This Constitution is the Approved and Official Constitution for:

Club Name: Step Troupe
From the Hobby Council
Number of Pages: 5
Date Approved: 5/9/19

Club Officer
Position: President
Name: Janista Nicholas
Signature: [Signature]
Date: 5/2/19

Council Coordinator
Name: Daniel Connolly
Signature: [Signature]
Date: 5/29/19

Student Association Vice President
Name: Anyssa Evelyn
Signature: [Signature]
Date: 5/9/2019
CONSTITUTION AND BY-LAWS

UNIVERSITY AT BUFFALO

STEP TROUPE

Article I. University at Buffalo Step Troupe
This Club will be known as University at Buffalo Step Troupe or UBST

Article II. Purpose of Club

"To uplift the spirit of the University at Buffalo in the form of step and dance techniques."

Article III. Qualifications of Memberships
Section 1: Any undergraduate student of the University at Buffalo may become a travel team member of the club. This club honors the Student Association full participation policy of undergraduate students.

- Must attend two-thirds of the meetings for each the fall and spring semester separately.
- In order to be a competition/traveling member you must pay a travel fee every semester through the SBI office
- Any members that do not pay the performance fee:
  - Can practice but will not be allotted to travel off campus with UBST

Section 2:
Voting Member

1. Only undergraduate University at Buffalo Students may be voting members of the club
2. In order to become a voting member one must attend:
   a. 10 club meetings
   b. 2 club events
   c. 2 community service events
   Per semester

Non-Voting Member

3. Any undergraduate or graduate University at Buffalo student or faculty member may be non-voting member of the club
4. In order to become a non-voting member one must attend:
   a. 7 or less club meetings, 1 event, and 1 community service per semester

Article IV. Officers

Section 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

1) President
   a) Be the chief executive of the Club
   b) Call as well as preside over meetings of the Club
c) Serve as the liaison between the Club and the SA Administrative offices
d) Call special meetings of the Club
e) Take care that this constitution and the laws of the student body are faithfully executed
f) Perform any administrative power or duty not provided for in this constitution
g) Keep complete and accurate account of the Club's funds

2) Vice President:
   a) Exercise presidential office upon absence
   b) Assume presidential office upon vacancy
   c) In charge of tracking community service for each team member.

3) Treasurer:
   a) Keep complete and accurate account of the Club's funds
   b) Put in request for use of Club funds
   c) Prepare the annual budget request packet with the President
   d) Report to the President on all relevant financial matter
   e) Responsible for hosting 2 fundraisers per semester

4) Secretary:
   a) Take minutes at Club meetings
   b) Maintain complete and accurate records of all Club meetings
   c) Report to the President
   d) Responsible for monitoring the email, and responding to all invitations and other important messages

5) Events Coordinators:
   a) Required to plan all events for the team
      i) Including: 2 team bondings, 2 events and 2 team meetings

6) Step Coordinators (2):
   a) Required to plan choreography for both performances and competitions

7) Publicity Coordinator:
   a) Required to make flyers for UBST events and publicize our events via social media.

8) Costume Liaison:
   a) In charge of designing costumes for competitions and performances.

Article V: Government

Section 1: Meetings

1. There are two types of meetings
   a. General membership meetings
   b. Special meetings

2. General membership meetings:
   a. Preparing the team for upcoming performances and competitions
   b. Must occur at least once a week

3. Special meetings
   a. Meeting including: Executive Board, Top 4, team meetings and additional practices
   b. Making sure each officer is doing their job efficiently
   c. Planning and informing the other members about upcoming events
d. Include amendment changes, vacant officer positions, impeachment hearings, re-election and/or emergency elections

4. Quorum for special meeting must be fifty percent of voting membership
   a. Quorum must be met for all special meetings

Section 2: Elections

1. Only voting members of the Club may be allowed to nominate, run for office, and vote in the Club election.
   a. All nominees give a 1-3 minute speech with a 2-3 minute Question & Answer session that follows

2. Officer elections MUST take place before the last day of class 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 the officers for the summer, however, a new election must take place by the first of October of the upcoming fall semester.

3. A nomination period at the discretion of the Club
   a. Candidates may be nominated for multiple positions only if the club approves his prior to the nomination period beginning.
   b. Must have accepted a nomination that has been agreed upon by 1 or more voting members

4. The election will preside in this order:
   a. Costume Liaison
      i. Costume liaisons must create team uniform and sample costume options
   b. Publicity Coordinator
      i. Publicity coordinators must create a sample flyer to present along with their speech
   c. Step Coordinators (up to 2)
      i. Step coordinators (2) nominees must each create and showcase an original step
   d. Activities Coordinator
   e. Secretary
   f. Treasurer
   g. Vice President
i. In order to be elected as Vice President, you must have held a position on E-Board for one academic school year prior to elections. If no prior E-Board members run, the position will be open to members who have been on the team for 2 or more semesters.

h. President

i. In order to be elected for President you must have held a Top 4 position for one academic year prior to elections. If no prior Top 4 members run, the position will be open to members who have been on E-Board for one academic year prior to elections. If no prior E-Board members run the position will be open to voting members who have been on the team for 2 or more semesters

5. The candidate will be elected based on most votes received. Therefore there will be no run-off votes.

6. The newly elected officers will take office after the last day of classes of the spring semester of that year.

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 Club
   d. Failure to uphold the provisions of this constitution and bylaws

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

   a. The Club must notify their Council Coordinator as well as the Student Association Elections and Credentials 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 as 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 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, 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 a special election will be called. The special election will follow the exact guidelines of Section 2: Elections.
   c. If a vacancy occurs for the position(s) of Activities Coordinator, Publicity Coordinator and/or Costume Liaison, the position will be open to voting members who have been on the team for 2 or more semesters. The Special Election will follow the exact guidelines of Section 2: Elections.

3. If one of the step coordinators resigns, then the member that is left will fill the full responsibility for the position

Article VI: Amendments

- Amendments must be typed including article and number and given to members of top 4
- Amendment can be voted on one week after it is presented to the executive board
- Amendments are taken into effect the next election cycle
  - 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
- Once passed, amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval. Must be approved by the Undergraduate Student Association before they take effect.