

# POWA Anime Club Constitution

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Version 4.0 (Oct 2020)

## **1. Name and Purpose**

- I. The name of this club shall be POWA Anime Club.
- II. The purpose of this club shall be to spread knowledge of Anime and Japanese pop culture to its membership and to the broader community, and to allow members to meet like-minded individuals.

## **2. Membership**

- I. The members of POWA shall include any person who:
  - i. Provides their details to the club in digital or physical form for the purposes of membership.
  - ii. Pays to the Club the applicable membership fee or has been awarded a lifetime membership.
  - iii. Is at least 15 years of age.
- II. Membership shall cease if a member:
  - i. Contacts the Secretary and requests for their membership to cease.
  - ii. Is expelled from the club as per Section 7.
  - iii. Does not pay to the Treasurer their annual membership fee before the expiration of their membership.

## **3. Meetings**

- I. Meetings of POWA will be held at a minimum of quarterly.
- II. Meetings of POWA are open to members of the Committee, and general members invited by the Committee to attend.

## **4. Event and Screening Guidelines**

- I. Events of POWA are open to all members of the community, with the exception of:
  - i. Persons who are not legally allowed to view content displayed at an event due to its rating.
  - ii. Persons who have been expelled or suspended as per Section 7 of this constitution.

## **5. Committee Members**

- I. The Committee Members of POWA are elected at the Annual General Meeting by a vote of all members in attendance.
- II. Committee Members must be at least 18 years of age.
- III. The Committee Member positions are:
  - i. President
  - ii. Vice-President
  - iii. Secretary
  - iv. Treasurer
  - v. Community Representative
- IV. During the election, as many Committee Member positions will be filled as possible, with a minimum of two (2) and a maximum of five (5) being necessary for the club to function.
- V. Duties of Committee Members:
  - i. It shall be the duty of the President to:
    1. Chair all meetings of POWA.

- ii. It shall be the duty of the Vice-President to:
  - 1. Chair meetings of POWA in the absence of the President.
- iii. It shall be the duty of the Secretary to:
  - 1. Maintain a current and accurate register of all club members.
  - 2. Ensure that current and accurate copies of all official club documentation are maintained.
- iv. It shall be the duty of the Treasurer to:
  - 1. Monitor payments made and received at POWA events.
  - 2. Maintain all financial documentation.
  - 3. Purchase stock for sale or distribution at POWA events
- v. It shall be the duty of the Community Representative to:
  - 1. Manage and maintain the online presence(s) of POWA.
- VI. In addition to their individual duties, it shall be the duty of all Committee Members to:
  - i. Act as a public representative of POWA.
  - ii. Liaise with internal and external POWA stakeholders and sponsors.
  - iii. Attend meetings of POWA.
- VII. Should a Committee Member fail to carry out their duties for a period of time totalling or exceeding one (1) calendar month that Committee Member may be removed from the POWA Committee at the discretion of the other Committee members.
- VIII. Should a Committee Member be excluded from POWA, or is otherwise unable to continue in their role, that Committee Member's duties will be shared among other Committee Members until their position is filled by a vote of the Committee.
- IX. Any Committee vote for club decisions that ends in a draw will count as a failed vote.

## **6. Register of Members**

- I. The Secretary must keep and maintain a current and accurate register of the members of POWA.
- II. POWA will at all times ensure the security and privacy of all student information given as part of membership, as is outlined in the Privacy Amendment Act (2012).

## **7. Suspension and Expulsion of Members**

- I. Any member of POWA who fails to observe the Constitution or Policy of POWA, or whose conduct, in the interests of POWA, does not observe the objectives of POWA may be suspended or expelled from membership of POWA at the discretion of the Committee, for a period of time deemed suitable by the Committee.
- II. POWA must communicate in writing to the member notice of the suspension and particulars of the conduct that resulted in the suspension.
- III. A member who is suspended or expelled and wishes to appeal against that suspension or expulsion shall give written notice to a Committee Member of POWA of their intention to do so within five (5) business days of notice of the suspension or expulsion.

- IV. The appeal must be heard by the Committee of POWA and the suspended or expelled member must have the opportunity to attend.
- V. Any member who is suspended or expelled shall not be entitled to any refund of event registration or membership fees.

## **8. Finance**

- I. The Treasurer shall ensure true accounts are kept of the monies received and expended.
- II. The authority to access any bank accounts shall rest with at least two (2) Committee Members.
- III. The provision of gifts or funding grants to members of POWA by the Executive Officers or Committee is prohibited.
- IV. An annual budget must be presented to POWA each year.
- V. Change of titles on banks accounts must be maintained no more than twenty (20) business days after the Annual General Meeting each year.

## **9. Dissolution**

- I. POWA Anime Club may only be dissolved by a majority vote of the Committee at a meeting called for such a purpose.
- II. Two (2) weeks' notice of such a meeting must be given to all members.
- III. Upon dissolution, assets will be distributed as follows:
  - i. All items purchased using Club funds must be distributed to at least one of the following:
    - 1. City of Joondalup Library.
    - 2. Australia-Japan Youth Society.
    - 3. Edith Cowan University.
    - 4. Perth Japanese Consulate.
  - ii. Any items purchased using other funds or donated items shall be first offered to the party who purchased or donated the item.
    - 1. Should the party in question decline the item(s) then they shall be distributed as per Section 9.III.i.
- IV. At a meeting called for the purpose of dissolution, the Committee roles shall first be offered to members for the purpose of continuation of POWA, before a vote is called for dissolution.

## **10. Annual General Meeting**

- I. An Annual General Meeting of POWA shall be held each year.
- II. One (1) months' notice must be given to all members of an Annual General Meeting.
- III. The agenda for an Annual General Meeting must be made available five (5) business days before it is held.

## **11. Changing the Constitution**

- I. No alteration, addition or amendment of this constitution shall be made unless and until earned by a motion at an Annual General Meeting of POWA.
- II. Notice of the proposed alteration, addition or amendment shall be given.
- III. A current and accurate print and digital copy of this Constitution must be maintained by the Secretary at all times.