each regular member has equal rights and privileges.
- Section 3.** By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSULB students (e.g., faculty, staff, community members, students at other colleges, etc.). Such members have all membership privileges except for the right to vote or hold office.
- Section 4.** For the organization to be recognized by CSULB a minimum of five (5) matriculated CSULB students (who are currently enrolled in at least one class) need to be regular members.
- Section 5.** Members shall not be required to pay dues as voted by the membership.

Article V. Officers:

- Section 1.** The elected officers of the Executive Board shall be the President, Vice President, Treasurer, and Secretary.
- Section 2.** Qualifications necessary to hold office in this organization are as follows:
To be eligible for and to hold office, candidates must meet the requirements of CSU's policy on minimum academic qualifications for student office holders for major and minor student officers or representatives that is found at <http://www.calstate.edu/SAS/stdsrcv.shtml>.

A candidate for office must be carrying a minimum of six (6) undergraduate units or three (3) graduate units of regular university credit per semester at CSULB.

All student representatives must be matriculated at the university, maintaining a minimum overall, on-campus cumulative 2.5 grade point average (GPA) at all times, and a 2.5 GPA every semester while in office, and in the semester prior to running for office, and not be on probation of any kind.

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible.

Article IX. Meetings:

Section 1. Regular meetings shall be scheduled, with exception for holidays, once a week during the academic year.

Section 2. Special meetings may be called by the President or a member. All members must be given a minimum of 48 hours notice, weekends and holidays excluded, prior to the meeting time.

Article VI. Succession of Officers:

Section 1. In the event of permanent incapacitation, resignation, or removal from office, the line of temporary succession shall be as follows: President, Vice President, Treasurer, and Secretary.

Section 2. Upon the vacancy of any office, a new candidate will be elected at the next regular meeting or at a special meeting.

Article VII. Hazing Prohibition:

This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 48900 of the Education Code

SEC. 4. Section 245.6 is added to the Penal Code, to read: 245.6. (a) It shall be unlawful to engage in hazing, as defined in this section.

(b) "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.

(c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

(d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in the county jail not exceeding one year, or by imprisonment in the state prison.

(e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.

(f) Prosecution under this section shall not prohibit prosecution under any other provision of law.

SEC. 5. This act shall be known and may be cited as "Matt's Law" in memory of Matthew William Carrington, who died on February 2, 2005, as a result of hazing.

Article X. Discipline of Members

Section 1 This organization shall comply with Title 5, Section 41301, Student Conduct Code.

Section 2 All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the Office of Judicial Affairs.

Section 3 Complaints may also be brought to the attention of the Executive Board or the Office of Judicial Affairs. A written charge may be

filed with the Executive Board or the Office of Judicial Affairs. The Executive Board or the Office of Judicial Affairs shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Board or the Office of Judicial Affairs shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Board or the Office of Judicial Affairs shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Board or the Office of Judicial Affairs shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, reprimand, removal from office, a fine or corrective remedies.

Section 4 The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 5 The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 6 By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

Article VIII. Method to Amend and Renew the Constitution:

Section 1. Proposed constitutional amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.

Section 2. Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.

Section 3. Approval by the University is needed to change the constitution.

Section 4. Constitutions must be renewed with the University every 5 years.

**BYLAWS OF ANIME CLUB
CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)**

Bylaw I.

Membership:

- Section 1.** There is one type of membership: Regular.
- Section 2.** To become a member, one must complete a membership form and submit it to the organization secretary.

Bylaw II.

Officers:

- Section 1.** The President shall preside at all meetings of the organization. He/She shall be the official spokesperson of the organization, representing policies, views, and opinions of the organization in its relations with the campus and community at large. He/She shall have such further powers and duties as may be prescribed by the organization.
- Section 2.** The Vice President shall preside at the organization meetings in the absence of the President. He/She shall perform all legal duties assigned to him/her by the President. The Vice President shall assume the office of President if the office becomes vacant. He/She shall notify all members of the organization meetings.
- Section 3.** The Treasurer shall handle all financial affairs and budgeting of the organization, maintaining all necessary accounting records. Said records shall be maintained in accordance with generally accepted accounting principles. He/She shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements. All disbursements in excess of \$250 require the majority approval of the organization.
- Section 4.** The Secretary shall take minutes at all meetings of the organization, keep minutes on file and submit required copies to all organization members. He/She shall be responsible for all organization correspondence and shall keep copies thereof on file. He/She shall also act as historian and shall maintain all records of the organization.
- Section 5.** In the event that an elected officer is unable to fulfill his/her term of office, there shall be an election to fill the vacancy at the next regular meeting or at a special meeting. Any eligible member,

including those already holding office, may be nominated for a vacant office. However, an executive officer may hold only one position at a time.

Section 6. Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 7. Officers shall assume office on the first day of the semester/session following the election. The term of office for the officers of the organization shall be for one academic year. No officer is allowed to hold the same office for more than two consecutive terms.

Bylaw III. Advisors:

Section 1. There shall be at least one advisor from the faculty or professional staff appointed by the organization.

Section 2. The organization shall appoint an individual employed as a faculty or staff member at CSULB to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Faculty/Staff Advisor Acceptance of Responsibility Form. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 3. The advisors shall serve a term of one year and will be appointed at the same time as the officers of the organization.

Section 4. The advisor(s) shall be ex-officio, non-voting member(s).

Bylaw V. Standing and Ad Hoc Committees:

Section 1. There are no standing committees at this time.

Section 2. The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 3. The President shall appoint the chairpersons and members of all committees.

Bylaw VI. Quorum

Section 1 The percentage of members that constitute a quorum shall be fifty percent plus one.

Section 2 In voting, a majority shall consist of more than fifty percent of those voting.

Section 3 There must be a quorum in order for any official vote or election to occur.

Bylaw VII. Elections

Section 1 Elections will be held once each academic year. The date of election will be established by the organization.

Section 2 At least one week's notice shall be provided for any meeting at which a regular election is to be held.

Section 3 Nominations for officers shall be made at the regular meeting immediately preceding the election process. Nominations may also be made from the floor immediately prior to the election process for each office. Members may nominate themselves for an office.

Section 4 Ballots will be used in this organization's elections. The ballots will be done through an online ballot or form such as SurveyMonkey.com or Google forms. Two officers who are not running and one member who is not running will handle the creation of the online ballots. No other member or officer of the club will be allowed to handle the ballots. The ballots must be counted within a week of the elections. All elections and ballot counting will occur on the CSULB campus.

Section 5 Ballots will require student ID card shown at a club meeting in order to receive the passcode and link for the online ballot. Student ID will also be asked again in the online ballot. In addition to providing student ID, there will be a special pass code to be entered in the online ballot form specific to one individual only. There are no duplicate passcodes.

Section 6 There will be two officers who are not running and one selected member who is not running, which will keep a list of those who

wish to vote. A Google Document will be shared amongst the three which will contain, Student Name, ID card #, and specialized passcode. A Google Form/Ballot will also be created by the three to accept votes and verify passcodes.

Section 7 If all officers are running for a position, then three selected members who are not running will be responsible for the ballot.

Section 8 A majority of members of the organization shall constitute a quorum for an election.

Section 9 A majority of all votes cast in the election shall be necessary to elect. If no candidate receives a majority, a run-off election shall be held between the two candidates receiving the largest number of votes.

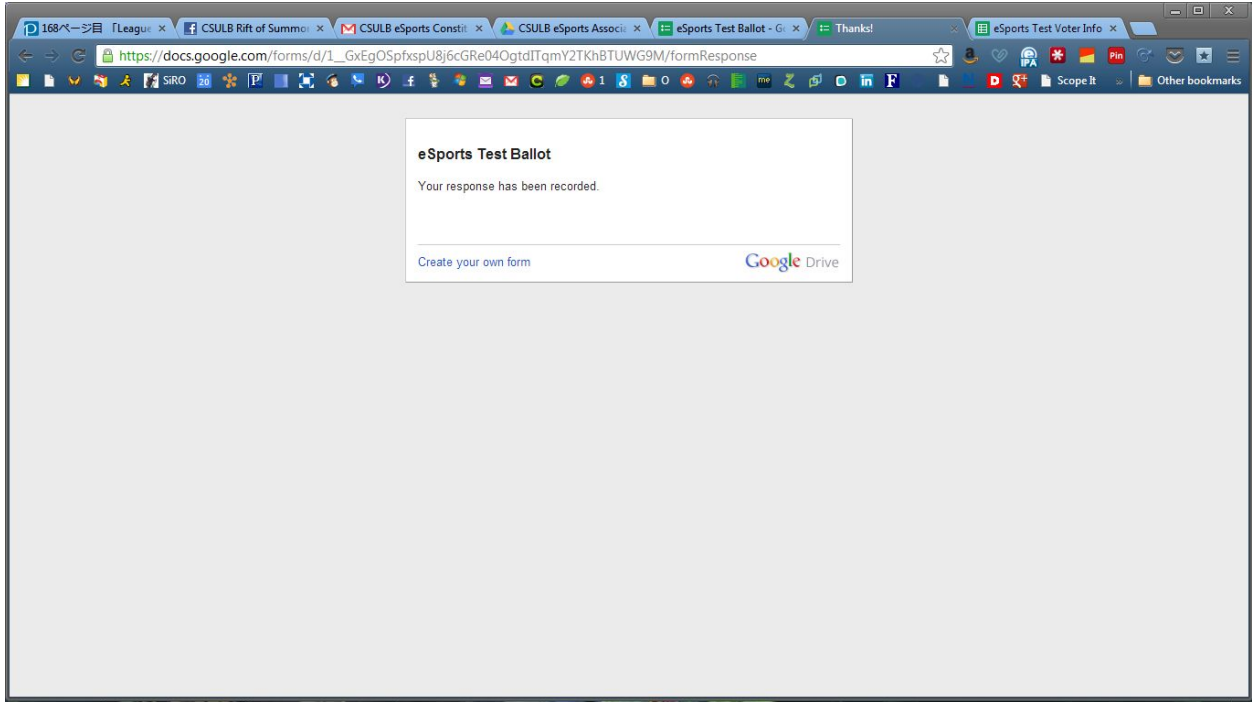
Bylaw VIII. Method to Amend and Renew the Bylaws:

Section 1 Proposed bylaw amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.

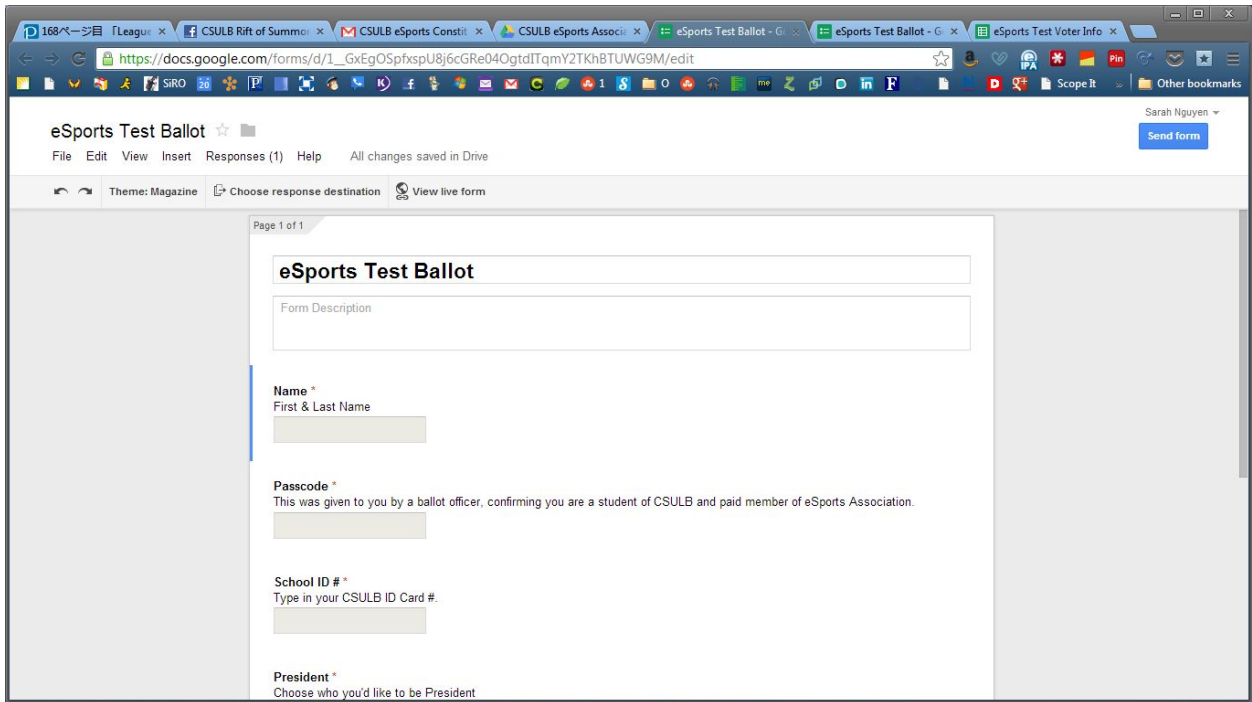
Section 2 Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.

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Google Document: Ballot Creation



Google Document: Ballot Responses

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https://docs.google.com/forms/d/1_GxEgOSpfxspU8j6cGRe04OgtdITqmY2TKhBTUWG9M/viewanalytics

Sarah Nguyen

[Edit this form](#)

1 response

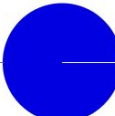
Summary Publish analytics

Name
John Smith

Passcode
Summoner123

School ID #
001212845

President



Option 1	1	100%
Option 2	0	0%
Option 3	0	0%

Option 1 [1] | Option 2 [0] | Option 3 [0]