This Constitution is the Approved and Official Constitution for:

Club Name: Piano Club

From the Hobby Council

Number of Pages: 5
Date Approved: 5/12/17

Club Officer
Position: President
Name: Hassan McCulloch
Signature: 
Date: 5/12/17

Council Coordinator
Name: Danielle Johnson
Signature: 
Date: 5/10/17

Student Association Vice President
Name: Gina Nasca
Signature: 
Date: 5/10/17
Piano Club Constitution

I. Name of the Club
   A. This club shall be known as Piano Club

II. Purpose of the Club
   A. The purpose of Piano Club is to establish several spaces for piano performance on
      campus, to facilitate musical understanding among students, to build a community
      to share ideas, skills, and musical appreciation.

III. Membership
    A. Student Membership
       1. Any undergraduate student of the University at Buffalo may become
          a member of the club. This club honors the Student Association full
          participation policy of undergraduate students.
          a. Voting Member- a member able to vote on club related issues: the
             election of officers, the impeachment and subsequent removal of
             an officer.
             i. Only undergraduate University at Buffalo students may be
                voting members of the club.
             ii. Must have attended at least 3 Piano Club official
                 meetings/events.
          b. Non-Voting members- Any member of the University at Buffalo
             community.
             i. Open to any student officially registered at the University
                at Buffalo

IV. Officers
    A. Eligibility
       1. Only full-time undergraduate University at Buffalo Students may be
          officers of the club. All officers must be in academic good standing
          according to the University at Buffalo to become and stay officers of
          this club.

    B. Composition
       1. There will be four SA recognized officers consisting of President, Vice
          President, Treasurer and Secretary.
       2. There will be additional officers as the organization deems necessary, as
          listed:
          a. Event Coordinator/Public Relations.
             i. Responsible for the organization and promotion of events.
             ii. Work with President to create and host successful events.
             iii. Responsible for the creation and distribution of flyers
             iv. Responsible for the management of the club’s social media
                 pages including but not limited to
                 > Facebook
C. Roles of Officers.

1. President
   a. Preside over general meetings/practice sessions
   b. Preside over Executive Board meetings
   c. Represent the Club in all SA mandated meetings
   d. Vote in case of a tie
   e. Responsible for making sure the club abides by all Student Association regulations and meets SA requirements.
   f. On the occasion of a vacancy, shall appoint a replacement until such a time as an election can be held. This election must be held within two weeks.
   g. Create the calendar of events for the next academic year.

2. Vice President
   a. Fulfill Presidential Duties in lieu of the temporary absence of a president.
   b. Assist President in making sure the club acts in accordance to SA regulations and requirements
   c. Will Serve as Community Service Chair
      i. Is responsible for the coordination of community service events, in order to fulfil SA requirements.
         ➢ Must be aware of both fulfilled requirements as well as those needed to be fulfilled.
      ii. Is allowed to appoint a committee if needed.
      iii. Presides over community service committee meeting (if appointed)
   d. Will Serve as Lessons Coordinator:
      i. Responsible for the organization and allocation of lessons
      ii. Responsible for making sure both teacher and student abide by the guidelines outlines in Teacher/Student Agreements.
      iii. Responsible for monitoring the conduct and consistency of lessons.
   e. Assumes the duties of the President for the rest of the term if:
      i. The president is impeached
      ii. If the president is unable to function in their position for any reason.
   f. Serve at the behest of the President.

3. Treasurer
   a. Shall be responsible for maintaining an accurate record of all monies in the form of income, donations, disbursements and current account balances
   b. Shall be responsible for preparing and submitting the annual budget request packet for the upcoming year. The budget must be approved by the Executive Board before submission.
   c. Will Serve as Fundraising Chair
i. Is responsible for coordination and execution of fundraising events
ii. Is allowed to appoint a committee if needed
iii. Will preside over committee meetings (if appointed)

d. Responsible for all money related paperwork including:
   i. Ticket forms
   ii. Merchandise forms
   iii. Purchase Orders.

e. Report to the president on all relevant/aforementioned financial matters.
f. Serve at the behest of the president

4. Secretary
   a. Responsible for recording the minutes of each Executive Board meeting.
   b. Maintain an accurate record of the members in attendance at all regularly scheduled meetings

V. Government

A. Meetings/Practice Sessions
   1. There must be a minimum of one practice session a semester
   2. The must be a minimum of one concert a semester.
   3. There must be weekly emails sent out giving appropriate notice for meetings and events.

B. Elections
   1. Only voting members of the club may be allowed to nominate/run for office and vote in the club election.
   2. Elections shall take place for all officer positions no later than the second week in April of each year, or when otherwise necessary
   3. A Nomination period is at the discretion of the club.
      a. Candidates may be nominated for multiple positions only if the club approves this prior to the nomination period
      b. The candidate who loses the initial nominated position may be nominated for another open position if the current Executive Board allows it.
   4. The elections shall preside in this order:
      a. President
      b. Vice-President
      c. Treasurer
      d. Secretary
      e. Events Coordinator/Public Relations
   5. The candidate will be elected based on most votes received there for there will be no run-off votes.
   6. The newly elected Executive Board will take office after the last day of classes of the spring semester of that year.

C. Impeachment/Removal
   1. Process of impeachment:
a. The Club must notify their Council Coordinator as well as the Student Association Elections and Credential Chair.
b. A petition with at least twenty percent of the clubs voting membership signatures must be submitted to an executive board officer
c. The officer will call a special meeting which will occur one week after the petition has been submitted.
d. At this meeting the charges against the offending officer will be presented, as well the offending officer will present their defense either in person or in writing.
e. At the same meeting, the voting membership with a two-thirds (2/3) majority vote shall decide the removal of the offending officer.
f. If he offending officer is removed, the guidelines in this constitution under officer vacancy are to be followed
g. All documentation regarding the removal of the offending officer must be submitted to the Student Association for further review.

2. Impeachable Offences
   a. Violation of the Undergraduate Student Association(SA) policies
   b. Violation of the rules and regulation set forth in the current University student rules and regulations
   c. Failure to perform the duties of the office as set forth in the constitution and bylaws of the Club
   d. Failure to uphold the provisions of this constitution and bylaws

D. Resignation/Vacancy of Office
   1. In the event an officer wishes to resign:
      a. The resigning officer must alert the current executive board
   2. In the event an officer position becomes Vacant:
      a. If the President position shall be filled by the Vice President.
      b. If the Vice-President, Treasurer, Event Coordinator/Pr, and/or Secretary positions become vacant two options can be followed
         i. A special election will be called. The special election will follow the exact guidelines of Article V Section B

          OR

ii. The President may appoint the new officer with the approval of the voting members.

iii. The nomination process will be as follows
      ➢ The presidential appointment must be a voting member of the club
      ➢ The president will call a special meeting within a week of the announcement of the appointment. Quorum must be met.
      ➢ The appointed person must gain at least fifty present of the voting memberships approval
Upon approval the appointed positions will be effective immediately
Upon disapproval the guidelines for a special election will be followed.

VI. *Conduct of Club Members*
   A. The following will not be tolerated:
      1. Misuse of club lists, or misuse of personal information pertaining to members.
      2. Misrepresentation of the club or university, especially with respect to trips and activities.
      3. Unprofessional conduct at meetings, club-related activities, and trips.
      4. Each member is entitled to confidentiality of personal information.
      5. This club does not practice, endorse, or tolerate any type of discriminatory practices or behavior.
      6. If this code of conduct is violated, the Executive Board shall have the right to refer the matter to the Student Wide Judiciary.
      7. All members are subject to the rules and regulations of the University at Buffalo.

VII. *Amendments*
   A. Any voting member may propose an amendment to the Club Constitution.
   B. An amendment can be voted on after one week it has been presented.
   C. A two-thirds vote must be gained for the amendment to be passed.
   D. The amendment will put into effect during the beginning of the next academic semester.
   E. *Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.*
   F. *Once passed amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.*
      1.