**Constitution**

The constitution should be simple yet comprehensive and difficult to amend, leaving any specific procedural rules to be included in the by-laws. When amending the constitution, as with the by-laws, previous notice of any proposed changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

*Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.*

* Section 1: Name: Animation Club
* Section 2 - Purpose: To provide a community and point of connection for those interested in viewing, discussing, and making animated shorts.
* Section 3 - Non-Discrimination Policy: *This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.*

*Article II - Membership: Qualifications and categories of membership.*

Voting membership is limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members. {00116229-2}

*Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.*

* Office terms run from the beginning of fall semester to the end of spring semester of a given school year. Once current officers end their terms, we’ll have a nomination and election process. Candidates may self-nominate and must confirm their interest in the office position. Officers should not miss more than a few club meetings each semester.
* President: Organizes screening list for each meeting, sends out public communication, assures that we have resources for each meeting (food, room, etc)
* Treasurer: Handles the Bank Account, submits forms for funding application, and enforces ethical use of organization funding, is responsible for technical direction of the screenings
* Vice President: assists president and treasurer as needed.

*Article IV - Executive Committee (if needed): Size and composition of the Committee.*

Animation club does not have an executive committee, the leadership officers fill this role.

*Article V - Standing Committees (if needed): Names, purposes, and composition.*

Animation club does not have a standing committee, the leadership officers fill this role.

*Article VI – Method of Selecting and/or Removing Officers and Members.*

* New members can be invited by any existing members. Each member must attend at least one meeting during the school year to obtain/retain their membership status.
* New officers can be nominated and elected by general members at the last meeting of the spring semester for the following fall. Officers may be removed from their post if they fail to perform the duties of that post, but will retain general membership.
* Membership may be revoked if a member is responsible for intentionally causing damage to the equipment we are using or the space we are using it in.

*Article VII – Advisor(s) or Advisory Board: Qualification Criteria.*

The club advisor should give the organization leaders advice about achieving their programming and operational goals and follow through on approving the organization during its registration process.

*Article VIII – Meetings of the Organization: Required meetings and their frequency.*
Each member must attend at least one meeting during the school year to retain their membership status, no specific meeting is mandatory.

*Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.*

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

*Article X – Method of Dissolution of Organization*

The organization can be dissolved if there is no membership, or if there is no means of continuing screenings (no room to use/no equipment available). If any organization debt exists upon dissolution, the president and treasurer will need to meet with the party they are in debt to and work out a solution on a case-by-case basis.

**By Laws**

* Always allow full screen!
* The president should not reject suggested animations unless a) they are not animations, b) there is no good quality recording of them available for screening.
* Clean-up the space we are in after the screening is over.