This Constitution is the Approved and Official Constitution for:

Club Name: Singapore Student Association

From the International Council

Number of Pages: 5
Date Approved: 4/26/17

Club Officer
Position: President
Name: Tara Munithi
Signature: [Signature]
Date: 04/26/17

Council Coordinator
Name: Danny Vo
Signature: [Signature]
Date: 04/24/17

Student Association Vice President
Name: Gina Nascia
Signature: [Signature]
Date: 4/20/17
Organization Constitution

Article I. Name of Organization
This organisation will be known as Singapore Student Association ("SGSA")

Article II. Purpose of Organization
To provide a common ground of understanding between individuals of various ethnic origins at the University at Buffalo through social, cultural and educational activities. Members of the Singapore Student Association ("SGSA") will develop deeper understanding of Singapore. The organization also serves to unite Singaporeans in the University at Buffalo as well as to help them adjust to the American culture.

Article III. Qualification of Membership

Section 1: Any undergraduate student of the University at Buffalo may become a member of the organization. This organization honors the Student Association full participation policy of undergraduate students.

Section 2:

Voting Member
1. Only undergraduate University at Buffalo students may be voting members of the organization
2. An officer of the organization is automatically a voting member.
3. In order to maintain status as a voting member one must attend:
   a. 2 organization meetings
   b. 2 organization events
   c. 1 community service event per semester

Non-Voting Member
4. Any undergraduate or graduate University at Buffalo student or faculty member may be non-voting member of the organization
5. In order to become a non-voting member one must attend:
   a. At least one organization meeting(s), event(s), and/or community service(s) per semester

Article IV. Executive-Board

Section 1: Only full-time undergraduate University at Buffalo students may be officers of the organization. All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this organization.

Section 2:

1. President
   a. Be the chief executive of the organization through overseeing and finalizing the activities organized by SGSA
   b. Protect the interests of the organization
   c. Call and preside over General and Special meetings of the organization
   d. Manage all external matters of SGSA by serving as the liaison between the organization and the SA administrative office and other governing bodies
   e. Manage all internal matters
f. Ensure the constitution and the laws of the student body are faithfully executed

2. Vice President
   a. Exercise presidential office upon the absence of the president
   b. Temporarily assume the presidential office upon vacancy
   c. Assist in the President’s duties
   d. Guide other Executive Board members should they require assistance

3. Treasurer
   a. Keep complete and accurate account of the organization’s funds
   b. Put in requests for Purchase Orders via SAFE for the use of the organization’s funds
   c. Prepare the annual budget request packet with the President
   d. Report to the President on all relevant financial matters
   e. Ensure that the organization is on track towards reaching its fundraising goals
   f. Execute planned expenditures as decided by the Executive Board

4. Secretary
   a. Take minutes at organization meetings
   b. Maintain complete and accurate records of all organization meetings
   c. Submit track sheets by the stipulated deadline
   d. Report to the President
   e. Represent the organization when the President and Vice-President is absent

Article V. Government

Section 1: Meetings

1. There are two types of meetings:
   a. General membership meetings
   b. Executive Board meetings
   c. Special meetings

2. General membership meetings:
   a. Inform members of upcoming events and changes in the organization
   b. Must occur at least once every two months

3. Special meetings
   a. Include but not limited to amendment changes, vacant officer positions, impeachment hearings, re-elections, and/or elections.
   b. Discuss and propose future club events.

4. Quorum for special meetings must be seventy percent of voting membership
   a. Quorum must be met for all special meetings
Section 2: Elections
1. All undergraduate students from the University at Buffalo are allowed to run for a position in the organisation.
   a. Interested candidates must declare their intent to run for the Executive Board position
   b. Candidates may be nominated for multiple positions.
2. Only voting members of the Club may be allowed to nominate, run for office, and vote in the Club election. Election for the office of the President for the next term must be done before the new semester starts.
3. The candidate will be elected based on most votes received.
4. The newly elected Executive Board will take office after the election week.

Section 3: Impeachment/Removal Process
1. Grounds for removal of an officer are as follows:
   a. Violation of the Undergraduate Student Association (SA) policies
   b. Violation of the rules and regulations 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 organization
   d. Failure to uphold the provisions of this constitution and bylaws
   e. Failure to fulfill individual responsibilities as an Executive Board member and/or failure to portray a positive image for the club will result in a removal from current position
      i. This includes use of abusive language in an offensive manner towards others
      ii. It also includes the failure to attend three or more consecutive events without official reasons and/or prior approval of the President
   f. The Executive Board member in question will first face a warning issued by the President or the Vice President, verbally or in writing.

2. The procedure to call for removal are as follows:
   a. The organization must notify their Council Coordinator as well as the Student Association Elections and Credentials Chair
   b. A petition with at least fifty percent of the organization 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 the 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 administration for further review

Section 4: Resignation/Vacancy of Office

1. In the event an officer wishes to resign:
   a. The resigning officer must inform the current executive board
   b. The resigning officer must inform the Student Association administration so that officer information can be updated

2. In the event an officer position becomes vacant:
   a. If the President position becomes vacant during the term, such vacancy shall be filled by the Vice-President
   b. If a vacancy occurs for the position(s) of Vice-President, Treasurer, and/or Secretary two options can be followed:
      i. A special election will be called. The special election will follow the exact guidelines of Section 2: Elections
      ii. Or the President may appoint the new officer with the approval of the voting membership

   1) The nomination process will be as follows:
      a) The President appointment must be a voting member of the organization
      b) The President will call a special meeting within a week of the announcement of the appointment. Quorum must be met in this meeting
      c) The appointed position must gain at least fifty percent of the voting membership’s approval
      d) Upon approval the appointed position will be effective immediately
      e) Upon disapproval the guidelines for a special election will be followed

Article VI. Amendments

1. Any voting member may propose an amendment to the organization constitution
2. An amendment can be voted on after one week it has been presented
3. A two-thirds vote must be gained for the amendment to be passed
4. The amendment will put into effect during the beginning of the next academic semester
5. 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
6. Once passed, amendments and an updated constitution must be turned into the Student
Association Office and the Council Coordinator for review and approval