**THE SCARBOROUGH ANIME AND MANGA SOCIETY GUIDEBOOK**

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# OBJECTIVES

The Scarborough Anime and Manga Society (SAMS) is a democratic society that values the contributions and individuality of all its members.  The goals of SAMS are:

* To allow members to share their interest and love for Anime, Manga, Gaming and Japanese Culture
* To bring people closer together and to allow people to share their ideas in a non-judgemental environment

# RULES

* All SAMS members are required to be 16 years of age and up, due to the potential viewing and exposure to mature content - e.g. Anime screenings.
* All SAMS members are required to be respectful of others, their beliefs, tastes and personalities.
* Membership is gained by paying a membership fee, which is payable after attending a maximum of three “Taster Sessions”.
* When attending events all SAMS members are required to pay the required entry fee.

* All SAMS members are required to sign in and outwhen entering and leaving in case of an emergency evacuation.
* You must not commit any illegal activities whilst in attendance at a SAMS session - e.g. underage drinking, underage smoking, drink driving etc.
* Bullying or abuse of any kind will not be tolerated at SAMS and anyone discovered to be doing so will be removed from the event, and have their membership revoked.
* Show common sense when in attendance of SAMS and don't put yourself or others at risk.

# SAMS STAFF MEMBERS:

Listed are the current staff positions and their roles.

If a staff member is not able to fulfil their role at any given time - e.g. not being able to set up an event. It is then up to that staff member to notify other staff members their reasoning behind being unable to fulfil their role - e.g. personal reasons. In the event of this occurring, it is the responsibility of other staff members to decide how their role can be fulfilled in that given time period.

For potential future staff members, an electoral vote will be required. A nomination will have to be created and a majority vote will decide the outcome.

# CURRENT ROLES AND RESPONSIBILITIES

## President:

* Is responsible for the society and its members
* Coordinates and oversees societies activities.
* Provides support to members when needed
* Reply to emails/messages when needed
* Required to attend 90% of SAMS sessions
* Delegates tasks to other staff members

## Vice President:

The Vice President is responsible for supporting the President with his/her role indefinitely. In addition, the Vice President is required to take over the President’s role if the President cannot attend the societies events or meetings/unfit to carry out their duties.

## Events Manager:

Responsible for the creation of events associated with the society. These events need to be detailed with the date, time and place, as well as information about what the event is about. This will also include contacting convention organisers to allow SAMS to run promotional material and a stall at said events - e.g. Sci-Fi Scarborough.

## Community Manager:

Responsible for publicising for the society across several platforms. This is and not limited to, social media, local advertisements, word of mouth and convention promotion. In addition to this the community manager is required to present SAMS in a way that clearly describes the objectives of the society and its members in an honest manner.

## Secretary:

The Secretary is responsible for creating and maintaining:

* The SAMS Guidebook
* The SAMS Accounts and Funds
* The SAMS Health and Safety Logbook
* The SAMS Membership Logbook and Register

The Secretary is responsible for the collection of all membership fees and SAMS entry fees. The Secretary is responsible for the protection of all funds to be used at a future time for events for SAMS.

# MEMBERSHIPS

The information below details annual membership costs, entry fees and additional information:

* The first 3 sessions are free of charge as they are taster sessions.
* At the end of the third taster session, members who wish to join are required to fill out a membership pack and provide the annual membership fee. (If you have not been given a Membership Pack please ask a member of Staff)
* The annual membership cost is £10
* The standard entry fee per session is £1
* However, members traveling from outside a specific area to attend SAMS below will have entry fees reduced to 50p - see map below.
* All fees are to be paid to the Secretary

