This Constitution is the Approved and Official Constitution for:

Club Name: Sci-Fi & Fantasy Club
From the Special Interest Council
Number of Pages: 5
Date Approved: 5/8/18

Club Officer
Position: Vice President
Name: Stephanie Richter
Signature: [Signature]
Date: 5/8/18

Council Coordinator
Name: Alexis Oma
Signature: [Signature]
Date: 5/1/18

Student Association Vice President
Name: Ben Harper
Signature: [Signature]
Date: 5/2/18
Sci-fi & Fantasy Club Constitution

Article I.  Name of Club
This club will be known as Science-fiction and Fantasy Club.

Article II.  Purpose of Club
This club will provide a place for intelligent discussion of the various aspects of science-fiction and fantasy. Members will be able to meet and discuss current events, interesting topics, and debatable issues that are relevant to the science-fiction or fantasy community.

Article III.  Qualification of Membership
Section 1: Any undergraduate student of the University at Buffalo may become a member of Science-fiction and Fantasy Club. This club honors the Student Association full participation policy of undergraduate students.

Section 2: Members
Voting Members
1. Only full-time undergraduate students at SUNY Buffalo may be a voting member of this club.
2. In order to become a voting member, one must attend:
   a. Four meetings and/or events.
   b. One community service event.

Non-Voting Members
1. Any undergraduate or graduate University at Buffalo student or faculty member may be non-voting member of the club.
2. In order to become a non-voting member, one must attend:
   a. Two meetings, events, or community service events.

Article IV.  Officers
Section 1: Only full-time undergraduate University at Buffalo students may be officers of Science-fiction and Fantasy Club. All officers must be in academic good standing according to the University at Buffalo to become and remain officers.

Section 2:
President
1. Be the chief executive of the club
2. Call as well as preside over meetings of the club, unless the running of a meeting has been delegated to another officer or member.
3. Serve as the liaison between the club and the SA administrative offices, including any paperwork required by S.A. that does not fall under the domain of the treasurer
4. Ensure that this constitution and the laws of the student body are faithfully executed.
5. Delegate duties to other officers as necessary.
6. Perform any administrative power or duty not provided for in this constitution.

Vice-President
1. Exercise presidential office upon absence.
2. Assume presidential office upon vacancy.
3. Act as a liaison between club members and officers.
4. Aid the president in his/her duties and affairs.

Treasurer
1. Keep complete and accurate account of the club's funds, including expenses and income from fundraisers and events.
2. Put in requests for use of club funds and assume responsibility for all paperwork related to the budget, including any required for S.A.
3. Prepare the annual budget request packet with the President.
4. Report to the president on all relevant financial matters.

Secretary
1. If there is nobody willing or able to run for this position, the Vice-President will take charge of all the Secretary's duties until the position is filled.
2. Take minutes at club meetings when necessary and maintain complete and accurate records of club meetings including attendance.
3. Ensure that all attendance records and meeting notes are kept in a safe and accessible way.
4. Keep notes of all officer meetings.

Section 3: Other stipulations
1. If another officer is rendered necessary, their duties will be decided and voted upon by the existing officers and voted into the constitution by the club's voting members.
2. If an officer misses four general body meetings consecutively, they may be brought up for impeachment before the club's voting members.

Article V. Government
Section 1: Meetings
1. Inform attendants of upcoming events and changes in the club.
2. Consist of announcements (if applicable), and any activities planned by the president or other officers/club members running the meeting.
3. Will be run by the president, unless the running of a meeting is delegated to another officer or club member.
4. Must be held at least once per month.
5. Must consist of at least one officer and three voting members.
Section 2: Elections

1. Only voting members of the club may be allowed to nominate, run for office, and vote in the club's elections.

2. Officer elections will be held every year and must take place before the last day of classes of the spring semester of that year.
   a. In the event an election has taken place after the last day of classes of the spring semester, the officers who were elected will remain as the officers for the summer, however, a new election must take place by the first of October of the upcoming fall semester.

3. All officer positions will be voted on every year.

4. Any voting member or current officer may run for an officer position. If they are interested in running, they must nominate themselves or be nominated during a body meeting before April 25th. If nominated by another, a student may decline the nomination. Any voting member or officer may run for up to two officer positions.

5. Elections will occur at a general body meeting before May 1st. Voting will occur via a secret ballot. Votes for each position will be counted by any voting member not running for the position.

6. If an officer position becomes vacant before that officer’s term has concluded, an emergency election will occur. Nominations will be taken at the general body meeting immediately following the position becoming vacant, with elections occurring at the following meeting. The new officer will assume their duties immediately following their election.

7. Elections occur in the following matter:
   a. Elections will occur in the order of President, Vice President, Treasurer, and Secretary.
   b. Nominees for each position will have the opportunity to give a 2-minute speech, followed by 2 minutes in which they may answer questions from the club’s members, followed by 2 minutes in which they may either answer more questions or give closing remarks.
   c. After all the nominees for the position have presented, the vote for that position will be taken.
   d. The candidate will be selected based on most votes received.
   e. The election will then move on to the next candidate.

8. Newly elected officers will assume their duties after the final day of classes of the spring semester of that year.

Section 3: Impeachment/Removal Processes

1. Grounds for removal of an officer are as follows:
   a. Violation of the Undergraduate Student Association policies.
b. Violation of the rules and regulations set forth in the current University student rules and regulations.

c. Failure to perform the requirements set forward for their position in the constitution, including requirements as a voting member.

d. Absence from four consecutive meetings.

e. Behavior which goes against the policy of the club to create a safe space for all students.

f. Failure to uphold the provisions of this constitution.

2. The procedure to call for removal are as follows:

a. If any voting member wishes to put forward the name of an officer for impeachment, they must submit a petition with at least twenty perfect of the club’s voting members’ signatures.

b. The club must notify their Council Coordinator as well as the Student Association Elections and Credentials Chair.

c. At a meeting held one week after the petition has been submitted, the charges against the offending officer will be presented. The officer will be given the opportunity to defend themselves via a 2-minute speech, followed by 2 minutes in which they may answer questions from the club’s members, followed by 2 minutes in which they may either answer more questions or give closing remarks.

d. At the same meeting, a 2/3 majority vote of the present voting members will be required for impeachment. Voting will occur via a secret ballot.

e. If the offending officer is impeached, the guidelines under officer vacancy are to be followed.

f. All documentation regarding the removal of the offender 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.

2. In the event an officer position becomes vacant:

a. If the President position becomes vacant, such vacancy shall be filled by the Vice-President.

b. If a vacancy occurs for the positions of Vice-President, Treasurer, and/or Secretary. A special election will be called. The special election will follow the exact guidelines listed under Section 2: Elections.

Article VI. Amendments

1. Any voting member may propose an amendment to this Constitution.
2. Amendments can be proposed through written documents to the President or another officer.
3. Amendments must be approved by at least half of the club officers.
4. The amendment will then be presented to the club.
5. One week after the amendment has been presented, the amendment will be voted on at the next general body meeting.
6. Voting will occur via a blind ballot.
7. The vote will be counted by any two officers.
8. A 2/3 vote must be gained for the amendment to be passed.
9. The amendment will be put into effect during the beginning of the next academic semester after it is approved by SA and the Special Interest Council.
10. 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.
11. Once passed, amendments and an updated constitution must be turned into the SA office and SISH Council Coordinator for review and approval.