



University at Buffalo Student Association Inc.

Senate Meeting Minutes

March 6, 2023

Student Union 378

Present

Becky Paul Odionhin, SA President; Ian Roma, Senate Chairperson; Cameron Kiner, Senator; Matthew Dowd, Hobby Council Coordinator; Krish Thakkar, Senator; Jessica Ellis, International Council Coordinator; Tyler Herman, Senator; Amelia Kelly, Senator; Samantha Ezihie**, Senator; Alana Lesczynski, SA Treasurer

Absent

Barakat Sahi, Senator; Fatoumata Camara, Senator; Tangeniqua Washington, Senator; Grace Osaba, Academic Council Coordinator; Sammi Pang, SA Vice President; Justin Barnes, Sports Council Coordinator; Taylor Lewis, POC Council Coordinator; Connor Sullivan, Senator; Ariel Clarke, Student Affairs Director

Guests

William Eaton; Joshua Korman; Dorothy Lu; Alex Orea; Ryan Kahle

Call to Order

Ian Roma, Senate Chairperson, calls the meeting to order at 5:21 pm

Approval of Minutes

- I. Ian Roma, Senate Chairperson, presents Senate Meeting Minutes from February 20th, 2023, for approval
Motion to approve February 20th, 2023, Senate Meeting Minutes by Matthew Dowd
Second Amelia Kelly

Tyler Herman	Abstain
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Yes
Grace Osaba	Yes
Ian Roma, Chair	Yes
Becky Paul Odionhin	Yes
Alana Lesczynski	Yes
Jessica Ellis	Yes
Amelia Kelly	Yes
9 Favor, 0 Against, 1 Abstain	

Conclusion: Senate Meeting Minutes for February 20, 2023, approved

Old Business

- I. Ian Roma, Senate Chairperson, presents tabled Resolution - 2022-2023 - 13 - Resolution to Pay Senate Chairperson

Motion to table Resolution - 2022-2023 - 13 by Krish Thakkar

Second Jessica Ellis

Tyler Herman	Abstain
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Yes
Grace Osaba	Yes
Ian Roma, Chair	Yes
Becky Paul Odionhin	Yes
Alana Lesczynski	Yes
Jessica Ellis	Yes
Amelia Kelly	Yes
9 Favor, 0 Against, 1 Abstain	

Conclusion: Resolution - 2022-2023 - 13 - Resolution to Pay Senate Chairperson Tabled

**Samantha Ezihie enters at 5:23 pm

II. Ian Roma, Senate Chairperson, presents tabled Gospel Choir Supplemental Funding Request

Motion to deny Gospel Choir Supplemental Funding Request by Matthew Dowd

Second Amelia Kelly

Tyler Herman	Abstain
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Yes
Grace Osaba	Yes
Ian Roma, Chair	Yes
Becky Paul Odionhin	Yes
Alana Lesczynski	Yes
Jessica Ellis	Yes
Amelia Kelly	Yes
Samantha Ezihie	Yes

10 Favor, 0 Against, 1 Abstain

Conclusion: Gospel Choir Supplemental Funding Request Denied

III. Ian Roma, Senate Chairperson, presents tabled Muslim Student Association Supplemental Funding Request

Motion to approve Muslim Student Association Supplemental Funding Request for \$400 by Becky Paul Odionhin

Second Matthew Dowd

Tyler Herman	Abstain
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Yes
Grace Osaba	Yes
Ian Roma, Chair	Abstain
Becky Paul Odionhin	Yes
Alana Lesczynski	Yes
Jessica Ellis	Yes
Amelia Kelly	Abstain
Samantha Ezihie	Abstain

7 Favor, 0 Against, 4 Abstain

Conclusion: Muslim Student Association Supplemental Funding Request, for \$400.00, Approved

New Business

- I. Ian Roma, Senate Chairperson, presents Unicyclists Supplemental Funding Request for review

Unicyclists President presents to the Senate

The Senate enters a period of discussion

Motion to deny Unicyclists Supplemental Funding Request by Becky Paul Odionhin

Second Samantha Ezihie

Tyler Herman Abstain

Krish Thakkar Yes

Cameron Kiner Yes

Matthew Dowd Yes

Grace Osaba Yes

Ian Roma, Chair Yes

Becky Paul Odionhin Yes

Alana Lesczynski Yes

Jessica Ellis Yes

Amelia Kelly Yes

Samantha Ezihie Yes

10 Favor, 0 Against, 1 Abstain

Conclusion: Unicyclists Supplemental Funding Request Denied

- II. Ian Roma, Senate Chairperson, presents Resolution - 2022-2023 - 16 - Resolution to Amend SA Election Rules

Cameron Kiner, on behalf of the Election and Credentials Committee, presents

The Senate enters a period of discussion

Motion to approve Resolution - 2022-2023 - 16 by Becky Paul Odionhin

Second Samantha Ezihie

Tyler Herman	Abstain
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Abstain
Grace Osaba	Yes
Ian Roma, Chair	Abstain
Becky Paul Odionhin	Yes
Alana Lesczynski	Abstain
Jessica Ellis	Abstain
Amelia Kelly	Yes
Samantha Ezihie	Yes

6 Favor, 0 Against, 5 Abstain

Conclusion: Resolution - 2022-2023 - 16 - Resolution to Amend SA Election Rules

Approved

III. Ian Roma, Senate Chairperson, presents Resolution - 2022-2023 - 17 - Resolution to Appoint Amelia Kelly as the Audit Committee Chairperson

Motion to approve Resolution - 2022-2023 - 17 by Becky Paul Odionhin

Second Tyler Herman

Tyler Herman	Abstain
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Yes
Grace Osaba	Yes
Ian Roma, Chair	Abstain
Becky Paul Odionhin	Yes
Alana Lesczynski	Yes
Jessica Ellis	Yes
Amelia Kelly	Abstain
Samantha Ezihie	Yes

8 Favor, 0 Against, 3 Abstain

Conclusion: Resolution - 2022-2023 - 17 - Resolution to Appoint Amelia Kelly as the Audit Committee Chairperson Approved

- IV. Ian Roma, Senate Chairperson, presents Resolution - 2022-2023 - 18 - Resolution to Approve Club Violations Policy

Motion to approve Resolution - 2022-2023 - 18 by Alana Lesczynski

Second Cameron Kiner

Tyler Herman	Abstain
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Yes
Grace Osaba	Yes
Ian Roma, Chair	Abstain
Becky Paul Odionhin	Yes
Alana Lesczynski	Yes
Jessica Ellis	Yes
Amelia Kelly	Yes
Samantha Ezihie	Yes

9 Favor, 0 Against, 2 Abstain

Conclusion: Resolution - 2022-2023 - 18 - Resolution to Approve Club Violations Policy Approved

- V. Ian Roma, Senate Chairperson, presents Resolution - 2022-2023 - 19 - Resolution to Amend SA Policies

Motion to approve Resolution - 2022-2023 - 19 by Jessica Ellis

Second Becky Paul Odionhin

Tyler Herman	Abstain
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Yes
Grace Osaba	Yes
Ian Roma, Chair	Abstain
Becky Paul Odionhin	Yes

Alana Lesczynski	Yes
Jessica Ellis	Yes
Amelia Kelly	Yes
Samantha Ezihie	Yes

9 Favor, 0 Against, 2 Abstain

Conclusion: Resolution - 2022-2023 - 19 - Resolution to Amend SA Policies Approved

VI. Ian Roma, Senate Chairperson, presents Resolution - 2022-2023 - 20 - Resolution to Amend the By-Laws of University at Buffalo Student Association Inc.

The Senate enters a period of discussion

Motion to approve Resolution - 2022-2023 - 20 by Becky Paul Odionhin

Second Krish Thakkar

Tyler Herman	Abstain
Krish Thakkar	Yes
Cameron Kiner	Abstain
Matthew Dowd	No
Grace Osaba	No
Ian Roma	Abstain
Becky Paul Odionhin	Yes
Alana Lesczynski	Abstain
Jessica Ellis	Abstain
Amelia Kelly	Yes
Samantha Ezihie	Yes

4 Favor, 2 Against, 5 Abstain

Conclusion: Resolution - 2022-2023 - 20 - Resolution to Amend the By-Laws of the University at Buffalo Student Association Inc. Denied

VII. Ian Roma, Senate Chairperson, introduces Elections & Credentials Presentation
No action taken

Adjournment

I. Motion to Adjourn meeting by Matthew Dowd

Second Krish Thakkar

Tyler Herman Abstain

Krish Thakkar Yes

Cameron Kiner Yes

Matthew Dowd Yes

Grace Osaba Yes

Ian Roma, Chair Yes

Becky Paul Odionhin Yes

Alana Lesczynski Yes

Jessica Ellis Yes

Amelia Kelly Yes

Samantha Ezihie Yes

10 Favor, 0 Against, 1 Abstain

Conclusion: Meeting of the Senate Adjourned at 6:42 pm



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2022-2023 - 13

Subject: Resolution to Pay Senate Chairperson

The Senate/Board of Directors of University at Buffalo Student Association Inc. ("SA") hereby approves its Chairperson being paid \$120.00 per week as an employee of said corporation for such person's services as Chairperson.

The basis for board approval is as follows: the amount set forth above appropriately compensates any Chairperson for the work typically performed by and expected of the Chairperson, including but not limited to preparing for meetings of the board and coordinating meetings of the board.

This resolution shall pertain to the current Chairperson and any subsequent Chairperson(s). This resolution shall not change the term of a chair, or how a chair may be elected or removed.

Club Name: _____

Council: _____

Amount of money: _____

Event money is to be used for: _____

Date of event: _____

Type of Supplemental Funding request:

Senate

Chair of Senate: _____

Print name: _____ Date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Coordinator

Coordinator signature: _____

Council name: _____

Print name: _____ Date: _____

Vice President

Vice President signature: _____

Print name: _____ Date: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name: _____ Date: _____

Money to be transferred to club as part of Budget Adjustment:

Each year, clubs have an opportunity to apply for Supplemental Funding from their Council Coordinator, the SA Vice President, and the Senate, depending on their Tier as outlined in the SA Budget Policy.

1. The requesting club must be fully recognized by the Student Association.
2. All Clubs are required to submit the fully completed Supplemental Funding Request Form in order to be considered for and receive supplemental funding.
3. The funds allocated to a club must be used only for the purpose(s) outlined on the request form submitted.
4. Once a club has submitted the form, it will be reviewed by the appropriate individual(s) for the requested Supplemental Funding. For any Senate Supplemental Funding is must be added to the agenda of a Senate meeting to be approved
5. If approved the respective Supplemental Funding reviewers must send the signed documents to the treasurer for final approval before it will be added to the next budget adjustment.

As per the Budget Policy Tier I clubs can request from the Senate, their Council Coordinator, or the SA Vice President. Clubs in Tiers II and III can request from their Council Coordinator or the Senate. Tier IV clubs can request only from the Senate. A club can make multiple Supplemental Funding requests from multiple sources (i.e., a Tier II club can make a request to the Senate as well as make a separate request from the SA Vice President).

Please note that Supplemental Funding money does not count as fundraising or a fundraising event and is NOT eligible for rollover.

Please note that the Council Coordinator, Vice President, and Senate reserve the right to:

- Provide all, some, or none of the funds requested based on the objective analysis of the Club's needs, past activities, completion of criteria, and availability of funds.

- Take back any money given in supplemental funding that was not spent on the event stated
- Take back all money given to the club if the club cancels the event
- Fines and other penalties may be applied to a club that uses supplemental funding money for anything other than the event that they applied for

It may take a few weeks for a club to receive into their budget any monies given to the club by the Council Coordinator, SA Vice President or Senate. All financial policies apply to requesting supplemental funding money including approval through the SAFE system before any money can be spent or financial commitment is made.

Forms must be complete, including a full itemized requested budget, and the club must meet the criteria to receive the funding. Funding for events with pre-set days should be submitted a few weeks prior to the event in order to ensure a timely response and processing time for the money into the club's account for spending.

Club Name Gospel Choir

What position do you hold within your club Treasurer

Council Special Interest

Submitter's First Name Yao

Submitter's Last Name Bogue

Please enter your UB Email yaobogue@buffalo.edu

Event Name: Spring Concert

Event Start date and time 04/30/2023 12:00 AM

Event End date and time 04/30/2023 12:00 AM

Event Description UB annual spring concert

*INSTRUMENTS NEEDED AT BEGINNING OF SEMESTER FOR PRACTICE *

Benefits of the event to UB undergraduates: Enjoy some music, get some uplifting for finals

Please upload a shopping cart, quote or similar [63a3b86640ecb-Guitar Center Cart | Guitar Center.pdf](#)

Itemized list of how supplemental funds will be used:

Piano

219

Bass amp

300

Drum set

389

Piano amp

230

Piano stand

20

Total being requested 1,158.00

The club is requesting money from: Senate Supplemental Funding

Club Budget Information

Current Club Budget 2199

Expenditures already encumbered (requested) for this event:

Other money being requested or has been granted for this event (from other supplemental funding lines):

Ticket Sales Information:

Ticket type #1:

0.00

Ticket type #2:

0.00

Ticket type #3:

0.00

Ticket type #4:

0.00

Ticket type #5:

0.00

Estimated ticket sales revenue 0.00

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Get the best deals on your gear when you call 833-418-0529.

Continue Shopping

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Item	Price	Quantity	Total
 <p>BOSS Katana-50 MkII 50W 1x12 Guitar Combo Amplifier Item#: 1500000300272 Condition: New FREE Delivery: Expected by Tuesday, Dec 27 Add Pro Coverage (View Options)</p>	<p>\$229.99 Regular Price: \$279.99 Savings: \$50.00</p>	<p>X <input type="text" value="1"/> = Update Remove Add to Wish List</p>	<p>\$229.99</p>
 <p>Yamaha NP-12 61-Key Entry-Level Piaggero Ultraportable Digital Piano Black Item#: 1500000003556 Condition: New FREE Delivery: Expected by Tuesday, Dec 27 Add Pro Coverage (View Options)</p>	<p>\$219.99</p>	<p>X <input type="text" value="1"/> = Update Remove Add to Wish List</p>	<p>\$219.99</p>
 <p>Musician's Gear KBX1 Single-Braced Keyboard Stand Black Item#: 1500000051285 Condition: New FREE Delivery: Expected by Tuesday, Dec 27</p>	<p>\$19.99 Regular Price: \$24.99 Savings: \$5.00</p>	<p>X <input type="text" value="1"/> = Update Remove Add to Wish List</p>	<p>\$19.99</p>
 <p>Fender Rumble 100 1x12 100W Bass Combo Amp Item#: 1390836359222 Condition: New FREE Delivery: Expected by Tuesday, Dec 27 Add Pro Coverage (View Options)</p>	<p>\$299.99</p>	<p>X <input type="text" value="1"/> = Update Remove Add to Wish List</p>	<p>\$299.99</p>
 <p>Pearl Roadshow Jr. Drum Set with Hardware and Cymbals Jet Black Item#: 1500000231872 Condition: New Order Now! Order it today! This item is backordered, but you can save your place now so you don't miss it when it's back in stock. You won't be charged until it ships. Add Pro Coverage (View Options)</p>	<p>\$389.00</p>	<p>X <input type="text" value="1"/> = Update Remove Add to Wish List</p>	<p>\$389.00</p>



Subtotal

\$1,158.96

Have a Coupon Code?

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Or you can

 Pay in 4 interest-free payments of \$289.74.

Pay with 

Be the first to know about exclusive offers, tips and more.

Email Address (Required)

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Yes, I would like to receive emails with news and offers from Guitar Center.

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Club Name: _____

Council: _____

Amount of money: _____

Event money is to be used for: _____

Date of event: _____

Type of Supplemental Funding request:

Senate

Chair of Senate: _____

Print name: _____ Date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Coordinator

Coordinator signature: _____

Council name: _____

Print name: _____ Date: _____

Vice President

Vice President signature: _____

Print name: _____ Date: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name: _____ Date: _____

Money to be transferred to club as part of Budget Adjustment:

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Club Name Muslim SA

What position do you hold within your club President

Council Special Interest

Submitter's First Name Nawal

Submitter's Last Name Ismail

Please enter your UB Email nawalism@buffalo.edu

Event Name: Annual Banquet

Event Start date and time 05/05/2023 4:00 PM

Event End date and time 05/06/2023 11:00 PM

Event Description We will be hosting our annual end-of-year banquet, in which we invite a speaker, host dinner, and celebrate a successful year. Based on interest and capacity, we'd like to host a 2-day event, one at a banquet hall, and the other at a different off-campus location. The speaker would be flying in from Minnesota.

Benefits of the event to UB undergraduates: The speaker we invite each year is famous, motivational, and inspirational. They will talk about a topic discussed and chosen by the

board and general body members. It is a great place to feel connected and celebrate the end of the year with everyone in the club.

Purpose of event: This is a celebration hosted by Muslim SA for a successful year, where we have a famous motivational speaker give a talk. Students can dress up, take pictures, enjoy dinner and company with all their peers and other club members. It is the final send-off for the board and graduating members as well, so it is a great end to the year. Awards and recognition also takes place at the banquet.

Please upload a shopping cart, quote or similar [63b7196d05df3-delta flight.PNG](#)

Itemized list of how supplemental funds will be used:

Round Trip Flight (5/5 – 5/7)

400.00

Total being requested 400.00

The club is requesting money from: Senate Supplemental Funding

Club Budget Information

Current Club Budget 19357

Expenditures already encumbered (requested) for this event:

Hall Booking (not submitted yet)

9041.00

Speaker Honorarium (not submitted yet)

1500

Hotel for Speaker (not submitted yet)

300

Other money being requested or has been granted for this event (from other supplemental funding lines):

Will there be ticket sales for this event? Yes

Ticket Sales Information:

Ticket type #1:

Undergraduate

135

32

4,320.00

Ticket type #2:

General Public

115

36

4,140.00

Ticket type #3:

0.00

Ticket type #4:

0.00

Ticket type #5:

0.00

Estimated ticket sales revenue 8,460.00

Book Better. Fly Better.



Start Over


Trip Summary


Review & Pay



Confirmation

Trip Summary

Outbound	DL2255, DL2566 MSP · BUF	Fri, May 5	6:15am - 11:44am	1 stop, 4h 29m Main	▾
Return	DL2342, DL1100 BUF · MSP	Sun, May 7	6:15am - 9:58am	1 stop, 4h 43m Main	▾

Changeable / Nonrefundable

Trip Total

[Currency Calculator](#)

1 Passenger

Flights \$305.12

Taxes, Fees & Charges \$71.28

Amount Due \$376.40 USD

Supplimental Funding Request

Unicyclists

Submission IP: 69.12.17.124

Submission ID: 25732

Submission Date: 02-10-2023 15:45:37

Council: Hobby

Club Name: Unicyclists

Requested Through: Senate Supplemental Funding - ianroma@buffalo.edu

Requested by: Ryan Kahle, President (ryankahl@buffalo.edu)

Event Name:	UB Unicyclists Meetings	Event Description:
Event Start date and time	02/21/2023 7:00 PM	While the event start date/time lists a single day in the future, this expenditure will be utilized for all UB Unicyclist club meetings. At every UB Unicyclist meeting, the eboard will give a short presentation on how to ride a unicycle in the classroom in Baldy 105 in order to teach undergraduates a basic understanding of how to unicycle. Following this, the eboard will escort undergraduates outdoors, where they will be given the opportunity to try to unicycle themselves on a unicycle provided by the club.
Event End date and time	02/21/2023 8:00 PM	The club needs a unicycle of its own to sustain itself and conduct its activities.
Benefits of the event to UB undergraduates:	Over time, UB undergraduates will learn a valuable skill which promotes physical fitness. Because learning to unicycle requires dedication and consistency, discipline and confidence is fostered in undergraduates who attend these events.	

Purpose of event: The purpose of UB Unicyclists meetings are to teach UB undergraduates the skills of how to unicycle.

Itemized list of how items are to be used:

Item 1:	These supplemental funds will be used to purchase a unicycle for the club.	35
Item 2:		
Item 3:		
Item 4:		
Item 5:		
Total:		35.00

Current Budget Info:

Current Budget: 225

Current encumbrances for this event:

Encumbrance 1:		225
Encumbrance 2:		
Encumbrance 3:		
Encumbrance 4:		
Encumbrance 5:		

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:	
Other 2:	
Other 3:	

Will there be ticket sales? - No

Other information that you want the reviewer(s) to know::

At the end of last semester, \$225 was requested in funding for our club to purchase a unicycle. The UB Unicyclists are extremely grateful our request was approved. However, the price of a unicycle has gone up. This is why our club is requesting an additional \$35 to cover the full price of the unicycle alongside any potential shipping costs. We appreciate your consideration of our request. As a side note, I am not completely sure what is meant by "club budget". Currently, our club has \$225 in funds, if that is what is meant by a club budget. This all came from supplementary funding, however, so I am not sure if this could be called our actual budget. We started off with \$0, so that might be a more accurate indicator of our budget.

Club Name: Unicyclists

Council: Hobby

Amount of money: _____

Event money is to be used for: UB Unicyclists Meetings

Date of event: 02/21/2023 7:00 PM

Chair of Senate: _____

Print name & date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2022-2023 - 16

Subject: Resolution to Amend SA Election Rules

Submitted by: Cameron Kiner, Senator

WHEREAS, the University at Buffalo Student Association Inc. supports environmentally sustainable procedures and actively seeks to make our elections more eco-friendly and;

WHEREAS, the University at Buffalo Student Association Inc. has an interest in making it easier for candidates in the elections of President, Vice President, and Treasurer to campaign for office by removing public forum limitations as outlined in the bylaws;

RESOLVED, that the Student Association Election Rules, “Campaigning and Endorsements” Section (f) be amended to read as follows:

“No candidate, party, or representative may:

- i. Convey false information pertaining to the election or other candidates in any way, shape or form,
 - ii. Use or threaten physical violence, or harass any other person,
 - iii. Attempt to destroy, deface, remove, or cover another candidate’s or party’s campaign material,
 - iv. Tamper with ballots or any election material or equipment,
 - v. Bribe or attempt to bribe any other student, ~~or~~
 - vi. Seek an endorsement from any student organization, except as authorized under these Election Rules, or
 - vii. Litter flyers, posters, or other campaign materials anywhere on campus”
- and;

RESOLVED, that the Student Association Election Rules, “Campaigning and Endorsements” Section (g) be amended to read as follows:

~~“Any campaigning or publicity in forums with 10 or more non-candidates in attendance is only allowed if such event is approved by the Elections and Credentials Chair at least 24 hours prior to the event. In order to be approved, the event must involve a fair opportunity for all candidates running for a particular position to be heard (if they choose to attend and participate), utilize procedures which are reasonably fair to all candidates, and such events must adhere to all University at Buffalo and SA rules, including rules concerning the use of space on campus. The decision of the Elections and Credentials Chair with respect to approval of the forum or its format is final and is not subject to review.~~ SA clubs shall not host independent forums for candidates; club members shall have an opportunity to hear candidates speak at their respective club council endorsement forums.” and;

RESOLVED, that the prior underlining, bolding, and strikethroughs be used solely in this Resolution for emphasis and clarification, and shall not be included in the final text of the amended policy.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2022-2023 - 17

Subject: Resolution to Appoint Audit Committee Chairperson

Submitted by: Ian Roma, Senate Chairperson

It is hereby resolved that Amelia Kelly shall be the Chairperson of the Audit Committee of University at Buffalo Student Association Inc.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2022-2023 - 18

Subject: Resolution to Approve Club Violations Policy

Submitted by: Becky Paul-Odionhin President, Sammi Pang Vice President, Alana Lesczynski Treasurer

Resolved that the attached Club Violations Policy is approved, and shall amend and replace the Club Derecognition Policy; and

Resolved that the sections titled “Violations of this Policy” and “Violation of this Policy” shall be removed from all other policies, except for the Annual Registration and Requirements for Recognition Policy and Election Rules.

This Resolution shall take effect immediately.



Club Violations Policy

Policy Information

Date Established:

Date Last Updated:

Category: Clubs

A club found responsible for violation of any University at Buffalo Student Association Inc. (“SA”), University at Buffalo (“UB”), or State University of New York (“SUNY”) Policy, or applicable law or regulation, may be subject to a variety of sanctions, including warning, probation, fine, removal of involved officer(s) or derecognition of the club. While there may be consequences for the club’s actions, SA’s goal is that clubs find this process educational. Sanctions are designed to help a club learn and grow.

A report of an alleged violation of policy, law or regulation shall be submitted to the SA Vice President or the SA Vice President’s designee. The SA Vice President or designee may ask additional SA Officers, Directors, or Staff to advise them on the situation and help gather additional information.

If the SA Vice President or designee determines that a warning is appropriate, a warning shall be provided to the club, club officers may be required to sign a statement of understanding, and club officers or members may be required to attend training(s). Any such warning or training steps shall not preclude the SA Officers from taking further or additional action with respect to such violation in the future.

If the Vice President determines that further action may be appropriate, the club will be notified of the alleged violation and be given 7 days to submit a written statement pertaining to the alleged violation and to respond to any request for additional information that the SA Officers determine is pertinent to deciding the matter. Pending final determination, a club may be temporarily suspended from performing any activity by the SA Officers if there is reasonable evidence that the club has been part of an action that is deemed as a “clear and present danger” to themselves or others in the campus community or has violated rules as it pertains to spending money. While temporarily suspended a club’s budget will be frozen, and they will not be allowed to perform any club functions.

Upon finding that a violation of SA, UB, or SUNY policy, or applicable law or regulation has occurred, the SA Vice President may impose any of the following sanctions for violations, following the consent of one of the other SA Officers (which must be the Treasurer for club budget freeze or fine):

- Loss of privileges
- Probation
- Fine (not to exceed 50% of the club’s budget line at the time of the offense)

- Club budget freeze
- Removal of involved club officer(s) and prohibition on such person(s) serving as an officer of the club for the remainder of the academic year
- Derecognition of the Club
- Other sanctions as may be deemed appropriate.

In making such determination, the SA Officers may consider the strength of evidence against the club, the seriousness of the alleged conduct, and the club's history of past violations and/or warnings.

Once the final decision has been made the club will be informed of the outcome and any applicable sanction(s). Clubs who wish to appeal this decision based upon procedural error by SA or violation of law can appeal to the SA Senate. Any club who wishes to appeal must do so within 30 days of the decision being emailed to the club's officers.

Subject to any applicable legal limitations, clubs are required to fully cooperate in any SA investigation of a policy violation, including truthfully and completely answering relevant questions posed to them by SA officials and providing information, documentation and evidence as may be requested by SA officials. Dishonesty by the club or failure to reasonably cooperate with a reasonable SA investigation may be considered violation(s) of this policy, separate from and potentially in addition to the initial alleged violation.

A new club application for a club that is determined to be the same as a previously derecognized club via the below criteria may be denied for two full semesters after their initial derecognition. In determining whether a new club applicant is the same as a club that was previously derecognized, SA may look at consistency of purpose, activities, club officers and membership of the proposed new club in comparison to the previously derecognized club. The club applicants will also need to provide sufficient proof that they have taken reasonable precautions to ensure such wrongdoing does not happen again.

Sanctions imposed under the SA Club Violations Policy are separate from any proceedings or consequences a student may face if charged with a crime or violation of UB policy.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2022-2023 - 19

Subject: Resolution to Amend SA Policies

Submitted by: Becky Paul-Odionhin President, Sammi Pang Vice President, Alana Lesczynski Treasurer

Be it Resolved that the attached policies:

- 1. Approved Driver Policy**
- 2. Vehicle Policy**
- 3. Travel Policy**
- 4. Fundraising, Revenue, and Rollover Policy**
- 5. New Club Recognition Policy**

be approved and replace the existing policies in their entity effective immediately.



Approved Driver Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated:

Category: Student Association

The Student Association annually creates an approved drivers list of individuals who are eligible to drive the vehicles SA owns or wishes to use SA's vehicle rental account(s). To become an approved driver, the individual must complete the Driver Request Form on the Student Association website. All potential drivers must meet the following requirements to become an approved driver:

1. Drivers must be 21 years old
2. Have a valid New York State Driver's License
3. Agree to a driving record check.
4. No individual shall be approved if their driving record at the time of the check reflects any of the following:
 - a. That the license is suspended or otherwise not active
 - b. The individual has 4 or more points on their license
 - c. Allegations or reports of driving while under the influence of any substance that is illegal are shown on the report
 - d. They have had their driver's license for less than one year.
5. Pass a vehicle test administered by the Transportation Coordinator or a Professional Staff Member or an approved SA Staff Member.
6. Be listed on SA's Insurance Policy
7. Must be an undergraduate student that is a member of a club, an SA Staff Member, or an SA Officer.
8. SA may approve, at their discretion, a paid independent contractor coach or a volunteer coach or advisor to be an approved driver if they met all other requirements to be a driver as listed.

Anyone who requests to be an approved driver that does not meet the criteria as stated will be denied as a driver. All drivers must be fully aware of the Vehicle Policy, and the Travel Policy. Failure to comply with these or any other SA policy will result in the approved driver status being revoked.

SA reserves the right to periodically check any approved driver's driving record. If anything changes on their record that would make them ineligible to be a driver will result in their approved driver status to be revoked.



Vehicle Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated:

Category: Student Association

Only recognized Student Association clubs who have completed all additional steps for recognition with approved SA drivers as per the Approved Driver Policy may use any SA owned vehicle or SA's vehicle rental account(s) for official approved club business. To use these vehicles a club must submit the appropriate form through the Student Association website and receive the appropriate approvals to do so. All vehicle requests require approval by:

1. The Student Association Transportation Coordinator
 - a. The Transportation Coordinator is reviewing the request for:
 - i. That the most direct route to their location and back is being used
 - ii. For overnight trips, that a hotel or other lodging has been booked
 - iii. That the request complies with the Travel Policy
 - iv. That the trip length is only as long as is required to arrive, complete the event or activity, and return to campus.
 - v. That the request complies with all other SA, UB, SUNY policies and rules
 - b. If the role of the Transportation Coordinator is vacant or the Transportation Coordinator is unavailable, the Administrative Director or Associate Administrative Director may fill this role as needed.

2. One Student Association Officer

SA reserves the right to do any of the following:

1. Ask for additional information or documentation related to the use of the vehicle
2. Revoke approval of the request at any time, for any reason
3. Deny the request at any time, for any reason
4. Cancel the vehicle request or club event at any time, for any reason
5. Limit specific vehicles for specific intended uses or users, and limit distances a vehicle may travel at SA's sole discretion.
6. If an SA vehicle is taken by an individual or group without permission, SA may report the vehicle stolen and pursue criminal charges against the individual and/or group.

After a club or department uses an SA vehicle it must be parked back in one of the Student Association assigned parking spots. All keys and the vehicle return form must be returned to the SA Office on the date of return listed on the request by noon unless another time has been approved by the Transportation Coordinator before the trip. There will be a charge of \$50.00 for keys and return form that are returned late and a \$50.00 a day charge for everyday the key is not returned applied at noon each day.

All mileage used of the trip must be reasonable to what the club has requested on their request form. Clubs who use mileage more than their requested mileage plus 10% will be investigated and may face additional charges of a dollar a mile, and/or may lose their vehicle and/or driving privileges.

Tolls that are received from the New York Thruway department or SA's vehicle rental account(s) will be paid by the Student Association. SA will then transfer the funds from the club who had used the vehicle into the line used to pay the tolls.

SA will not and clubs cannot use their budgets to pay for parking tickets or moving violation fines. Those will be the sole responsibility of the individual who received them.

SA will charge the club for any cost incurred by SA for:

1. Filling a gas tank that was not returned full
2. The cost of cleaning if the interior of the vehicle is not cleaned or emptied of trash
3. The cost of repairs for any damages sustained while the vehicle was signed out
4. SA's insurance deductible for damages and/or repairs
5. The cost of a replacement for a lost or not returned key

These costs will be transferred from the club or department's budget to the van maintenance line to cover the expenses.

As determined by the SA Officers a club and/or driver(s) may lose their vehicle or driving privileges for, but not limited to, the following:

- a. A vehicle is returned with open alcohol bottles, cans or smelling of alcohol.
- b. A vehicle is returned smelling of smoke of any kind.
- c. Accidents or damage are not reported correctly.
- d. Violations of any other rule related to SA vehicles.

Violation of any other rule related to SA vehicles. Loss of vehicle privileges will result in the club or driver(s) not being allowed to use SA owed vehicles or SA's vehicle rental account(s) for 2 full semesters.

Accidents

It is the responsibility of the driver or a club E-Board member who is on the trip to ensure they follow all reporting rules in the event of an accident. Failure to report an accident will result in the club losing vehicle privileges and the driver(s) losing their approved driver status.

If an accident occurs the following must be completed:

1. 911 or the police must be called immediately. A police report must be obtained and turned into the Student Association Office as soon as possible.
2. The Student Association Office must be called. If the office is closed, then the Transportation Coordinator or an SA Officer must be called.
3. If it is an SA owned vehicle, AAA can be called to help with damages and towing services. A copy of SA's corporate AAA card is in each vehicle glove box.
4. If it is a rental vehicle, the rental agency must be called to consult the next steps for the vehicle.

Vehicle Breakdowns

If a vehicle experiences a breakdown the Student Association Office should be called for additional help. If it after office hours, then the Transportation Coordinator or an SA Officer should be called instead. SA has corporate AAA for the SA owned vehicles, and the club should call them for help getting the vehicle to a garage for help. If it is a rented vehicle the club will work with rental agency to get assistance.

Damages

In certain cases, a vehicle may experience damage while no individual is with the vehicle. An example of this is when a vehicle is not attended in the hotel parking lot overnight, and the club then notices a dent on the door the next morning. A vehicle should always be checked for damage before the club moves the vehicle from its parked location. If damage has occurred while the vehicle was parked and unattended the club must call the Student Association Office. If it is after office hours then the Transportation Coordinator or SA Officer should be called to report the damage before the club leaves that location. SA will work with the caller to determine the next steps.

Failure to Report

Failure to complete any of the required steps may result in the club losing all vehicle privileges for two full semesters and the driver(s) losing their approved driver status for two full semesters. Clubs may be responsible for repairs according to the Vehicle Policy. If all reporting has been followed but the accident is found to be the drivers fault, that driver may still lose their approved driver status for the Student Association.



Travel Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated:

Category: Student Association

Applicability

It is the policy of the Student Association to promote safety and to encourage its members to engage in safe conduct when traveling to and from activities or events.

This Travel Policy shall apply to any activity that is located more than 100 miles from the University at Buffalo's North Campus or that is international, and which involves SA or an SA recognized club.

Clubs that encourage or require two or more members to travel to events and activities covered under this policy are responsible for verifying that those members are aware of and abide by this policy. Penalties for violation of this policy may be assessed by the SA Officers or the SA Senate and may include:

1. Fines to the club, and/or
2. De-recognition of the club, and/or
3. Loss of vehicle privileges for the club or travelers involved in the violation, and/or
Prohibition on violating students travelling to future SA or SA club events

Health and Safety

1. Each form of travel requires members to follow common and mode-specific safety precautions. Travelers must use sound judgment and follow all applicable laws.
2. Seat belts and other safety devices must always be used. Maximum passenger capacity in vehicles shall be the amount of people who can fit in the vehicle with each having their own seat belt.
3. People traveling to and from activities or events covered under this policy must have a minimum of six (6) hours sleep before driving and may not drive more than six (6) hours in a twenty-four (24) hour period.
4. People who travel to and from events and activities covered under this policy using privately owned vehicles or any vehicles other than those owned or rented by SA are still required to follow the SA Travel Policy and all laws.
5. People traveling by air and other modes of commercial transportation must comply with all laws applicable thereto.

Legal Requirements

1. SA may require travelers to complete a standard Student Participation Form in which the traveler acknowledges the risks, agrees to abide by certain reasonable rules and releases SA from liability.
2. SA may require travelers or the club to submit written proof of compliance with any or all sections of this policy in form reasonably acceptable to SA.
3. Travelers are required to abide by any laws in the countries, states, and local jurisdictions that they visit and must follow reasonable rules set by SA. Trips must comply with all applicable SUNY, UB and SA policies and laws.

Requirements Concerning Use of Student Activity Fees on Travel

1. There must be a minimum number of 2 undergraduate students (who are members of the club) participating in a club trip for it to be deemed a club event for which Student Activity Fee funds may be used. The purpose of the trip must relate directly and solely to the purpose of the club.
2. Any portion of the trip not paid for by the club shall be paid by the traveler directly in advance through a ticket office sale. All sales must follow all SA and Ticket Office rules, policies, and procedures.
3. Clubs may pay for travel arrangements, overnight stay accommodations, participation in organized events (such as competitions, conferences, or exhibitions) or a portion thereof.
4. Clubs may pay for recreational activities (or a portion thereof) if attended by all travelers and if directly related to the purpose of the club and approved reason for travel.
5. Travelers shall be required to pay for their own incidentals (such as food or toiletries), except for those that are part of organized events such as banquets or conferences which are directly related to the purpose of the trip, and except for food for individual club members where the club can prove that it is not feasible for club members to normally procure food (i.e. remote camping trips).
6. Only actual, necessary, and reasonable business expenses will be paid for. Safety and reasonableness should always be SA or the club's top priorities when planning travel.

Additional Requirements for International Travel

1. Travelers must have a passport for international travel that will be valid for at least three months beyond the scheduled end of the trip. Some countries may require travelers to obtain a visa prior to departure to enter the country. It is the traveler's responsibility to determine whether they will need a visa, and what type of visa is appropriate. This information can be obtained from the nearest embassy or consulate for the host country.
2. At least two months in advance of the departure date, travelers must contact the Travel Clinic, [Student Health Office](#), University at Buffalo (716-829-3316) to obtain information regarding any possible risk of infectious diseases in the areas to which travelers plan to travel and regarding recommended precautions, immunizations and/or prophylactic medication. Travelers are also advised to visit the Centers for Disease Control and Prevention ("[CDC](#)") [website](#) for current travel and risk advisories and are likewise encouraged to receive the recommended immunizations and prophylactic treatments either from the Student Health Office or a provider of their choosing. Since the cost of the immunizations and or prophylactic medication may or may not be covered by insurance, travelers should check their health insurance policy to determine whether such treatments are covered. SA shall not be responsible for any of these costs.
3. Each traveler at their own expense must acquire medical insurance and medical evacuation/repatriation insurance that will cover them in the host country.
4. No International trip may take place to any country designated under a Travel Warning by the U.S. Department of State on its website.
5. The U.S. Department of State also lists Travel Alerts on its website. An International Trip to location that is subject to a relevant Travel Alert by the U.S. Department of State is subject to approval by the SA President and Treasurer.
6. When traveling into or through Canada international travel requirements still apply.
7. Travelers must comply with any other applicable University at Buffalo rules regarding international travel and execute a SA Participation Agreement prior to such travel.



Fundraising, Revenue, and Rollover Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated:

Category:

Internal Control Program Approved: April 19, 2022

Donations of Items

The acceptance of any donated physical goods (other than cash or cash equivalents) must be approved in writing by the SA Treasurer and either the SA President or Vice President, who may evaluate the cost of maintenance, upkeep, and storage of the item, along with any liability risks associated with the good. The SA Officers may decline to accept any physical good for any reason. Goods that are donated to SA or any SA club shall be deemed the property of SA and are not tax deductible. Donations of physical goods do not count as fundraising for a club.

Fundraising and Revenue

Revenue is new money that comes into a club's account from a source outside of SA. This can be money collected through sales at the Ticket Office, charitable contributions, or other money deposited through the SA Finance Department, according to the policies, minus any penalties. Clubs are allowed to fundraise revenue so long as they follow all policies and procedures to do so. Since the Student Association is a 501(c)3 and a Charitable Organization all club revenue plans must be reviewed and approved by the SA Finance Department before the plan's implementation to make sure it follows all legal requirements. All revenue monies will count as fundraising for a club.

SA may deny a proposed fundraiser if the cost to SA for administering the fundraiser is not reasonable.

Clubs cannot collect cash.

Clubs can also receive money that will count as fundraising by working certain SA events as volunteer staff. The following funding sources do not count towards fundraising:

1. Supplemental funding allocations from Council Coordinators, the SA Senate, or the SA Vice President
2. Money that was never deposited
3. Co-Sponsorships from other club(s) to help pay for a joint event
4. Budget allocation granted to a club by the SA Senate

Rollover

For clubs that choose to fundraise whether by receiving revenue or by working as volunteers at SA events, the Student Association maintains a fundraising rollover system. Rollover is defined as fundraised money that a club has received in one fiscal year that if not spent and can be added to the following fiscal year for the club's use provided requirements are met to do so. Rollover funds do not count as revenue in the current fiscal year's budget and must be used within the fiscal year it is awarded to the club. To receive rollover, clubs must complete the annual re-registration process.

When calculating rollover, the following shall apply:

1. Only fundraised money will be calculated as rollover.
2. Rollover will not exceed the amount of money that remains in a club line.



New Club Recognition Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated:

Category: Clubs

Recognition Authority

All recognition and derecognition authorities for Student Association clubs are contained within the Student Association By-Laws.

Gaining Recognition

Undergraduate students who have an interest in creating a club that is not currently recognized by the Student Association may apply to be granted recognition by the Student Association. For a new club to gain recognition by the Student Association it must fully complete and submit an application for recognition on the SA website and meet the following criteria:

1. The Student Association must be the primary recognizing agent of the club. Each club is part of SA. No club shall be a separate legal entity from SA.
2. They must have at least ten (10) University at Buffalo undergraduate students who are interested in joining the club and submit their information on the application.
3. The Club's purpose cannot duplicate the purpose of a currently recognized Student Association Club or SA itself.
4. The Club's purpose and activities must be of an educational, cultural, recreational, or social in nature.
5. The Club's purpose or proposed activities must not violate any Mandatory Student Activity Fee, Student Association, University at Buffalo, SUNY, New York State, or Federal guideline, law, regulation, or policy.
6. SA can obtain, at a reasonable and non-prohibitive cost, all necessary insurance for the club to fulfill its stated purpose. Investigating insurance requirements may extend the club's application review period.
7. Any agreement for a Student Association club to be recognized as a chapter of any outside organization is subject to review pursuant to SA's contract policy(ies); no such agreement shall violate, or compel or allow any SA club to violate, any Student Association, University at Buffalo or SUNY policies or rules.
8. They must comply with the Club Constitution Policy

Clubs who do not meet the criteria listed will be denied recognition by the Student Association.

Once an application has been submitted it will be reviewed by the SA Vice President and either the Administrative Director or Associate Administrative Director for compliance with all policies and procedures.

The Student Association assigns clubs into a council prescribed by the Student Association By-Laws. The club's purpose shall be the identifier for which council they are recognized into, and this shall be determined by the SA Vice President. SA will assign clubs based on the following council descriptions:

1. Academic Council - A club whose activities and purpose relate to an academic field of study (excluding Engineering).
2. Engineering Council- A club whose activities and purposes relate to engineering.

3. Hobby Council - A club whose activities and purpose are considered hobbies.
4. International Council - A club whose activities and purpose relate to ethnic cultures or recognized Nations outside of the United States.
5. People of Color Council- A club whose activities and purpose is to increase the representation of POC members within a given interest or field of study, in the United States.
6. Special Interest Council - A club whose activities and purpose relates to a specialized interest.
7. Sports Council -A club whose activities and purpose are that of competing and/or participating in a particular sport.

Once the purpose and Council assignment is completed the SA Vice President and a second SA Officer will sign off on the recognition of the club as being officially recognized by the Student Association. The club will have the following timelines to complete the additional requirements to remain recognized by SA.

1. The club must complete the registration process outlined in the University at Buffalo University Wide Recognition Policy within 10 business days of being recognized by SA.
2. All club officers must attend the next scheduled new club orientation training.
 - a. Failure to attend the next scheduled orientation will result in a mandatory one on one meeting with the council coordinator to complete this training. The Coordinator and Club will have 4 weeks after the failure to attend the new club orientation as scheduled.
3. All club officers will have 6 weeks to complete By-Stander Intervention training.

Clubs who fail to meet all steps in the stated timeline will placed on suspension and reviewed for derecognition.

Appeals

If a prospective club claims that they have been denied recognition based upon procedural error or violation of law, they may appeal the recognition decision to the Student Association Senate. Any club who wished to appeal must do so within 30 days of the decision being given to them in writing.



University at Buffalo Student Association Inc.
350 Student Union, Buffalo, NY 14260
www.sa.buffalo.edu

Resolution – 2022-2023 - 20

Subject: Resolution to Amend the By-Laws of University at Buffalo Student Association Inc.

BE IT RESOLVED that the amended and restated By-Laws of University at Buffalo Student Association Inc. (“SA”) attached hereto shall be the By-Laws of SA, amending and replacing the previous By-Laws;

AND BE IT RESOLVED that Underlining used in the attached document is for convenience of reference here only, and such text will not be underlined in the amended SA By-Laws; text struck through used in the attached document shall be removed from the SA By-Laws;

AND BE IT RESOLVED that all Clubs Council Constitutions are hereby rescinded; Coordinators may conduct council meetings informally;

AND BE IT RESOLVED that approval of the foregoing resolutions shall not result in the automatic removal of anyone currently holding a Coordinator position (including but not limited to anyone currently serving as Interim Coordinator); and

AND BE IT RESOLVED that the position currently known as “Assistant Treasurer for Procurement” shall be renamed “Procurement Director”;

AND BE IT RESOLVED that the invalidity or unenforceability of any provision of this document shall not affect the validity or enforceability of any other provision; any invalid or unenforceable provision shall be deemed severed to the extent of its invalidity or unenforceability only, and the remainder of this document shall be construed and enforced as if it did not contain that particular provision to the extent of its invalidity or unenforceability;

AND BE IT RESOLVED that the foregoing resolutions shall take effect immediately.



University at Buffalo Student Association Inc.

By-Laws

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Article I. Name

The name of the not-for-profit corporation shall be University at Buffalo Student Association Inc. (which is also sometimes referred to in these By-Laws as the “Student Association”, “SA” or “the Corporation”).

Article II. Membership

Every undergraduate student (of any age) of the State University of New York at Buffalo shall be a Member of the Student Association during the period in which such person is an undergraduate UB student.

A person’s status as an undergraduate student shall be as determined by the University. If a person is suspended by the University, that person shall be automatically suspended as a Member of SA during the period of that person’s suspension from the University.

Article III. Governance

The Student Association shall be governed by its Officers, the Senate and the Executive Committee, each of which shall have the powers and duties provided for under these By-Laws or otherwise under applicable law.

Article IV. The Senate and Executive Committee

Section 4.01. The Senate

(a) Membership

The membership of the Senate shall consist of the following:

- (i) Ex-Officio Voting Members:
 - (i) The Academic Council Coordinator
 - (ii) The Engineering Council Coordinator
 - (iii) The Hobby Council Coordinator
 - (iv) The International Council Coordinator
 - (v) The People of Color Council Coordinator
 - (vi) The Special Interest Council Coordinator
 - (vii) The Sports Council Coordinator
 - (viii) The President

- (ix) The Student Affairs Director
- (x) The Vice President
- (xi) The Treasurer

Twelve (12) additional voting Senators shall be elected by and from the membership of the Student Association at large. This election (the "Senate Election") shall take place no later than the fourth week of the fall semester at a time to be determined by the President. Senators must be members of the Student Association and be eligible to run for and hold office according to any eligibility requirements set by the University at Buffalo. Except for any Ex-Officio Member of the Senate serving in such other position as entitled them to a position as a Member of the Senate, no student may serve as a Senator while also holding a position as a member of the Student Association staff or Student-Wide Judiciary. The preceding sentence shall not prohibit the payment of the Chair for service as Chair, to the extent otherwise allowed for under these By-Laws. The term of Senators shall run from the time at which they are elected ~~(or appointed, if to fill a vacancy)~~ until their successors are chosen in the following Senate Election, except for Ex-Officio Members whose terms as Senators shall coincide with their terms in such other position as entitled them to a position as a Member of the Senate.

- (ii) Members of the Student Association may have their names placed upon the ballot in the annual Senate Election upon fulfillment of the following procedures:
 - a) The candidate shall obtain a Senate Candidate Designation Petition from the Student Association.
 - b) The candidate shall obtain the signatures of at least fifty (50) Members of the Student Association and then return the candidate's petition to the Student Association for review and, if appropriate, approval by the Elections and Credentials Committee. The petition must be returned by a date and time to be determined by the President~~any date set in or according to SA's election rules, or if none, then by any date set by the Executive Committee.~~
- (iii) If fewer than 12 Senators shall be elected and qualify in the annual Senate Election, the remainder of those 12 Senate seats shall be filled for the relevant term by eligible Senators from the previous term who are then still in office (excluding ex-officio Senators), in order based upon who received the most votes when elected; under such circumstances, in the event of a tie, the winner shall be the person who attended the most Senate meetings as a Senator.
- (iv) No person may hold more than one position on the Senate at once.

~~(iii)~~(v) In addition to any other provisions relating to the removal of a Senate member contained in these By-Laws, a member of the Senate may be removed from the Senate by 2/3 majority vote of the Senate for Cause. "Cause" shall have the same meaning as cause for suspension of an officer set forth in Section 8.02 of these By-Laws. Except in an emergency, the Senator who may be removed and the Chairperson of the Senate (if any) must be provided with at least 72 hours notice that such Senator's removal will be considered at a specific Senate meeting(s), a copy of any resolution to be considered relating to the Senator's removal, and stating specifically the alleged cause(s) for such removal, and the date, time and place of such meeting(s); any Senator may provide such notice.

(vi) Upon vacancy of a Senator (excluding Ex-Officio Members of the Senate), the Senate ~~shall~~may elect a new Senator to serve until a successor is chosen in the following Senate Election; that new Senator shall not be a member of the Student Association staff or Student-Wide Judiciary.

(b) Functions

The Senate May:

- (i) Allocate the budget of the Student Association as provided in ARTICLE VII.
- (ii) Approve or disapprove budgetary changes and line transfers as provided in Section 7.03.
- (iii) To hear and decide appeals related to decisions by the SA Officers to recognize or de-recognize clubs, only to the extent provided for under a duly enacted SA policy, and only if such appeal is based on allegation(s) of procedural error or violation of law.
- ~~(iv) Override by a two-thirds (2/3) vote any Presidential veto of action by the Senate within two (2) meetings after the veto has been announced.~~
- ~~(v)~~(iv) Review the operations of all clubs and organizations recognized and/or funded by the Student Association.
- ~~(vi)~~(v) Initiate or approve amendments to the By-Laws of the Student Association as provided in ARTICLE IX.
- ~~(vii)~~(vi) Suspend a SA Officer according to the terms of Article VIII.
- ~~(viii)~~(vii) Enact resolutions concerning issues of importance to the undergraduate student body in regards to issues of academic policy, student rights and student welfare.
- ~~(ix)~~(viii) Upon recommendation of the President and Treasurer, may approve and amend employment policies, internal controls and financial policies for SA and its clubs.

~~(x)~~(ix) Upon recommendation of ~~the President, Vice President and Treasurer~~ 2 SA Officers, may approve and amend other policies for SA Clubs.

~~(xi)~~(x) Amend or override any SA clubs council constitution.

~~(xii)~~(xi) Approve changes to SA's election rules.

~~(xiii)~~(xii) In the event that the authority to approve or ratify a particular action or policy of the Student Association is not specifically designated to any person or body pursuant to these By-Laws, applicable law, State University of New York policy or SA policy, the authority to approve or ratify such action or policy shall be vested in the Senate.

~~(xiv)~~(xiii) The Senate shall oversee the adoption, implementation of, and compliance with any Conflict of Interest Policy. The Senate shall oversee the adoption, implementation of, and compliance with the Whistleblower Policy. The Conflict of Interest Policy may contain restrictions on a Senator's ability to vote and/or any other SA official's ability to make decisions regarding a related party transaction or any transaction in which the Senator or other SA official has a conflict of interest.

~~(xv)~~(xiv) The Senate shall be deemed to be the Board of Directors of the Corporation for all purposes.

(c) Chairperson of the Senate

- (i) Any Member of the Senate (excluding Ex-Officio Members) may run for the Office of Chairperson of the Senate.
- (ii) The term of Chairperson of the Senate shall run from the date on which that student is elected Chairperson until conclusion of the following Senate Election. The Chairperson of the Senate shall be elected at the first meeting of the Senate after the annual Senate Election. Should the office of the Chairperson of the Senate become vacant, the Senate shall elect a new Chairperson for the remainder of the term. In any vote for Chairperson, the Chairperson shall be elected by a majority of the Members of the Senate present at a duly held meeting of the Senate. In the event that no candidate receives a majority vote on the first ballot, the candidate receiving the fewest votes shall be eliminated and another vote shall be conducted. This process shall be repeated until one candidate does receive a majority.
- (iii) The Chairperson of the Senate may be removed as Chairperson of the Senate at any time by a vote of a two-thirds (2/3) majority of the Senate. Such removal shall not constitute the Chairperson's removal as a member of the Senate; that person shall continue to be a

member of the Senate for the remainder of that Senator's term, unless removed as a member of the Senate pursuant to another provision of these By-Laws.

- (iv) The Chairperson shall be accorded the same rights and privileges as a Senate member, except when the Chairperson assumes the chair. At such time the Chairperson shall be subject to any rules relating to the position of chair as set forth in the SA By-Laws and SA Senate Rules of Procedure.
- (v) Duties:
 - 1) To serve as the presiding officer and chair of the Senate and shall be subject to any rules relating to the position of chair as set forth in the SA By-Laws and SA Senate Rules of Procedure.
 - 2) To represent the Senate both inside and outside of the University Community.
 - 3) To coordinate the activities of the Senate Committees.
 - 4) To place on the agenda issues of importance to the Student Association that are within the jurisdictions of the Senate.
 - 5) To appoint or remove a Senator as the Senate Parliamentarian.
 - 6) To serve as a voting member of the Executive Committee.
 - 7) To serve as an ex-officio member of all Senate Committees.

(d) Meetings

- (i) Meetings of the Senate shall be convened by the Chairperson:
 - 1) At least once every four (4) weeks during the school year.
 - 2) Whenever the Chairperson deems necessary.
 - 3) Within one week after the Chairperson is presented with a petition containing the signatures of at least two percent (2%) of the membership of the Student Association.
 - 4) Within one week after the Chairperson is presented with a petition containing the signatures of at least one-third (1/3) of the membership of the Senate.
- (ii) Any person may address the Senate upon recognition by the Chair.
- (iii) The Senate may take action by the majority vote of Members of the Senate present at a duly held meeting of the Senate, except where otherwise stated in the By-Laws.
- (iv) All Senate meetings at which voting is to take place must be announced at least five (5) days in advance and in at least two of the three following forms:
 - 1) Campus periodical
 - 2) Student Association Web Page or Web Page affiliated with Campus periodical
 - 3) Electronic Mail (e-mail) or Listserv to the Senate Members

(v) Any proposed resolution, rule, regulation, policy or any amendment thereto, that is scheduled to be the subject of discussion by the Senate or any Senate Committee, shall be posted on the SA website to the extent practicable at least 24 hours prior to the meeting.

~~(v)~~(vi) A majority of Senators present, whether or not a quorum is present, may adjourn any meeting of the Senate to another time and place. If the adjournment is for more than twenty-four (24) hours, notice (via e-mail only) of any adjournment of a meeting of the Senate to another time or place shall be given to the Senators who were not present at the time of the adjournment and, unless such time and place are announced at the meeting, to the other Senators.

(vii) The SA Senate may set and amend Rules of Procedure for the conduct of its meetings and the meetings of any SA Senate Committee, by a vote of at least 2/3 of members present at a duly held meeting of the SA Senate, so long as such rules do not contradict SA's Certificate of Incorporation, By-Laws, Conflict of Interest Policy or Whistleblower Policy, or any applicable law, regulation or SUNY/UB policy. If SA's Certificate of Incorporation, By-Laws, Conflict of Interest Policy, Whistleblower Policy and the SA Senate Rules of Procedure are all silent as to a particular procedural issue concerning the conduct of Senate or Senate Committee meetings, Robert's Rules of Order shall apply. No violation of the Senate Rules of Procedure or Robert's Rules of Order shall result in the invalidation of any otherwise valid action of the SA Senate or any Senate Committee.

~~(vi)~~(viii) In the event that the office of Chairperson of the Senate is vacant or in the event that the Senate Chairperson fails to attend a duly held meeting of the Senate, the President (or Vice President, if the President shall so delegate) shall chair any meetings of the Senate during such absence or vacancy.

~~(vii)~~(ix) Except as otherwise stated in these By-Laws, quorum for any meeting of the Senate or Senate committee shall be fifty percent (50%) of the membership of such body (excluding vacant positions). Quorum for the Senate shall never be less than 6.

(e) Committees

(i) Finance Committee

- 1) The Committee shall consist of seven (7) Members of the Senate.
- 2) The Treasurer shall be a Member and Chairperson of the Finance Committee.

3) The Treasurer shall select six (6) other Members of the Senate to serve on the Committee, subject to approval by the Senate.

4) The Treasurer may vote only to make or break a tie on the Finance Committee.

(ii) Additional standing committees shall be established by vote of a ~~n-absolute~~ majority of the Senate.

(iii) Minutes shall be taken at all Senate Committee meetings.

~~(ii)~~(iv) Notice of a Senate Committee meeting shall be emailed to the members of that Committee and posted on the SA website at least 24 hours in advance.

(f) Elections

Senate elections will be held in the fall semester as outlined in these By-Laws.

(g) Audit Oversight

(i) The Board, or a designated Audit Committee of the Board comprised solely of independent directors, shall oversee the accounting and financial reporting processes of the Corporation and the audit of the Corporation's financial statements. The Board or designed Audit Committee shall annually retain or renew the retention of an independent auditor to conduct the audit and, upon completion thereof, review the results of the audit and any related management letter with the independent auditor.

(ii) The Board, or a designated Audit Committee of the Board comprised solely of independent directors, shall:

1) Review with the independent auditor the scope and planning of the audit prior to the audit's commencement;

2) Upon completion of the audit, review and discuss with the independent auditor: (a) any material risks and weaknesses in the internal controls identified by the auditor, (b) any restrictions on the scope of the auditor's activities or access to requested information, (c) any significant disagreements between the auditor and management, and (d) the adequacy of the Corporation's accounting and financial reporting processes;

3) Annually consider the performance and independence of the independent auditor; and

4) If the duties required by this section are performed by an Audit Committee, report on the Committee's activities to the Board.

(iii) Only independent directors may participate in any Board or Committee deliberations or voting relating to matters set forth in this Section 4.01(g). As used in these By-Laws,

“independent director” shall have the same definition as is set forth in the New York Not-for-Profit Corporation Law (as may be amended from time to time).

Section 4.02. Executive Committee

(a) Membership

- (i) The membership of the Executive Committee shall consist of the following:
 - 1) The President
 - 2) The Vice President
 - 3) The Treasurer
 - 4) Chairperson of the Senate

- (ii) Each member of the Executive Committee shall have one (1) vote and only one vote.

(b) Meetings

- (i) Meetings of the Executive Committee shall be called by the President:
 - 1) Whenever any member of the Executive Committee deems such a meeting necessary, or
 - 2) Within one week after the President is presented with a petition containing the signatures of one-third of the membership of the Senate.
- (ii) Notice of Executive Committee meetings shall be emailed to the members of the Executive Committee and posted on the SA website at least 24 hours in advance ~~All Executive Committee members must be notified of any Executive Committee meeting at least twenty-four (24) hours in advance via their official buffalo.edu email address.~~
- ~~(iii) The Student Association Executive Committee may set and amend Rules of Procedure for the conduct of its meetings, by a vote of at least 2/3 of members present at a duly held meeting of the Student Association Executive Committee, so long as such rules do not contradict these By-Laws or any applicable laws or regulations.~~
- (iii) Minutes must be taken at meetings of the Executive Committee.
- ~~(iv) The minutes reflecting any action by the Executive Committee in place of the Senate shall be presented to the Senate at one of the following two general meetings of the Senate, or emailed to the Chairperson of the Senate prior to the second general meeting of the Senate following the relevant Executive Committee action.~~

(c) Quorum

A quorum for any meeting of the Executive Committee shall be three (3) members, with the exception of any meeting held -in between the last day of classes of the spring semester and first day of classes of the fall semester August 15, during which time a quorum shall be two (2) members, or if any position(s) comprising the membership of the Executive Committee is unoccupied, quorum shall be -two (2) members.

(d) Functions

- (i) The Executive Committee may enact resolutions, policy and approve budgetary changes (including line transfers) and approve and amend policies, subject to all of the following conditions:
- 1) If a majority of the members present at the Executive Committee meeting shall vote in favor of doing so; and
 - 2) If a situation exists which requires Senate action or approval, and the Senate is unable to meet or the delay of such action or approval would lead to a loss, diminution in value, or loss of opportunity, financial or otherwise, for the Student Association; and
 - ~~3) All resolutions passed by the Executive Committee must be reported to, and are subject to review by the body in whose place the Executive Committee acted; and~~
 - 3) The Executive Committee can only vote to approve or amend any employment policy, internal controls or financial policy, if first recommended by the President and Treasurer; and the Executive Committee can only vote to approve or amend any other policy for SA clubs, if first recommended by 2 SA Officers.
- 4) The Executive Committee cannot:
- a) Initiate or approve an amendment to the Certificate of Incorporation or the By-Laws of the Student Association; or
 - b) Suspend or remove any elected SA Official, including Officers; or
 - c) Fill any vacancy or approve appointment to fill any vacancy on the Senate, in any Committee or in any Officer position, either to fill a term or to serve in an acting capacity; or
 - d) Fix compensation of the Senators for serving on the Senate or any Committee; or
 - e) Decide club appeals concerning recognition or derecognition; or
 - e)f) _____ Amend or repeal any resolution of the Senate which by its terms is not amendable or appealable in such manner; or

~~f)g)~~ Amend or repeal any election rules, ~~internal controls~~, conflict of interest policy or whistleblower policy.

- (ii) As provided in ARTICLE VII, in the event that the Senate has not finalized the annual budget of the Student Association for the following fiscal year by the last day of classes of the spring semester, the Executive Committee shall have the power to pass a budget for the following fiscal year. Under such circumstances, such budget shall be final and non-reviewable.

Article V. Executive Branch

Section 5.01. Authority

The executive authority of the Student Association shall be vested in the Officers.

Section 5.02. Officers

(a) The President

The President:

- (i) Shall be the chief executive officer of the Student Association.
- (ii) Shall have the ultimate responsibility for the enforcement of the By-Laws of the Student Association.
- (iii) Shall be the official representative of the Student Association both inside and outside the University Community.
- (iv) Shall be ultimately responsible for coordinating the activities of the Executive Branch.
- (v) Shall be a voting member of the Senate.

~~(vi) Executive Committee:~~

~~(vii)~~(vi) The President shall preside over all meetings of the Executive Committee.

~~1) The President shall vote only to make or break a tie.~~

~~(viii)~~(vii) Shall have the power to call a meeting of the Senate whenever the President deems necessary.

~~(ix) Shall have the power to sign into effect or veto any action by the Senate (except related recall proceedings) within seven (7) school days of such body notifying the President of such action. If the President takes no action with respect to an action of the Senate within seven (7) school days of such body notifying the President of such Senate action, such action shall be deemed approved and take effect automatically.~~

~~(x)(viii)~~ Shall have the power to lawfully direct the SA staff, except that the President cannot overrule the SA Administrative Director on any safety matter.

~~(xi)(ix)~~ Shall have the power to create ad hoc positions, agencies, and task forces to take action on issues of importance to the Student Association.

~~(xii)(x)~~ Shall have the power to place items on the agenda of the Senate.

(b) The Vice President

The Vice President:

- (i) Shall be a voting member of the Senate and Executive Committee.
- (ii) Shall discharge the duties of the President as Acting President upon written authorization from the President; the President may revoke such authorization at any time upon notice to the Vice President.
- (iii) Shall assist the President in coordinating the operations of the Executive Branch.
- (iv) Shall represent the President on occasions designated by the President.
- (v) Shall act as director of clubs, by overseeing the needs of clubs recognized by SA and endeavoring to assist them.
- (vi) Shall assist Student Association recognized clubs in the performance of their operations whenever such assistance is requested.
- (vii) Shall assist and advise any students desiring to establish a new SA club.
- (viii) Shall make known to all recognized SA clubs the resources and services offered to them by the Student Association.

~~(ix) Shall make recommendations directly to the Senate regarding sanctions against clubs that fail to abide by the policies of the Student Association.~~

~~(x) Shall make recommendations directly to the Senate, regarding the approval or denial of groups which request Student Association recognition as clubs.~~

~~(ix) May sanction clubs which violate any applicable law or policy to the extent provided for in any duly adopted SA policy.~~

~~(xi)(x)~~ Shall assist the president in the coordination and administration of the office and staff.

~~(xii)(xi)~~ Shall have the power to grant recognition to new clubs, and to derecognize clubs, with the approval of a second SA Officer, to the extent provided for in any duly adopted SA policy.

(c) Treasurer

The Treasurer:

- (i) Shall be a voting member of the Senate and Executive Committee.
- (ii) Shall be responsible for the disbursement of the Student Association budget, except where otherwise stated in the By-Laws of the Student Association.
- (iii) Shall take all reasonable steps to ensure that the Student Association monies are not mishandled and that all SA assets are safeguarded and accounted for according to the Internal Revenue Code, SUNY policies and all applicable laws and regulations, and shall review any Student Association operation wherever the Treasurer determines that such a review is necessary.
- (iv) May sanction clubs which violate any SA applicable law or policy to the extent provided for in any duly adopted SA policy.
- (v) Shall have the power to withhold disbursements of Student Association funds.
- (vi) Shall make certain that a strict inventory is kept on all furniture, equipment, etc.
- (vii) To communicate with Treasurers of all Student Association clubs to inform them of any significant changes to Student Association fiscal, accounting and/or disbursing policies and procedures.

~~(viii) In case of financial emergency, the Treasurer, with the approval of the Executive Committee, shall have the power to execute budgetary line transfers that are deemed absolutely necessary. This action shall be reported to the Senate at its next general meeting.~~

~~(ix)~~(viii) Shall be Chairperson of the Senate Finance Committee.

~~(x)~~(ix) Shall oversee all financial transactions and monitor the budget.

(x) Shall ensure SA's internal controls and financial policies are followed.

~~(xi)~~

(d) Officers - Terms, Vacancies and Elections

- (i) The term of Officers shall run from the first day after the spring semester final examination period until the last day of the following spring semester final examination period.
- (ii) Officers shall be elected annually by the membership of the Student Association. Officers must be fulltime students. Annual officer elections for the following term shall take place in the spring semester upon date(s) determined by the SA President and publicly announced (which may be on SA's website) at least 30 days in advance of the election. If the SA President does not set the annual spring election date(s) by February 1, the Senate

may set the election date(s). Each Officer position shall be voted on separately in the election.

- (iii) Following a vacancy in any officer position on or after the start of a term and prior to or on October 31, SA shall conduct an election among its members to fill the position for the remainder of that term within twenty-eight (28) days; provided, however, that only days during periods in which classes are in session during the University at Buffalo's fall semester shall be counted.
- (iv) If there is a vacancy in the Presidency created prior to or on October 31, the Vice President shall serve as Acting President until a new President is elected.
- (v) If a vacancy in the Presidency is created after October 31 and before the end of the term, the Vice President shall assume the Presidency and serve until the end of the term. If a vacancy in the Presidency is created after October 31 and before the end of the term, and there is no Vice President, then an election shall be held among the members of SA within twenty-eight (28) days of the date on which the Presidency became vacant to fill the Presidency for the remainder of the term; provided, however, that only days during periods in which classes are in session during the University at Buffalo's fall or spring semester shall be counted.
- (vi) If the positions of President and Vice President are both vacant at the same time, the Senate may elect an Acting President to serve until a new President is elected.
- (vii) If there is a vacancy in the position of Treasurer created prior to or on October 31, the President may appoint an Acting Treasurer to serve until a new Treasurer is elected, subject to approval by the Senate.
- (viii) If there is a vacancy in the Vice President position created after October 31 and before end of the term, the President may appoint a Vice President to serve until the end of the term, subject to approval by the Senate. If there is a vacancy in the Treasurer position created after October 31 and before the end of the term, the President may appoint a Treasurer to serve until the end of the term, subject to approval by the Senate.
- (ix) A person serving as an acting officer shall have all of the full rights and responsibilities of that officer position. A Vice President's service as Acting President shall not be deemed to create a vacancy in the position of Vice President. A Vice President serving as Acting President shall count only once in calculating quorum and attendance for any body of which both the President and Vice President are members, and shall only have the voting rights of the President at any meeting of any such body.

- (x) The date(s) for any election to fill a mid-term vacancy in any officer position for the remainder of the term shall be determined by the Elections and Credentials Chairperson, or if there is no Elections and Credentials Chairperson, then by the Executive Committee.
- (xi) If the President's authority to act is suspended by the Senate, the Vice President shall serve as Acting President during such suspension. If the President's authority to act is suspended by the Senate and there is no Vice President (or if the Vice President's authority is also suspended), then the Senate may elect an Acting President to serve during such suspension. If the Vice President's authority to act is suspended by the Senate, the President may nominate an Acting Vice President to serve during such suspension, subject to approval by the Senate. If the Treasurer's authority to act is suspended by the Senate, the President may nominate an Acting Treasurer to serve during such suspension, subject to approval by the Senate.

(e) Officers - Authorities Concerning Contracts and Student Activity Fees

- (i) A contract may be executed on behalf of the Student Association only if such contract is executed by the Student Association Treasurer (or designee appointed by the Treasurer in writing) and either the Student Association President or Vice President.
- (ii) In the event that a contract which has been executed and entered into by the Student Association contains a provision which allows the Student Association to terminate, opt out, or otherwise exercise any option under such contract, any decision to terminate, opt out, or otherwise exercise any option under such contract may be exercised only if approved by the Student Association Treasurer and either the Student Association President or Vice President.
- (iii) Except where otherwise stated herein, all Student Association appointments shall be made in writing or electronically by 2 out of the 3 Student Association Officers (one of whom must be the President). All appointments to student positions shall expire at 11:59 p.m. on the last day of the spring semester final examination period, unless a different term is stated in the SA By-Laws or if the appointee ceases to be eligible to hold such position. During the spring semester, the Officers may re-appoint SA student staff members to their positions or other SA staff positions for the following term, except that the Coordinator positions may not be filled in that manner. Appointees may be removed by 2 out of 3 SA Officers (one of whom must be the President) with or without cause. The preceding sentence shall not extend to removal of Officers appointed to fill a vacancy or Coordinators. ~~The Officers may (but are not required to) act via a meeting to appoint or~~

~~remove appointees; Officers may also act to appoint or remove appointees via written declaration of the SA President and 1 of the 2 other Officers (with no formal notice required for this limited purpose).~~

Section 5.03. Student Affairs Director, -Elections and Credentials Chairperson, and SecretaryAssistant Treasurer

(a) Student Affairs Director

The Student Affairs Director:

- (i) Shall be appointed by 2 out of the 3 Student Association Officers (one of whom must be the President).
- (ii) Shall create and/or maintain a mechanism by which the Student Association may effectively respond to the problems of individual students. The Student Affairs Director shall be responsible for ensuring that this function of the Student Affairs Director's office is publicized.
- (iii) Shall initiate and execute programs, and act as the student's advocate in the response to all relevant issues, in the areas of student rights and student welfare.
- (iv) Shall serve as a channel of communication in non-academic matters, between SA and the University administration.
- (v) Shall do everything within the Student Affairs Director's power to achieve and ensure the optimum amount of student representation and input on all University non-academic policy making.
- (vi) Shall promote increase in student involvement in the operations of the Student Association.
- (vii) Shall be an Ex-officio -voting member of the Senate.

(b) Elections and Credentials Chairperson

The Elections and Credentials Chairperson:

- (i) Shall be appointed by 2 out of the 3 Student Association Officers (one of whom must be the President).
- (ii) Shall govern all Student Association elections proceedings and processes.
- (iii) Shall report to the President of the Student Association, except during times of election, which shall be designated as the time when petitions for candidacy are available until the results of the election are known.

- (iv) Shall be the chairperson of the Elections and Credentials Committee.
- (v) Shall make appointments to the Elections and Credentials Committee, which shall be composed of an odd number of undergraduate, ~~full-time~~ University at Buffalo students.
- (vi) Shall be, with the assistance of the Committee, the primary executor and implementer of SA's elections rules. The Elections and Credentials Committee shall have jurisdiction at any time when an election is in process, which includes any time when petitions for office are available. The Elections and Credentials Chairperson and any Elections and Credentials Committee Member may attend any occasion(s) or process(es) related to any SA or club election as such Elections and Credentials Chairperson/Committee Member deems appropriate. The Chairperson and Committee shall only be required to be personally present on any occasion if and to the extent stated in SA's election rules.

(c) Assistant Treasurer

The Assistant Treasurer:

- (i) Shall be an undergraduate UB student appointed by 2 out of 3 SA Officers (one of whom must be the President);
- (ii) Shall assist the Treasurer in the performance of the Treasurer's duties upon request by the Treasurer;
- (iii) May serve as Treasurer's designee for purposes of making decisions of the Treasurer, upon written authorization from the Treasurer and subject to any limitations set forth in such written authorization; the Treasurer may revoke such authorization at any time upon notice to the Assistant Treasurer and a member of the SA professional staff;
- (iv) In the event of a vacancy in the office of Treasurer, the Assistant Treasurer shall serve as SA designee and may make decisions in place of the Treasurer with respect to expenditures, budgetary matters, ~~contracts~~, and sanctions for club violations, until such time as a new Treasurer is elected or an Acting Treasurer is appointed and approved in accordance with Section 5.02(d) of these By-Laws. In the event that the Treasurer is suspended, the Assistant Treasurer shall serve as SA designee and may make decisions in place of the Treasurer with respect to expenditures, budgetary matters, ~~contracts~~, and sanctions for club violations, until such time as the suspension ends or an Acting Treasurer is nominated and approved in accordance with Section 5.02(d) of these By-Laws.

~~(c) Secretary~~

~~The Secretary:~~

- ~~(vii) Shall be appointed by 2 out of 3 SA Officers (one of whom must be the President).~~

- ~~(viii) Shall give, or cause to be given, all notices in accordance with the provisions of these By-laws, and as required by law (this provision shall not be construed as a prohibition on any other person providing notice if and to the extent provided for in these By-Laws or otherwise allowed under applicable law).~~
- ~~(ix) Shall perform any further duties assigned by these By-Laws or any duly adopted SA policy.~~
- ~~(x) Shall be responsible for ensuring that accurate minutes of meetings are taken and approved for each of the following bodies: the Senate, the Executive Committee and the Members. The Secretary may delegate this duty on individual occasions. Each set of minutes should include at a minimum: date, time, location of meeting; list of those present; list of items discussed; list of reports presented; text of motions presented and description of their disposition. Each body may set additional requirements for its own minutes. All paper corporate records shall be stored in locked cabinets in the SA Office, unless otherwise determined by the Senate; electronic records may be stored electronically in a reasonably secure manner approved of by the Senate.~~

Section 5.04. Coordinators

(a) Clubs Council Coordinators

There shall be seven (7) Clubs Council Coordinators (the “Coordinators”):

- (i) The Academic Council Coordinator
- (ii) The Engineering Council Coordinator
- (iii) The Hobby Council Coordinator
- (iv) The International Council Coordinator
- (v) The People of Color Council Coordinator
- (vi) The Special Interest Council Coordinator
- (vii) The Sports Council Coordinator

(b) Coordinator Functions and Elections

- (i) Each Coordinator shall be appointed by 2 out of the 3 Student Association Officers (one of whom must be the President). Each Coordinator must be a member of a club in the respective Council~~shall be chosen by, and may be removed by, the clubs in each respective clubs council, according to any lawful rules established by that council's constitution.~~
- (ii) A Coordinator may be removed by 2/3 majority vote of the Senate with or without cause, subject to the same notice requirements that apply for the Senate to remove a Senator

~~(except that no cause for removal shall be required to be stated)In the alternative, a Coordinator may be removed for Cause by 2/3 majority vote of the Senate, subject to the same notice requirements that apply for the Senate to remove a Senator.~~

~~(ii)(iii) A Coordinator may be removed with or without cause based on a written petition signed by a majority of the club presidents in that council and delivered to the SA President, within 60 days of the Coordinator's appointment; without limitation, electronic signatures are acceptable for this purpose.~~

~~(iii)(iv) The term of each Coordinator shall run from the first day after the spring semester final examination period until the last day of the following spring semester final examination period.~~

~~(iv) In the event that a Council fails to elect a Coordinator for the following term by the end of the spring semester final examination period, or in the event of a mid-term vacancy in a Coordinator position that is not filled by the Council within 30 days, the President may appoint an interim Coordinator subject to approval by the Senate; the interim Coordinator shall serve until the Council elects a new Coordinator.~~

(v) Each Coordinator shall represent the clubs of the Coordinator's council.

(vi) Each Coordinator shall coordinate all activities of the Coordinator's council.

~~(vii) Each Coordinator shall convene meetings of the Coordinator's council, except that other SA official(s) may convene council meetings if allowed under the council's constitution or an applicable SA policy.~~

~~(viii)(vii) Each Coordinator shall serve as a member of the SA Senate.~~

~~(ix) Each Coordinator shall have the authority to create ad hoc committees related to the Coordinator's council.~~

Article VI. Student-Wide Judiciary

UB's Student-Wide Judiciary is a legally separate and unrelated student group, which shall have jurisdiction/authority to hear non-financial disputes between SA and its Members, subject to any limitations contained in SA's By-Laws or policies. Only Student-Wide Judiciary justices who are Members of SA may participate in the adjudication of any dispute concerning SA. The Student Wide-Judiciary may not compel SA to violate any University at Buffalo rule or policy or any binding law or regulation. Any determination by the Student-Wide Judiciary that contradicts a University at Buffalo rule or policy or any binding law or regulation shall be considered void ab initio. SA Officers, Senators, and employees may rely in good faith on the written advice of a

University at Buffalo official as to whether a particular Student-Wide Judiciary ruling contradicts any University at Buffalo rule or policy or any binding law or regulation.

Article VII. Budgetary Process

Section 7.01. Budgetary Timeline

- (a) All Student Association clubs recognized with funding must submit a written line item budget request for the following fiscal year to the Treasurer of the Student Association. The ~~Treasurer Senate Finance Committee~~ shall establish a date by which such budget requests must be submitted to the SA. ~~Treasurer for the following fiscal year, which shall not be later than the last day of February. If the Senate Finance Committee fails to set such date by the conclusion of the fall semester, the Treasurer may set such date.~~
- (b) The SA Treasurer will prepare a preliminary recommended budget for SA, including each club and present that to the SA Senate Finance Committee. The SA Senate Finance Committee will then determine a recommended budget for each club. Club officers may obtain a copy of their club's recommended budget in the SA Office. Any club that desires to dispute the recommended budget may set up a Budgetary Review Meeting with the SA Senate Finance Committee, which shall be conducted according to any rules and/or timelines established by the SA Senate Finance Committee.
- (c) Budgetary Review Meetings will be scheduled by the Treasurer, according to any timeline (if any) for such Budgetary Review Meetings established by the Senate Finance Committee.
- (d) Upon completion of the Budgetary Review Meetings, the Finance Committee will prepare a final budget proposal, which will be recommended to the Senate of the Student Association. The Senate may establish a date by which this recommendation must be formally submitted.
- (e) The Senate shall have until the last day of classes of the spring semester to pass a budget for the following fiscal year.
- (f) If the Senate does not pass a budget for the following fiscal year by the last day of classes of the spring semester, the Executive Committee shall have the power to pass a budget for the following fiscal year.
- (g) The Senate shall have the power to grant an extension of time for any budgetary deadline. If any of the steps outlined under Section 7.01(a)-Section 7.01(d) shall fail to occur, such

failure shall not affect or abridge the rights of the Senate or Executive Committee to pass a budget.

Section 7.02. Staff Stipends and Wages

- (a) The Corporation may pay compensation in a reasonable amount to members, Senators, or officers, for services rendered. No person who may benefit from such compensation may be present at or otherwise participate in any Senate or Committee deliberation or vote concerning such person's compensation; provided that nothing in this section shall prohibit the Senate or authorized Committee from requesting that a person who may benefit from such compensation present information as background or answer questions at a Committee or Senate meeting prior to the commencement of deliberations or voting related thereto.
- (b) Compensation rates for SA Officers and student staff positions must be approved by the Senate and may be changed by the Senate ~~(any such changes to take effect the following fiscal year)~~. Compensation rates shall not require re-approval if they remain unchanged. The Senate's approval of a wage rate shall not be deemed to mean that the SA Officers must appoint someone to any position.

Section 7.03. Budgetary Changes

- (a) Clubs may submit written requests for budgetary change(s) and/or line transfer(s) to the SA Treasurer.
- (b) The SA Treasurer may make/submit requests for line transfer(s) and/or budgetary change(s) to the SA Senate.
- (c) Following request by the SA Treasurer, the Senate may approve or disapprove proposed budgetary change(s) and/or line transfer(s).
- (d) Budgetary change(s) and/or line transfer(s) for any of the following purposes may be approved by the SA Treasurer without need for approval of the Senate or Executive Committee: (i) to add money fundraised by a club into that club's budget line, (ii) to add money fundraised for or from a specific program into that program's budget line, or (iii) to move money from any supplemental funding budget line to the budget line of a club or program that has been granted such funds.

Section 7.04. Criteria for Determining Club Funding

- (a) In determining the funding for a recognized student club, the following criteria may be considered:

- (i) the financial needs of that club and how such club proposes to use any allocated funding;
 - (ii) length of existence of the club;
 - (iii) levels of attendance by Members of the Student Association at meetings and events of the club;
 - (iv) whether the club can demonstrate that it has undertaken successful events or activities in the past and the level of student participation and attendance at such past event(s) or activity(ies);
 - (v) the extent to which any such club has submitted a feasible plan for any activities it proposes to conduct, whether such activities comply with all applicable laws and regulations, and whether there are any concerns regarding insurability of or liability due to the activities which the club proposes to conduct;
 - (vi) the efforts such club has made to fundraise additional funds from other sources and the results of such efforts;
 - (vii) the efforts made by such club to minimize unnecessary costs;
 - (viii) the participation by such club in community service and/or community outreach activities;
 - (ix) the participation by such club in events and activities conducted by the Student Association;
 - (x) the record of attendance by such club at meetings of its governing clubs council;
 - (xi) whether such club participates in inter-collegiate competitions with and/or against other clubs from other colleges or universities, and the costs of participating in such competitions competitively;
 - (xii) record of the club complying with all applicable laws, regulations, rules and policies;
 - (xiii) the financial requests of other clubs and the financial requests of the Student Association executive branch for programming conducted by the Student Association executive branch itself, due to the limited and finite nature of funds available.
- (b) The weight given to any of the above factors in reaching a funding decision in relation to clubs shall be determined by the body making such allocation, which may also choose not to consider any particular factor(s).
- (c) All decisions regarding funding for clubs must be consistent with applicable law. Funding decisions may not take into account the political viewpoints of clubs or their members.
- (d) As used in these By-Laws, the terms “club” and “student organization” shall be interchangeable. A club is a group of Members of SA acting as a group of Members; each club is part of SA. No club shall be a separate legal entity from SA. Recognized clubs may not

have any accounts or financial activities outside of SA. Recognized clubs may not enter into contracts, take legal actions, commence litigation or undertake legal obligations; only SA itself may enter into contracts, take legal actions, commence litigation and/or undertake legal obligations.

- (e) All clubs and student organizations that are recognized by the Student Association (regardless of whether they receive funding) must follow all Student Association and University at Buffalo rules and policies, and all local, state and federal laws and regulations.
- (f) No recognized club (regardless of whether it receives funding) may engage in any activity that is not permitted for organizations which qualify as exempt from federal income tax under 501(c)(3) of the Internal Revenue Code.
- (g) Recognized clubs must allow all Members of SA the opportunity to participate as members of the club with full rights (including but not limited to the right to participate in all club activities, the right to vote at club meetings, and the right to run for and hold club officer positions), subject to any University eligibility requirements. Notwithstanding the foregoing, clubs may set a minimum period of participation and/or other quantifiable non-subjective activity participation requirements for a club member before such person has the right to vote at club meetings or hold office; however, such minimum period and/or other requirements must be consistent for all members of the club.

Article VIII. Removal/Suspension

Section 8.01. Removal/Suspension of Officers.

- (a) An Officer may be removed, with or without cause, only by a majority vote at a meeting of the Members; however, the Officer's authority to act as an Officer may be suspended by the Senate for cause.
- (b) Suspension of an Officer by the Senate requires a 2/3 majority vote; an Officer shall only be suspended if there is clear and convincing proof of the alleged offense. Except in an emergency, the Officer and the Chairperson of the Senate (if any) must be provided with at least 72 hours notice that such officer's suspension will be considered at a specific Senate meeting(s), a copy of any resolution to be considered relating to the Officer's suspension and stating specifically the alleged cause(s) for such suspension, and the date, time and place of such meeting(s); any Senator may provide such notice.

- (c) If an Officer is suspended by the Senate, the Members may reverse the suspension by a majority vote at a meeting of the Members. If an Officer is suspended by the Senate, the Senate may end that suspension by 2/3 majority vote.

Section 8.02. Causes for Suspension

An Officer may be suspended by the Senate for Cause if it is proven by clear and convincing proof that during the Officer's term:

- (a) The Officer has intentionally materially violated the provisions of SA's Certificate of Incorporation, these By-Laws, SA's Election Rules or Internal Controls, or any applicable law, regulation, SUNY policy, UB policy or SA policy, or
- (b) The Officer has intentionally committed any illegal act while acting or claiming to act or reasonably appearing to act pursuant to the Officer's position in SA, or
- (c) The Officer has committed any felony, or
- (d) The Officer has committed physical violence against any other person, or
- (e) The Officer has committed any act which reflects intentional disregard of or reckless indifference to any person's safety in a situation which could reasonably result in serious injury, if such act takes place on any SUNY campus or at any SUNY, UB or SA event or is in any way related to SA, or
- (f) The Officer steals, attempts to steal, defrauds, or attempts to defraud SA, SUNY, UB or any other person, group or entity, or
- (g) The Officer shall fail to meet any of the Officer's obligations in such position under any applicable law, regulation, SUNY policy, UB policy or SA policy, or
- (h) The Officer has committed any other action or omission constituting cause for removal under applicable law.

Article IX. Amendments to SA's By-Laws

Section 9.01. Member Action

SA's By-Laws may be amended by 2/3 majority vote at a meeting of the Members.

Section 9.02. Senate Action

In the alternative, SA's By-Laws may be amended by a 2/3 majority vote of the Senate. The President must receive written notice of the exact text of any amendment that will be voted on at least 5 business days before the Senate may vote on that amendment.

Article X. Meetings of the Members

- (a) Meetings of Members may be held at any location at the University at Buffalo designated by the person(s) calling such meeting.
- (b) Meetings of the Members may be called by the Senate, the Executive Committee, the President, or the Elections and Credentials Chairperson; ~~the person(s) calling such meeting and/or the Secretary of the Corporation may provide notice of the meeting to the Members.~~
- (c) Members entitled to cast, in person or by proxy, ten percent (10%) of the votes entitled to be cast at any meeting of the Members shall constitute a quorum at such meeting.
- (d) In addition to any other requirements, any action by the Members at a meeting (except elections) shall require that the affirmative votes cast in favor of any such action shall be at least equal to the quorum, and that such action shall be approved by majority vote of the Members present at a duly held meeting of the Members.
- (e) Without limitation to any other acceptable means of notice allowed under applicable law, the notice of a meeting of the Members may be (i) given to Members via electronic mail, or (ii) served by publication in a newspaper published in Erie County, New York, once a week for three successive weeks next preceding the date of the meeting, provided that SA shall also prominently post notice of such meeting on the homepage of any website maintained by SA continuously from the date of publication through the date of the meeting. SA shall send notice of meetings by first class mail to any Member who requests in writing that such notices be delivered by such method. Notice shall be given not less than ten nor more than fifty days before the date of the meeting.
- (f) The SA Senate, by 2/3 majority vote, may set and amend Rules of Procedure for meetings of the Members, so long as such rules do not contradict SA's Certificate of Incorporation or By-Laws, or any applicable law, regulation or SUNY/UB policy.
- (g) The Members of the Corporation may take action without a meeting on written consent signed by the Members having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting. The Rules of Procedure for Meetings of the Members may contain procedures for the Elections and Credentials Committee ~~and/or the Secretary of the Corporation~~ to validate the signatures of Members for any written consent.
- (h) Meetings of the Members shall be presided over by the President or another Member of SA designated by the President in writing, or if there is no President, then by the Elections and Credentials Chairperson.

(i) Proxies at Meetings of the Members:

- (i) A Member may vote at a meeting of Members by authorizing the a Vote Recorder appointed according to Section 5.02(e)(iii) of the By-Laws~~Secretary~~, or any other person designated by the Senate, to act for the Member ~~him or her~~ by proxy as hereinafter provided. Such proxy shall be in writing in a form approved by the Elections and Credentials Committee. ~~The Secretary of the Corporation and the~~ Elections and Credentials Chair must ensure that the proxy votes of Members that are properly submitted before the meeting are cast and counted accordingly. Any such proxy shall only relate to a single ~~meeting, and~~meeting and shall terminate at the conclusion of such meeting.
- (ii) SA's Rules of Procedure for Meetings of the Members may, but are not required to: (1) allow for proxies to be submitted by electronic means, and/or (2) require that the proxies be personally turned in by the Member at certain location(s) and/or time(s), so that the Member's identity can be verified by the Elections and Credentials Committee, even if electronic means of submission are used.
- (iii) Proper submission of a proxy ballot before the meeting shall be considered attendance by the voting Member at the meeting.

Article XI. Miscellaneous

- (a) **Non-Discrimination.** All SA officials, bodies and clubs shall make determinations regarding employment and provide access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, ex-offender status or political viewpoints.
- (b) **Eligibility.** In addition to any other requirements stated in the SA By-Laws, a student must a be member of the Student Association and in academic good standing (as determined by the University at Buffalo) in order to serve in any SA appointed office, to be a candidate for any SA elected office, or to serve throughout one's elected or appointed term. This provision does not apply to SA's professional staff. Notwithstanding the foregoing, the Senate or Executive Committee may designate specific student staff positions that may be occupied by non-undergraduate UB students, except for the Elections and Credentials Chair, Assistant

Treasurer and anyone who is an ex-officio member of the Senate. Senators and Officers must be at least 18 years old.

- (c) **Severability.** No Student Association official shall be required to take any action in violation of any applicable federal, state or local law, or any University at Buffalo or State University of New York policy or rule. The invalidity or unenforceability of any provision of the SA By-Laws or any SA policy shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from the SA By-Laws or relevant policy to the extent of its invalidity or unenforceability only, and the SA By-Laws or relevant policy shall be construed and enforced as if the SA By-Laws or policy did not contain that particular provision to the extent of its invalidity or unenforceability.
- (d) **Waiver of Notice.** Any person may waive any notice required to be given to such person in writing, including by electronic mail to the chair of the body required to provide such notice. Any person in attendance at any meeting shall by that person's attendance waive any objection concerning notice with respect to such meeting.
- (e) **Notice by Electronic Mail.** Except where another means of notice is specified in these By-Laws, any notice (including written notice) required by these By-Laws or any SA policy may be provided by electronic mail. Whenever notice may provided via electronic mail, the recipient's electronic mail address shall be the recipient's official University at Buffalo email address ending in buffalo.edu. Without limitation, a person who sends any notice shall be deemed in receipt of that notice.
- (f) **Action (Excluding Elections) by the Members, Senate, any Committee.** Any action that may be taken by a body (excluding elections) may be taken by majority vote of the members present at a duly held meeting of such body, except where otherwise stated in these By-Laws. Where in the SA By-Laws there shall be reference to a vote by a larger majority (such as, for example and without limitation, 2/3 majority) that shall refer to that fraction of members present at a duly held meeting of such body.
- (g) **Elections.** Elections of Officers and elections of Senators may take place by polling at polling station(s) on the UB campus(es) (utilizing mechanical voting machines, written and/or electronic ballot, and/or any other method as may be provided for under SA's election rules) and/or by online voting. SA's election rules may determine which of those methods shall be used and provide further details regarding the manner of casting and counting votes. Neither the election of Officers nor the election of Senators shall require a meeting of the Members.
- (h) **Election Voting.** The candidate with the most votes shall be the winner of any SA election, without regard to whether such votes constitute a majority, except where otherwise stated in

these By-Laws. If a winner cannot be determined due to a tie, the tying candidates shall participate in a run-off election according to such procedures as may be included in the election rules, or if there are no such provisions included in the election rules, according to procedures established by 2/3 majority vote of the Elections and Credentials Committee.

- (i) **Student Activity Fee Referenda.** SA shall conduct referenda concerning student activity fees in accordance with SUNY Policy. Referenda concerning student activity fees shall not require a meeting of the Members.
- (j) **Construction.** In the SA By-Laws, whenever the context requires, the singular number shall include the plural, and vice versa. The words “include” and “including”, and variations thereof, shall not be deemed to be terms of limitation, but rather shall be deemed to be followed by the words “without limitation”. Any reference in these SA By-Laws to “the University,” “the University at Buffalo” or “UB” shall be deemed to refer to the State University of New York at Buffalo. Any reference in these SA By-Laws to dates on the academic calendar shall be deemed to refer to the academic calendar of the University. As used herein, the “SA Office” shall refer to SA’s main office located at 350 Student Union, UB North Campus, Buffalo, NY 14260. The captions used in this document are for convenience of reference only and will not be interpreted to enlarge, contract or alter the terms and/or provisions of this document.