This Constitution is the Approved and Official Constitution for:

Club Name: Lesbian Gay Bisexual Transgender Alliance
From the Special Interest Council
Number of Pages: 5
Date Approved: 5/2/19

Club Officer
Position: Treasurer
Name: Matthew Myre
Signature: ______________________
Date: 04/17/19

Council Coordinator
Name: Rijaa Khan
Signature: ______________________
Date: 05/02/19

Student Association Vice President
Name: Auyssa Evelyn
Signature: ______________________
Date: 01/22/20a
Club Constitution

Article I. Name of Club
This Club will be known as Lesbian Gay Bisexual Transgender Alliance (LGBTA)

Article II. Purpose of Club
To provide a safe and social space on campus for LGBTQ+ students. To educate students on matters essential to the health, history, and wellbeing of LGBTQ+ people. To connect students with necessary resources available on campus. To advocate for the rights and safety of LGBTQ+ students.

Article III. Qualification of Membership
Section 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
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. 2 club meeting(s)
   b. 1 club event(s)
   c. 0 community service event(s)
   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. 1 club meeting(s), event(s), and/or community service(s) per school year

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
Section 2:
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

2. Vice President
   a. Exercise presidential office upon absence
   b. Assume presidential office upon vacancy
3. Treasurer
   a. Keep complete and accurate account of the Club’s funds
   b. Put in requests for use of Club funds
   c. Prepare the annual budget request packet with the President
   d. Report to the President on all relevant financial matters

4. Secretary
   a. Take minutes at Club meetings
   b. Maintain complete and accurate records of all Club meetings
   c. Report to the President

5. Junior E-Board
   a. Up to four may serve at a time.
   b. Assist the other executives in non-financial club business.
   c. Help the e-board hold office hours to keep the club office open.
   d. Assist with maintaining the clubroom.
   e. Report to the rest of the E-Board
      a. This position lasts for one semester. A student elected to Junior E-Board in the fall may run again in the spring.

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. Inform members of upcoming events and changes in the club
      b. Must occur at least once a month
   3. Special meetings
      a. Include but not limited to amendment changes, vacant officer positions, impeachment hearings, re-elections, and/or elections
   4. Quorum for special meetings 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.
   2. Officer elections 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. Junior E-Board elections are held at the beginning of the Fall and Spring semesters. They may not happen before any member of the club is eligible to run or vote.
   4. A nomination period 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 beginning.

5. The election will proceed in this order:
   a. President
   b. Vice-President
   c. Treasurer
   d. Secretary

6. The candidate will be elected based on most votes received. Therefore, there will be no run-off votes.
   a. In the event that four or fewer candidates run for Junior E-Board, each nominee will receive a simple vote from active members eligible to vote, where each candidate is voted on ye or nay independently.
   b. In the event that more than four candidates are nominated for Junior E-Board, the election will be determined using a ranked voting system.
      i. Ranked Voting is an election system that allows voters to select multiple candidates and order them in terms of the degree to which they support them. This makes it possible to maximize the number of voters that get their first choice or close to their first choice of candidate. While it can be used for any type of election, it is ideal for situations where multiple candidates are running for an office with more than one seat, as is the case for Junior E-Board here.
      ii. Ballots will be presented to voting members with the names of each candidate on the ballot and a blank next to their names. Voting members will cast their vote by numbering the candidates they think are qualified for office, with #1 indicating the candidate they believe is most qualified, #2 for their second choice, and so on. If the voter does not believe a candidate should be on Junior E-Board, they indicate this by leaving the blank empty (i.e. writing a number next to a candidate’s name is a vote for that candidate).
      iii. Once all ballots are collected, a spreadsheet will facilitate counting the votes. Each ballot will be numbered (this is done after collecting them to ensure anonymity of voters), and the ranking that ballot gave each candidate will be recorded. Once all are entered, the spreadsheet can be sorted to determine the degree of support each candidate has, using the following rules.
         1. All candidates should be examined to see if there is a simple majority of support at the highest ranking.
         2. If no candidate has a simple majority, the candidate with the least support will be eliminated, and the ballots that were supporting that candidate as their preferred candidate will move to the next Ranking. If there is no following Rank (e.g. if the ballot only listed a #1 choice and nothing else), the ballot will be removed.
         3. In the case where a candidate must be eliminated and there is a tie in the fewest votes, the counter must examine the other votes on the ballots that list those candidates as their preferred choice. As the goal of Ranked Voting is to get as close to everyone’s preferred candidates as possible, each
successive tier of preference will be examined to see which has the least support.

4. Continue using this process of confirmations and eliminations until the number of remaining candidates is equal to the number of open seats for Junior E-Board. Those remaining have been elected.

7. The newly elected E-board will take office after the last day of classes of the spring semester of that year.
   a. Junior E-Board positions take office when the election is closed and the votes counted. Their service ends the last day of Semester Final Examinations according to the university’s Academic Calendar.

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 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:
   b. The resigning officer must inform the current executive board
   c. 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, Secretary and/or Junior E-Board two options can be followed:
i. A special election will be called. The special election will follow the exact guidelines of Section 2: Elections

OR

ii. 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 Club
   b) The President will call a special meeting within a week of the announcement of the appointment Quorum must be met
   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 Club 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