This Constitution is the Approved and Official Constitution for:

Club Name: Water Polo

From the Sports Council

Number of Pages: 7

Date Approved: 3/24/17

Club Officer

Position: President

Name: Ben Harper

Signature: [Signature]

Date: 3/27/17

Council Coordinator

Name: Jane Mearsdel

Signature: [Signature]

Date: 3/27/17

Student Association Vice President

Name: Gina Nasco

Signature: [Signature]

Date: 3/27/17
UB Water Polo Club Constitution
Updated 3-17

By: B. Harper
A. Hossenlopp
B Stuhlmiller
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Article I
Name
UB Water Polo

Article II
Purpose:
A. To participate and compete in the colligate water polo community through the Colligate Water Polo Association (CWPA), independent tournaments and scrimmages.
   a. The club will not use designated practice time to teach the fundamentals of swimming to prospective members. The club will, however, help prospective members find the resources they require to improve their swimming abilities.
   b. Separation of a “First Team” or “Competition Team” from the rest of the club as outlined in Article III, Section C

Article III
Qualification of Membership
A. Any 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.
B. General Membership (Voting Member)
   a. Only full-time and part-time undergraduate University at Buffalo Students may be a voting member of the club.
   b. Signature of a Liability Release Form or other documentation as required by the officers or SA
   c. Attendance of at least fifty percent (50%) of club events. Including, but not limited to: practices, tournaments, meetings, fundraising events, SA events, and community service events.
C. Competition Team
   a. Must meet the terms for General Membership as outlined in the previous section
   b. Students attending the University at Buffalo
   c. Attendance of at least 75% of all club activities or events as outlined in the previous section
   d. Willingness and/or ability to travel and compete
   e. Skill level to be chosen by elected officers and coaches

Article IV
Requirements and Responsibilities of Elected Officers (i.e. E-Board)
A. Only full-time University at Buffalo students may be officers of this club. All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this club.
B. All officers must attend at least 80% of all club activities as outlined in Article III
C. President
   a. Duties
      i. Organize and coordinate practices, meetings and competitions for the club

ii. Be the primary contact for other schools and/or governing entities for the purpose of scheduling competitions
iii. Be the primary contact between the club and the SA
iv. Be the primary contact for prospective members
v. Attempt to meet with the council coordinator once per month, or as a situation deems necessary
vi. Attempt to attend all Sports Council meetings during the academic year
vii. Update the club constitution as it is amended and supply amended copy to the current council coordinator and Student Association Office
viii. Has the ability and authority to create temporary, unelected officer positions to complete specific, clearly defined duties and tasks
ix. Organize a tournament at the University at Buffalo if possible

D. Vice President
   a. Duties
      i. Act as a stand in for the President when they are not available to perform their designated duties
      ii. Ensure that the club’s activities follow the rules and regulations of the SA, SBI, SUNY, and any other governing body.
      iii. Ensure that other officers are completing their duties to an acceptable standard and in a timely and professional manner
      iv. Be the primary contact for the Aquatics Director and other facilities personnel
      v. Ensure that the club has pool space during practice times, and inform club members if practices times have been changed or canceled
      vi. Organize club involvement in recruitment events including, but not limited to: tabling, club fairs, freshman orientation, and transfer student orientation

E. Treasurer
   a. Duties
      i. Act as the primary interface and contact for the SA Finance Department
      ii. Act as the primary interface and contact for the SBI finance and ticket offices
      iii. Track expenditures in the club’s General ledger
      iv. Organize and coordinate fundraisers with the club and SBI ticket office

F. Secretary
   a. Duties
      i. Keep notes and minutes at Executive-Board meetings
      ii. Primary organizer of club community service events
iii. Keep track of SA Participation, community service hours, fundraising totals, and club events for future reference
iv. Compile and submit the monthly track sheet to the SA Sports Council Coordinator
v. Monitor and update the Club’s public social media pages or profiles (i.e. Facebook, Instagram, Twitter, etc.)
vi. Responsible for using the club’s group email list to contact members

G. Captain(s)
   a. A maximum of two members of the club who will be responsible for the team in the pool
   b. Do not have voting statuses for Executive Board votes. However, they are able to sit in on meetings and offer input and opinions.

   c. Duties
      i. A NON-POLITICAL OFFICER
         1. Assist the coaching staff in running practices
         2. Work with the coaching staff to set the line-ups for each game after the Executive Board determines who is eligible to complete
         3. Ensure that the team understands the coaches strategy for each game
         4. Acts as the team’s coach when a professional one is unavailable
         5. Ensure that all equipment is properly cleaned and stored after each practice and tournament

Article V
Government
A. Meetings
   a. General Member Meetings
      i. Held, at minimum, once per month
      ii. An open format meeting to discuss upcoming events of club and hear questions, comments, and suggestions from all members
      iii. Should last no longer that 15 minutes
   
   b. Practices
      i. Held, at minimum, two times per week unless the pool is unavailable for use
      ii. Structure of practice should be planned by coach or officers in advance
   
   c. Executive Board (E-Board) Meetings
      i. All officers must attend
      ii. Discuss club plans and events
      iii. Make financial and club decisions through majority vote
1. In the event of a tie, the president’s vote acts as the tiebreaker
d. Election Meetings
   i. A special session run specifically to elect officers to the Executive Board
   ii. Should be run by the current president
      1. If the current president is running for an office seat, it is their responsibility to contact an independent third party to run the election meeting
   iii. Should follow the guidelines set forth in the following section
e. Quorum for all General Meetings, Practices, and Election Meetings will be seven voting members
f. Quorum for Executive board meetings will be four officers

B. Elections
   a. Only current voting members in good academic standing are eligible to run for an elected position
   b. Nominations for officer positions will be heard at a General Meeting the first full week of April
      i. Nominations will be received for five days after the initial nomination meeting
c. The vote will be held at an election meeting before practice the second full week of April
d. Nominees will have a maximum of five minutes each before the election to make a speech and answer questions from members
e. Elections will be held by written ballot
f. Members must be present to vote
g. In the event of a tie, each candidate tied for first will receive an additional two minutes to speak and/or answer questions, after which a revote will occur
   i. Only the candidates who are tied for first will be eligible to receive votes in the tiebreaking vote
   ii. If after revote a ties still exists, the winner will be decided by a coin flip
h. Votes will be collected and counted by the party running the election meeting and overseeing the election process
i. Elections will occur in the following order with the winner announced following each vote count
   i. President
   ii. Vice-President
   iii. Treasurer
   iv. Secretary
   v. Captain(s)
j. If a candidate is defeated in their election, they are allowed to run for up to two more positions on the Executive Board in the same election meeting
i. The candidate must announce intent to run for multiple positions during the nomination period defined above.

C. Resignation/Vacancy of Office
   a. If at any point an Officer vacates their position
      i. The resigee should notify the Executive Board immediately of their intention to vacate their office
      ii. The President or Vice President will inform the Sports Council Coordinator and Student Association Executive Board

D. Impeachment and removal of club officers
   a. Violations that warrant impeachment
      i. Not fulfilling duties as stated in Article IV
      ii. Abuse of Club funding or money in any fashion
      iii. Not conducting themselves in a professional or personal manner representative of the club, University, or SA
   b. Impeachment Process
      i. Begun if a general member or officer calls for an impeachment at any time during the academic year
         1. Calls for impeachment should be done in private, not at a club practice or function
      ii. The officer in question must be notified of impeachment process one week before a vote may occur
      iii. Prior to the impeachment vote, the officer may have five minutes to defend his position and answer questions from club members
      iv. The vote to impeach will be conducted by a written ballot of present voting members
      v. If a majority vote in favor of impeachment, the officer in question will be removed from office effective immediately
      vi. If the officer chooses not to attend the meeting at which the vote to impeach occurs, the vote to impeach will still occur

E. Election process following an Impeachment or Resignation
   a. To be initiated within one week of officer being removed from their position or their resignation
   b. Will follow the same procedure as with a normal general election as outlined in Article V, Section B

Article VI
Amendments to the Constitution
A. 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.
B. To propose an amendment, a member must have a hard copy of the original section being changed, as well as an amended copy of the section
C. Amendment(s) must be proposed at a general meeting of the club
D. The amendment(s) in question must be posted publicly for review by all club members
E. The vote to amend the section will be voted on at the next general meeting by the voting members present

F. Before the vote occurs, the proposer of the amendment(s) will have five minutes per amendment to answer questions and engage in discussion about the amendment

G. To be approved, the amendment must garner sixty (60) percent of the vote in its favor

H. If passed, the amendment will take effect once approved by the Student Association

I. Once passed, amendments and an updated constitution must be turned into the Student Association Office and the Council Coordination for review and approval

J. The President is responsible for amending the constitution and submitting it to the proper authorities as outlined by Article IV, Section C