

SOCIETY FOR THE PROMOTION
日本アニメーション振興会
OF JAPANESE ANIMATION

The Society for the Promotion of Japanese Animation
“(SPJA)” - Membership Charter

May 10, 2009

Section 1: Membership Committee

1.01 Responsibilities:

- a) Admittance, approval, and maintenance of all membership applications and records, including but not limited to:
 - i. A list of the membership;
 - ii. Membership & Board Applications;
 - iii. Membership Voting records;
 - iv. Resignations / Terminations of Directors & Memberships;
 - v. Any other membership related documents.
- b) Develop and administer the nomination, election and removal processes of Directors in accordance with the California Corporations Code and the SPJA Bylaws.
- c) The selection, election, and removal of Membership Committee Members
- d) The notification of the membership in any official matter, such as a Director election, call-to-vote, or special meeting.
- e) Notify all Members of an election at least thirty (30) days prior to a vote. (must be a registered voting member at least thirty (30) days prior to any election in order to vote in that election)
 - The notification shall include all (if applicable):
 - i. Matters to be discussed;
 - ii. Names of all declared candidates; and
 - iii. Votes to be called.

1.02 Composition

- a) Shall consist of a minimum of Five (5) and a maximum of Nine (9) seats;
 - i. With One (1) Chair, One (1) Vice-Chair and One(1) Secretary;
- b) One representative, as chosen by their respective division, may be selected from each of the following SPJA/AX divisions to be voted onto the Membership Committee
 - i. AX
 - AVS
 - Exhibits
 - Guest Relations
 - Interactive Events
 - Marketing
 - Membership Services
 - Operations
 - Programming
 - ii. SPJA
 - IT
- c) Maximum of 2 paid staff on Membership Committee
Allowing for increase to meet 5-person requirement in times of emergency.

1.03 Term

The terms shall be the same as for members of the Board of Directors as stated in the SPJA Bylaws.

1.04 Meetings

A special meeting or election may be called by:

- a) The Chair of the Membership Committee, or
- b) A simple majority of the Membership Committee, or
- c) A petition signed by twenty percent of the voting members.

1.05 Resignation and Discipline

Membership Committee Members may resign or be removed in the following fashion:

- a) Submitting resignation notice, via:
 - i. Handwritten, dated and signed letter; or
 - ii. Via e-mail, with a phone or face-to-face follow-up to confirm.
- b) "3-strikes" rule, used as disciplinary actions against Membership Committee members found in clear violation of Committee policy or procedure.
- c) "One-strike" offenses, including but not limited to:
 - i. Inappropriate/unapproved statements
 - ii. Misrepresentation
 - iii. Delinquency (attendance requirements)
 - iv. Lack of knowledge (knowledge requirements)
 - v. Conflict of interest
 - vi. Misuse of funds
- d) Dismissal (including but not limited to)
 - i. Tampering with voting process (at any stage)
 - ii. Tampering with or willfully destroying archive material (malicious intent)
 - iii. Gross misappropriation of funds (>\$5000)
 - iv. Obstruction of investigation
 - "Strikes" are given by vote of 2/3 of Committee minus offender
- e) If a committee member is removed or resigns, they may seek re-election. 24 months after their resignation/removal.

Section 2: Membership

2.01 Responsibilities

- A) Each Member shall be allowed one (1) vote per election.
- B) Members have the responsibility to:
 - a. Elect all Directors in accordance with the California Corporations Code and the SPJA Bylaws.
 - b. Remove all Directors in accordance with the California Corporations Code and the SPJA Bylaws.
 - c. Elect all Membership Committee representatives

Composition

2.02 Eligibility

- a) Members shall have served under the SPJA, or any subsidiaries of the SPJA, as follows:
 - i. The current SPJA Board members; or
 - ii. Non-paid volunteer staff managers, including assistant managers who have:
 - 1. Served not less than twelve (12) consecutive months in good standing, and;
 - 2. Been a staff member within the last twelve months; or
- b) Volunteer staff who have:
 - i. Served not less than five (5) cumulative years in good standing, and;
 - ii. Been a staff member within the last twelve months; or
 - iii. Served in the previous AX or any have served under the SPJA, or any subsidiaries of the SPJA and in accordance with the SPJA Bylaws.
 - iv. Members shall be considered in good standing as defined by the Staff/Human Resources Department policy, which is subject to the Membership Committee approval for Membership purposes only.
- c) Exceptions and appeals may be granted by a majority Membership Committee vote.

2.03 Registration

- a) Registration period for initial applications will run all year; renewal period will be between June 15 and July 15 of each year.
 - i. There will be separate initial and renewal forms
 - ii. If no renewal is submitted, Membership will expire for that year
 - iii. All initial applications will require a signature
 - iv. Physical copies of all Membership registration information will be stored at the SPJA corporate office

2.04 Term

Terms will last for one (1) year starting on July 15 of each year.

2.05 Identification

- a) Member numbers are permanently assigned
- b) Members will be given a physical membership card with their:
 - i. Name,
 - ii. Member #; and
 - iii. Membership Registration Date “(Member Since)”
- c) Membership card will be required to be on hand to cast a vote at any voting event.
 - i. The definition of a voting event will be determined by the current Membership Committee

2.06 Resignation and Discipline

- a) Membership status can be revoked or rescinded by:
 - i. Failing to renew membership at the end of the One (1) year term; or
 - ii. Failing to meet the good standing requirement, as determined through SR and not to be in conflict with this Charter; or
 - iii. Submitting resignation notice, either:
 - 1. Handwritten, dated and signed letter; or
 - 2. Via e-mail, with a phone or in-person meeting to confirm.
- b) Re-application / Reinstatement
 - i. Any member who has membership revoked may be reinstated upon written request and an affirmative majority vote by the Membership Committee.
 - ii. Reinstatement shall be in accordance with such terms, if any, which the committee may deem appropriate.
 - iii. If reinstatement is denied, an appeal must be submitted by filing a written statement explaining their objection to the denial
 - 1. A discovery process may be used to determine the facts
 - 2. The objector may be contacted in the event that further information is required
 - 3. Proceeding with the vote:
 - a) The objector will be notified of the Committee’s decision
 - b) A time restriction maybe instituted between appeal requests from the same person (in the event that frivolous activity is suspected)