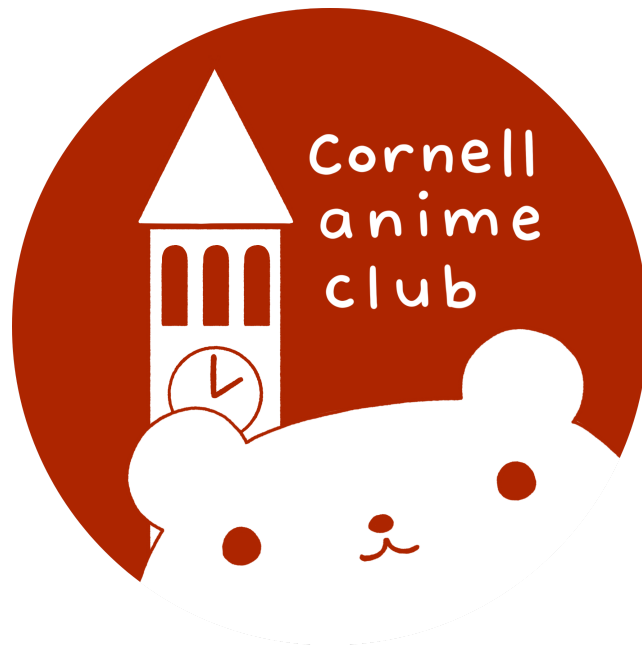




the Constitution of the

Cornell Anime Club

last revised **August 2026**

Article I – Name of Organization

Section 1. The official name of this organization is Cornell Anime Club. Campus Activities and University Relations have approved it. The name follows the Cornell University Policy 4.10 on Student Organization Branding.

Section 2. This organization is also called CAC, its official acronym.

Section 3. To recognize the extensive history of the organization and its traditions, this organization is also referred to as the Cornell Japanese Animation Society (CJAS).

Article II – Mission, Purpose, Aims of Organization

Section 1. The purpose of Cornell Anime Club shall be to promote an interest in anime in the Cornell community and to maintain the interest of anime fans who are already in the Cornell community. This purpose is to be achieved primarily through a weekly showing of anime. Other events, such as co-sponsoring Japanese animation showings with other organizations, may also be used to achieve this purpose.

Section 2. The goals of this organization are:

1. to encourage discussion of anime
2. to spread interest in anime among the Cornell community
3. to promote a sense of community around a shared interest in Japanese animation
4. to promote a greater awareness of Japanese animated works and related media on campus.
5. to promote a greater awareness of Japanese pop culture, in general, across campus.

Article III – Membership Requirements and Limitations

Section 1. Membership eligibility.

- a. The organization shall consist of both undergraduate and graduate students of Cornell University who are interested in the purpose of the Cornell Anime Club and who shall be approved by the Officers.
- b. Members of registered student organizations must be registered, matriculated full-time students at their respective Cornell University campuses (i.e., Ithaca, Geneva, NYC Tech). Part-time students, non-matriculated students, students on a leave of absence, or students who are abroad may not serve as officers, executive board, and/or voting members of student organizations. It is the responsibility of

the Advisor to collaborate with the President to ensure that all officers are full-time students on their campus. If one of your officers has a change in status that will require them to step down from their position, please contact the Campus Activities Office. General members may be students, faculty, staff, or community members.

- c. Any Cornell University student may become a member.
- d. Cornell Anime Club complies with Cornell University Policy 6.4 of Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct.
- e. The organization shall not discriminate on the basis of race, ethnic or national origin, citizenship and immigration status, color, sex/gender, pregnancy or pregnancy-related conditions, age, creed, religion, actual or perceived disability (including persons associated with such a person), arrest and/or conviction record, military or veteran status, sexual orientation, gender expression and/or identity, an individual's genetic information, domestic violence victim status, familial status, marital status, and any other legally protected class when determining its membership. Notwithstanding these requirements, a sports club may restrict membership based on gender where selection for such clubs is based upon competitive athletic skill or the activity involved is a contact sport. Organizations may also make requirements based on vocal range or quality which may result in a chorus or choruses of one or predominantly one gender. In determining cases of discrimination it is not sufficient to look merely to the constitution of the organization. Its actual practices and operations are also relevant.
- f. This policy is also outlined in the Big Red Guidebook.

Section 2. General membership expectations.

- a. Except for executive board members, Cornell Anime Club members do not have any responsibilities expected of them.
- b. Members and non-members alike are invited to all social events hosted by the organization.
- c. All members who wish to contribute to the planning of Cornell Anime Club general meetings are invited to attend the weekly Executive Board meetings.

Section 3. New member recruitment.

- a. There is no application process required for joining Cornell Anime Club, thus members may join at any point throughout the academic year without any need for approval to be issued.

Section 4. Member removal & expulsion.

- a. The Officers reserve the right to remove any member (based on the unanimous decision of the Officers and Advisor) for the following grounds:
 - i. Violation of rules and regulations outlined in the Cornell Student Policies and/or Student Code of Conduct.
 - ii. Failure to uphold the provisions of the constitution and bylaws.
 - iii. Does not act in the best interests of the organization and/or is engaged in activity jeopardizing the organization's existence.

Article IV – Student Code of Conduct

Section 1. All members must follow local, state, and federal laws, Cornell University rules, and the organization's constitution at all functions.

Section 2. All members will abide by Cornell University Policies, specifically policy 6.4: Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct.

Section 3. In the event of a violation and/or an active University investigation, the following options are available. It is essential to recognize that many University investigations are confidential, depending on their nature, and the university has no obligation to disclose information about a case (again, depending on the nature of the case).

- a. Members involved in an active University investigation may receive a temporary suspension or limited membership as determined by a unanimous decision of the Officers and Advisor.
- b. Members found violating university policy may be permanently removed as members, as determined by a unanimous decision of the Officers and Advisors.

Article V – Executive Board

Section 1. Elected Officers.

- a. The elected officers in Cornell Anime Club shall be the President, Co-President, Treasurer, Special Events Coordinator, and any additional officers as determined by the decision of the executive board and listed in the club's bylaws.
- b. In order to be eligible for these positions, candidates must be considered a member of the Executive Board (as defined below in Article V, Section 2).
- c. If there are fewer than four Executive Board members who satisfy the above condition, then any member shall be eligible for Co-President, Treasurer, and Special Events Coordinator, but not for President.

- d. Elected officer positions may only be held by full-time Cornell students.

Section 2. Non-Elected Members.

- a. Aside from the officers, any Cornell Anime Club members who have attended or are on track to have attended at least 50% of the Executive Board meetings in a single semester, rounded down, shall be considered a non-elected member of the Executive Board.
 - i. This determination shall be made using attendance records taken by the President or Co-President at the beginning of every meeting of the Executive Board.
 - ii. This determination shall be made based upon the most recent semester during which at least six meetings of the executive board were held.

Section 3. President and Co-President; The President and Co-President are the co-equal head executives of the Cornell Anime Club. They have co-equal authority and obligation to enact the decisions of the executive board.

- a. **President-specific Responsibilities.** The President has the exclusive obligation to perform the following duties:
 - i. Serve as the Club's primary point of contact with Cornell University, including Cornell Campus Activities, the Student Assembly Finance Committee, and University administration.
 - ii. Secure the Club's annual registration with Cornell University and ensure all required documentation is filed on time.
 - iii. Maintain the primary working relationship with the Club's faculty or staff Advisor and serve as the standing liaison for all advisor-facing communications.
 - iv. Understand and remain current on SAFC procedures, applicable Cornell University regulations, and federal copyright law as it pertains to the Club's screening activities.
 - v. Maintain ownership of the Club's Cornell registration records, archived correspondence with the University, and historical organizational documents.
 - vi. In time-sensitive matters where the University requires a Club response and consensus with the Co-President cannot be obtained within the required timeframe, the President may act unilaterally on the Club's behalf, provided that the President informs the Co-President in writing within 24 hours and that any commitment binding the Club beyond the current semester is presented to the Co-President for ratification within one week.

b. Co-President-specific Responsibilities. The Co-President has the exclusive obligation to perform the following duties:

- i. Manage the Club's social media presence across all platforms.
- ii. Manage the Club's email listserv and routine member-facing correspondence.
- iii. Maintain the standing archive of Executive Board minutes and meeting records.
- iv. Coordinate internal communications among officers and Executive Board members.

c. Shared Responsibilities. In addition to their specific duties, the President and Co-President shall both be obligated to jointly perform the following duties:

- i. Coordinate all functions and activities of Cornell Anime Club.
- ii. Ensure that the Club's activities and members follow all Cornell University policies.
- iii. Maintain open communication with each other, with every other officer, and with the Advisor.
- iv. Install and remove all appointed officers, subject to the approval of the Executive Board, under the framework defined in Article V, Section 4, Subsection b, Clause ii.
- v. Organize and run an officer transition and education program for incoming officers each year.
- vi. Seek out and engage new Advisors as needed, and acquaint them with the Club's history, traditions, and procedures.
- vii. Endeavor to improve the Club's retention of its members.
- viii. Reserve rooms for anime showings and Executive Board meetings.
- ix. Step into the other's role, including asymmetric responsibilities, in the event that the other is unable to perform their duties for a meeting, event, or other purpose.

Section 4. Treasurer; The Treasurer is responsible for keeping track of the money belonging to Cornell Anime Club. They are required to report all financial activity of the club to the Executive Board. The Treasurer shall:

- a. Collect and distribute all monies of Cornell Anime Club.

- b. Keep clear records of all of Cornell Anime Club's financial activity.
- c. Provide regular reports to the Executive Board on the organization's finances.
- d. Oversee the organization's budget, including allocating funds and keeping records of previous budgets.
- e. Prepare and submit applications for funding to the SAFC or any other necessary organization.
- f. Assume the role of Co-President or President if the Co-President or President cannot perform their duties for a meeting, event, or other purpose.
- g. File all required tax forms.
- h. Make purchases for the club.

Section 5. Special Events Coordinator; The Special Events Coordinator is responsible for club promotion and proposing/coordinating CAC events, including those outside of showing and those in conjunction with other Cornell Clubs and Organizations. The Special Events Coordinator shall:

- a. Propose and coordinate CAC events, including interest polls and public inquiry.
- b. Communicate and coordinate with heads of committees associated with proposed events.
- c. Communicate and coordinate with other Cornell Clubs and Organizations and third parties for joint events.
- d. Lead and assist with club promotion and advertising efforts.
- e. Maintain the CAC's online media presence.
- f. Oversee the annual Maid Cafe event in the Spring semester.
- g. Assume the role of Treasurer if the Treasurer cannot perform their duties for a meeting, event, or other purpose.

Section 6. Term of Service.

- a. No individual shall hold a specific position as Officer for more than four semesters.
- b. Grounds for removal of an officer include:

- i. Violation of rules and regulations outlined in the Student Code of Conduct.
 - ii. Failure to uphold the provisions of the constitution and bylaws.
- c. Members who have been removed or impeached do not have the right to run for office again.
- d. Depending on the severity of the offending officer's actions and the decision of the other officers, they may either be removed or have their removal subject to a vote by the Executive Board.
 - i. Any Executive Board member can call for an impeachment vote if there are sufficient grounds for impeachment as described above.
 - ii. If the call for impeachment is seconded by at least one officer and two members, then the item goes to a secret ballot vote. A three-quarters majority rounded up is required for the impeachment of any elected officer.

Section 7. Elections. At the end of each academic year, Cornell Anime Club shall hold elections to determine officers for the next academic year.

- a. Votes will be collected and counted by the current highest-ranking officer who is not running for any position.
 - i. If there is nobody who fulfills this requirement, one randomly selected trusted member of the Executive Board who is not running for any position may collect and count the votes.
- b. Candidates running for officer positions may give a short speech before voting takes place.
- c. Current officers must continue serving their respective roles until the end of the semester, whether they are re-elected for the next academic year or not.
- d. A majority vote determines elections. Candidates may not vote in the election in which they are running.
- e. In the event of a tie, or if no candidate obtains a majority of the votes, there will be another period of discussion followed by a revote, removing any candidates who were not tied in first-place during the initial vote.
 - i. In the event that there is still a tie after the revote, the current officers who are not tied for the position will convene and vote to determine the winning candidate.

- ii. In the event that the officers cannot agree, the two highest-ranking current officers who are not tied for the position must unanimously come to a conclusion on a winning candidate before the end of the semester.
- iii. If no conclusion can be reached before the end of the last day of classes, the candidates' profiles will be electronically mailed to all club members alongside an electronic ballot for consideration.
 - 1. In this case, all members as defined in Article III, Section 1 are eligible to vote, not just Executive Board members.
 - 2. This vote must be open for one (1) week from the date of the last day of classes.
- f. Only members who have attended or are on track to have attended at least 50% of the Executive Board meetings in a single semester shall be allowed to vote during officer elections, excluding the rare case of Article V, Section 8, Subsection e, Clause iii.

Section 8. Responsibilities.

- a. Both elected and appointed officers shall be responsible for their duties as listed in this constitution.
- b. Each officer shall also establish and maintain a working relationship with the General Membership, Executive Board, and all other officers, advisors, chairs, committees, and staff necessary to perform their duties.

Section 9. Officer Transitions.

- a. Each officer shall maintain a record of their position, including budgets and activities of the office, to provide to incoming officers following elections.
- b. Outgoing officers shall also make every effort to assist in the transition process, including helping to ensure that incoming officers are aware of their responsibilities.

Section 10. Vacancies.

- a. Any officer may resign by submitting a letter to the President, Co-President and/or the remaining officers.
- b. In the event of a position vacancy, the President and Co-President must, with the approval of the remaining officers, appoint a replacement to serve until the next Executive Board meeting, at which point a special election must be held to fill the position.

- c. A vacancy of the Office of the President or Co-President shall temporarily be filled by the next highest-ranking officer until a new President or Co-President is elected.
- d. Any person selected to fill a vacancy must meet the eligibility requirements prescribed for that position.
- e. Current officers shall be eligible to run for the vacant position but must vacate their original position immediately upon election.
- f. In the event that a new vacancy is created by the special election, another will be held to fill that vacancy, and so on until all positions are filled.

Article VI – Advisor

Section 1. Advisor selection.

- a. Any faculty or staff member at Cornell University capable of corresponding with the university in the official and legal matters of the Cornell Anime Club.
- b. University/Department advisors are assigned by the university/department to oversee an organization.

Section 2. Responsibilities of the advisor.

- a. Attend general body and/or Executive Board meetings when needed
- b. Meet regularly with the organization's President to stay updated and serve as a resource
- c. Assist with the annual registration process
- d. Assist with the funding process

Section 3. Term of service.

- a. There is no limit to how long the advisor may hold the position subject to the advisor acting in the organization's best interests, does not violate any Cornell University Policies rules and/or Student Code of Conduct, and is not engaged in activity jeopardizing the organization's existence.

Article VII – Meetings

Section 1. Officers/Executive Board.

- a. Hold officer meetings outside the regular meeting schedule once a week, called by the President and/or Co-President. All officers must regularly attend these meetings, and any CAC member interested in participating may also attend.
- b. It is the duty of the Executive Board to ensure the smooth running of CAC. The Executive Board makes all of the decisions required of the club. Some common decisions faced by the Executive Board include but are not limited to:
 - i. Programming at the weekly Anime showing
 - ii. Acquisition of new material
 - iii. Officer elections at the end of the spring semester.
- c. If an emergency Executive Board meeting is required due to an issue that comes up after a general meeting, but requires attention before the next general meeting, then the President should contact the members of the Executive Board to arrange an emergency meeting. If the President or Co-President is unable to call or attend an emergency meeting, but one is needed, then it falls to the Treasurer to call an emergency meeting in the manner outlined above.
- d. In the event that one-third of Executive Board members feel that a meeting should be held, but the President and Co-President do not, that one-third of the Executive Board can call an official meeting.

Section 2. Weekly Showings

- a. Hold general meetings once a week as decided by the organization members each semester based on academic obligations.
- b. Showings will generally consist of 1.5 hours of anime and 1.5 hours of social activities. Exceptions may be made depending on the decision of the Executive Board.
- c. Showings may be canceled or rescheduled depending on reasons that may include but are not limited to:

- i. Events that conflict with showing
- ii. All of the officers being unavailable
- iii. The decision of the Executive Board

Article VIII – Amendments and Ratification

Section 1. This constitution shall take effect once it is uploaded to CampusGroups during the annual re-registration process.

Section 2. Ratification process.

- a. The constitution on file in CampusGroups is uploaded annually during the re-registration process and is valid until amendments are made.
- b. This constitution must be ratified again once every academic year and re-uploaded to the CampusGroups group file.
- c. The officers will propose any changes to the document before ratification to allow time for organization members to review it.
- d. Any member may submit a written proposal to the President or Co-President to amend the constitution anytime during the academic year.
- e. Officers will have the final decision as to whether the constitution may or may not be amended as determined by a vote of the officers. If the vote results in a tie, the vote of the President (or the currently available highest-ranking officer) shall be weighted more to break the tie.
- f. Any changes to the constitution must be shared with Campus Activities for review and approval of a revised constitution.

Constitution of the Cornell Anime Club

Ratification and Adoption

BE IT SO RESOLVED, that the foregoing Constitution of the Cornell Anime Club is hereby adopted and ratified as the governing Constitution of the organization;

BE IT FURTHER RESOLVED, that this Constitution shall supersede all prior constitutions, bylaws, and governing instruments of the Cornell Anime Club to the extent that they are inconsistent herewith;

BE IT FURTHER RESOLVED, that the officers and members of the Cornell Anime Club shall be bound by and shall exercise their respective powers and responsibilities in accordance with the provisions of this Constitution;

NOW, THEREFORE, having been duly considered and approved in accordance with the procedures of the Cornell Anime Club, this Constitution is hereby declared adopted and shall take effect upon its ratification on the date set forth below.

RATIFIED this 29th day of August, 2026

By their signatures below, the undersigned officers attest to the due adoption and ratification of this Constitution on behalf of the Cornell Anime Club.

Dashiell L. Yamanishi

Dashiell Yamanishi, Co-President

Jackie Dorland

Jackie Dorland, Co-President

Isaiah Durandisse

Isaiah Durandisse, Treasurer

Menghao Chen

Menghao Chen, Special Events Coordinator