

TULSA  
ANIME  
ORGANIZATION

Constitution and Standing  
Rules

# TULSA ANIME ORGANIZATION CONSTITUTION

August 13, 2005

## ARTICLE 1

### SECTION 1 – NAME:

The name of the Club shall be TULSA ANIME ORGANIZATION (TAO).

### SECTION 2 – PURPOSE:

The Purpose of TAO shall be:

- A. To promote quality animated features and related art forms from around the world and animation techniques in general.
- B. To provide an atmosphere of fellowship and a place to meet in the Tulsa and surrounding area and for those interested in these art forms.
- C. In addition it shall serve as a forum for the fostering of talents relating to the above-mentioned art forms.
- D. And to provide and regulate Anime events and exhibitions for Anime lovers, to encourage planned trips, events and general activities for Anime lovers.

## ARTICLE 2

### SECTION 1 – MEMBERSHIP:

No person will be denied membership in TAO due to race, ethnicity, sex, nationality, religious or sexual orientation, physical or mental capacities; membership may be denied to, or revoked from, any member who is not courteous or is abusive of fellow members. Continued membership is pending accordance with club-ratified procedural rules.

A person shall become a member by paying the requisite dues to the treasurer. By becoming a member a person gains the right to vote in club matters.

Initial applications must have the approval of the Membership Committee.

### SECTION 2 – CLASSES OF MEMBERSHIP:

#### A. ACTIVE –

(1) Primary – A primary member shall be any Anime lover duly admitted as provided in Section 1 of this article and having paid such annual dues and fees as required.

(a) Primary – A single person or one member of a married couple with primary membership. At the time of initiation or renewal of membership, either member of a married couple may be designated as the primary member.

(b) Secondary – Any spouse or co-habitant of a primary member may obtain a secondary membership by paying dues fees, in addition to the dues fees already paid by primary member.

(2) Junior – A person who is under 18 years old.

B. Honorary – Honorary membership may be recommended for such persons and under such circumstances as may be determined by the Board of Directors. Ratification by vote of the Club at regular meeting is required before each membership may be granted.

C. Charter – All active members who paid their first period dues on or before October 31, 2005 are Charter members of TULSA ANIME ORGANIZATION. Charter Membership is retained only if membership is uninterrupted.

### SECTION 3 – DUES AND FEES

A. Annual Dues – The annual dues for each type of membership shall each be considered individually and recommended by the Board of Directors and ratified by a vote of the Club.

B. Payment for Dues – The annual dues shall be due and payable by the first meeting in November. Renewal dues shall be paid by the same date. No refund of dues shall be granted. Those paid after November 1<sup>st</sup> will extend membership through November 30<sup>th</sup> of the following year.

C. Initiation Fee – An initiation fee shall be paid upon admittance to the Club. This amount shall be recommended by the Board of Directors and ratified by a vote of the club members.

D. Honorary – none.

E. Subscription fees for non-members wishing to receive the Club newsletter shall be determined by the Board of Directors and ratified by a vote of the club members.

### SECTION 4 – PRIVILEGES

Primary, charter, and secondary members are entitled to all Club privileges. Honorary members are entitled to all club privileges except that they shall not have the right to vote or hold office. Junior are entitled to all club privileges expect to hold office.

### SECTION 5 – EXPULSION

Any member may be suspended or placed on probation for infraction off the Club rules, or for such other causes as may be determined by the majority of the Board of Directors as being in the best interests of the Club. However, before such action is taken, the member shall be notified of the charge and shall have the opportunity to submit their position before the Board of directors at a regularly scheduled Board meeting.

### SECTION 6 – RESIGNATION

Any member may resign by returning their membership card (without refund of dues) and cannot rejoin for a period of six (6) months thereafter. A resigning member relinquishes all rights and privileges of the Club.

## ARTICLE 3

### SECTION 1 – ANNUAL MEETING

The Annual Meeting of the members shall be held in December of each year for election of officers, reports of officers and committees and such other business as lawfully may come before the meeting.

### SECTION 2 – MONTHLY MEETINGS

Regular meetings of the membership shall be held monthly.

### SECTION 3 – DIRECTORS MEETINGS

Directors meetings, which are open to all members, shall be scheduled at the beginning of each year and held monthly. Only elected officers of TULSA ANIME ORGANIZATION shall have voting privileges.

### SECTION 4 – SPECIAL MEETINGS

In addition to any provisions of the Law, special meetings of the members may be called by the President or by a majority of the Board of Directors.

## SECTION 5 – NOTICE OF MEETINGS

Notice of special meetings, stating the place, date, and hour of meeting of the members, shall be given by the Secretary and sent out not less than seven (7) days before such meetings to each member.

## SECTION 6 – QUORUM

At all stated meetings of the members a quorum must be present to conduct business. A quorum shall be a simple majority of the members that are present.

## SECTION 7 – VOTING

Voting by absentee ballot shall not be allowed. Members must be present to vote. There shall be one vote per active primary, charter, and secondary members.

# ARTICLE 4

## SECTION 1 – OFFICERS

The President, Vice-president, Secretary-Historian, Treasurer, Editor, Librarian, Membership Chairperson, and Event/Activity Chairperson, shall be elected by the membership at large. Only primary, charter, and secondary members are eligible to run for the Executive or Administrative positions.

## SECTION 2 – BOARD OF DIRECTORS

The Board of Directors shall consist of the President, the Vice President, Secretary, Treasurer, the Past President, and the Membership Chairperson, with the President acting as Chairperson of the Board. The Past President shall serve on the board for one (1) year following his/her term and shall vote only in the event of a the vote. Each shall be allowed one vote and all decisions shall be decided by majority vote of the Board present.

## SECTION 3 – VACANCY

In the event that any of the Directors or Officers shall resign or become unable to hold office before the end of his/her elected term, the President shall subject to ratification by the Board, appoint a member to fill the vacancy of the said term.

# ARTICLE 5

## SECTION 1 – DUTIES OF THE PRESIDENT

The President shall preside at all meetings of the members and the Board of Directors and shall perform the duties pertaining to this office. He/she may call special meetings of members under the provisions of Article 3. He/she shall be the Chief Executive of the Club and shall, subject to ratification by the Board, appoint all non-elected officers. The President shall hold office for no more that two (2) consecutive terms.

## SECTION 2 – DUTIES OF THE VICE PRESIDENT

In the absence of the President or in the case of his/her death, resignation or inability to act, the duties usually pertaining to that office shall be performed by the Vice President. In addition, he/she shall serve as the Chairperson of the Constitution and Standing Rules revision committee. This committee will review the Constitution and Standing Rules annually.

## SECTION 3 – DUTIES OF THE SECRETARY-HISTORIAN

The Secretary-Historian shall attend all meetings of the members and Directors and shall record all minutes and votes in a book for this purpose. He/she shall give all notices of meetings of the members required by Law or by the majority vote of the Board of directors. He/she shall have custody of the Club's records. In the absence of the Secretary-Historian from any of the said meetings, a Secretary pro-tempore shall be chosen by the presiding officer.

#### SECTION 4 – DUTIES OF THE TREASURER

The Treasurer shall, subject to such conditions and restrictions as may be made by the Board of Directors, have custody of all moneys, debts, and obligations belonging to the club. He/she shall receive all moneys of the club and deposit same in the Club account. He/she shall make all payments of Club debts upon approval of the Board of Directors. All contracts, checks, drafts, notes or other orders for payment of money shall be signed in the name of the Club by the Treasurer and countersigned by the President or Vice President. He/she shall give bond at Club expense, if required by the Board of Directors. The Treasurer shall give a report on the financial status of the Club at the Annual meeting and monthly meeting, and give a detailed report of all moneys received and spent at the Board of Directors meeting. No obligation, debt, or other liability shall be incurred by the Treasurer without specific approval of the Board of Directors. An internal audit shall be conducted after January 1st by a committee appointed by the Board and presented no later than January Board meeting.

#### SECTION 5 – DUTIES OF THE ACTIVITY CHAIRPERSON

The Activity Chairperson shall be responsible for planning and instigating the social and other functions of the club, setting up committees for same.

#### SECTION 6 – DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall manage the affairs of the Club, ratify the appointment of officers and committees by the President and Vice President, and set a court to settle disputes and protests concerning events of the Club and work ways to increase the size and quality of the club. The Board shall schedule and approve events and activities to be held by the Club.

#### SECTION 7 – DUTIES OF THE MEMBERSHIP CHAIRPERSON

The Membership Chairperson shall keep an up-to-date roll of all Club members and be responsible for the Club Membership Directory. He/she shall be responsible for distribution of membership applications to prospective members and collecting applications for new members.

#### SECTION 8 – DUTIES OF THE LIBRARIAN

The organization Librarian maintains the organizations viewing and reading library. The duties and responsibilities of the Librarian shall be as follows:

1. Maintain a written record of all organization viewing and reading material.
2. Maintain a written record of which Animation Society materials are where, e.g. that has checked out what.
3. Inspect all returned material to ensure that said material is still in satisfactory condition.
  - a. If an item is returned in an unsatisfactory condition it is the librarian's responsibility to inform the President and the Treasurer so that appropriate measures can be taken.
4. Keep in good repair or working order all organizational viewing and reading material.
5. Procure replacement material for any item that is no longer suitable for use.
6. Advise the organization officers on materials on which the procurement of said materials will enhance and expand the organizations library.

### ARTICLE 6

#### SECTION 1 – APPOINTMENT OF COMMITTEES

The President shall appoint such committees as he/she finds desirable from time to time and shall outline the duties and responsibilities of such committees. All reports or action taken by a committee must be voted upon by a majority of the entire committee. In addition to the authority granted above, certain standing committees, as set forth, shall be appointed annually by the Vice President.

#### SECTION 2 – ACTIVITIES

The activities of the Club consist of planned trips, social gatherings, and events for Club members as planned by the Competition Committee, General Chairperson or other members. (Guests may attend except at closed events.)

### SECTION 3 – PROTEST COURT

The Protest Court will be set up by the Board of Directors and shall consist of any three (3) directors or members excepting the President or Past President.

### SECTION 4 – MEMBERSHIP COMMITTEE

The Membership Committee shall consist of Board of Directors and all Charter Members.

## ARTICLE 7

### SECTION 1 – ELECTION OF OFFICERS

Nominations will be made in accordance with parliamentary procedures at the October meeting for all offices. Elections shall be held at the November meeting for all offices. New officers shall begin their terms in January.

## ARTICLE 8

### SECTION 1 – PERSONAL LIABILITY

All persons or corporations extending credit to, contracting with, or having any claim against the Club or the Board of Directors, shall look only to the funds and property of the Club for payment of any such contract or claim for payment of any debt, damage, judgment, or decree, or any other money that may otherwise become due or payable to them from the corporation of the Board of Directors, so that neither the members of the Club, the Board of Directors, present or future shall be liable personally, therefore, except that Section 1 is in addition to and subordinate to the Oklahoma Statutes.

## ARTICLE 9

### SECTION 1 – AMENDMENT TO THE CONSTITUTION

The Board of Directors of the Club or any five (5) active primary and/or secondary members in good standing, by written proposals to be published in the newsletter may propose an amendment to the Constitution. Upon such proposal being made, a copy thereof shall be included in the notice of the next meeting of the members. If two-thirds of the members present and qualified to vote vote in favor of the proposal at the meeting, the proposed amendment shall thereby be approved and adopted.

## ARTICLE 10

### SECTION 1 – STANDING RULES

The Club shall have Standing Rules which define and give guidelines within which the Club members its officers must function. These rules outline customs and past practices which have been previously approved by the membership.

### SECTION 2 – APPROVAL

Requirements for amendment or adding to the Standing Rules is the same as Article 9 for amendment to the Constitution, except a simple majority is required for approval.

## ARTICLE 11

### SECTION 1 – DISSOLUTION

Upon dissolution of the Club, disposition of the Club's assets shall be determined by the Board of Directors in accordance with the Articles of Incorporation.

STANDING RULES  
TULSA ANIME ORGANIZATION (TAO)

1. Membership is limited to those recommended and approved by secret vote of the Membership Committee. Vote is to be conducted by the Membership Chairperson. Membership will be granted by the unanimous vote of the voting members of the Membership Committee.

All applications for membership in TULSA ANIME ORGANIZATION will be processed and voted upon within 30 days after the first general membership meeting following the receipt of the application for membership. The Membership Chairperson will poll each of the Membership Committee members by telephone or in person to obtain their vote. There will not be any general discussion of potential members by the committee, and the votes will be taken privately and individually by the Membership Chairperson by phone or at any time prior to the next business meeting. The membership Chairperson will make available any information on the potential member's application to the Membership Committee.

The Membership Committee is reminded to take their voting privileges seriously and with the spirit of the Club in mind. Their responsibility is to vote for the benefit of the fraternity we belong to and not with any personal prejudices or with any thoughts of discrimination towards potential members. The philosophy of TULSA ANIME ORGANIZATION is that persons will not be denied membership unless they are known to be a negative influence to the group. Applicants will not be denied membership purely for personal reasons.

All parties on the Membership Committee must be contacted to vote. If after a reasonable effort has been made a member cannot be reached, their vote will be considered an automatic abstention. The Membership Chairperson can leave a message via answering machine or otherwise. If they are not reached by this means, the Secretary of the club will send a written letter to the member as notification their vote is needed on potential new members. If no contact is made by either means within the 30 day guidelines, the member's vote is an automatic abstention.

2. Regular monthly business meetings are held the first and third Thursday of each month, unless changed by approval of the membership.

3. Business meetings shall be conducted in a business-like manner. If a lengthy discussion of a subject is encountered, the President shall appoint a committee for resolution and report at the next business meeting for ratification by the general membership if so needed. The President shall then focus attention back to the business at hand.

4. Speakers to be brought before the Club shall be cleared with the President or in his/her absence, the Vice-President.