**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 at The Ohio State University
* Section 2 - Purpose: To provide a community and point of connection for all those interested in viewing, discussing, and creating animations in all their limitless forms.
* Section 3 - Non-Discrimination Policy: *This organization and its members shall not discriminate against any individual(s) for reasons of age, ancestry, age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis in accordance with guidelines set by The Ohio State University. Any violation of this policy will result in disciplinary action from the club.*

*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 and duties of the leaders.*

* President: The president acts as the head of operations, main arbiter of organizational mantra and club meetings. They also act as the primary representative for the club at all events, both internal and external.
* Vice President: The vice president assists the president or treasurer as needed via the operation of the club’s infrastructure.
* Treasurer: Handles financial decisions, submits forms for funding application, and enforces ethical use of organization funding, is responsible for technical direction of the screenings.

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

The leadership officers will serve the purpose of an executive committee.

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

The leadership officers will serve the purpose of a standing committee.

*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.
* Officers are elected by general members at one of the final meetings of the spring semester for a term lasting one year beginning the following fall semester. All candidates run on the same ballot, and if no candidate reaches 50% of the vote, a runoff election will take place between the top two candidates. The winner of that election will become the new officer of that position. Officers may use the end of spring and the summer for the transition process.
* Officers may be removed from their post if they fail to perform the duties of their posts. If removed, former officers will retain general membership. Officers can be removed by a vote of the general member body requiring at least 75% of the vote to be in favor of removing the officer. A vote to remove an officer can only take place once per semester. An officer can also resign at any time.
* Membership for general members may be revoked if a member is responsible for intentionally causing damage to the equipment or space used for club purposes, or other unacceptable behavior. Members can be dismissed by any officer whenever they wish.

*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 operations. 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.