This Constitution is the Approved and Official Constitution for:

Club Name: UB Poets

From the Hobby Council

Number of Pages: 5

Date Approved: 2/20/17

Club Officer

Position: President

Name: Danielle Johnson

Signature: [Signature]

Date: 2/14/17

Council Coordinator

Name: Peter Judy

Signature: [Signature]

Date: 2/17/17

Student Association Vice President

Name: Gina Nasca

Signature: [Signature]

Date: 2/20/17
UB Poets Constitution

I. Name of the Club
   A. This club will be known as UB Poets

II. Purpose of the Club
   A. The purpose of UB Poets is to engage and foster the growth of the poetry community at the University at Buffalo through the implementation of writing workshops and performance workshops along with the hosting of open mics and poetry slams.

III. Qualification of Membership
   A. Student Membership
      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.
         a. Voting Member – a member able to vote on club related issues: the election of officers, the impeachment and subsequent removal of an officer.
            i. Only undergraduate University at Buffalo students may be voting members of the club
            ii. Must have attended at least 2 workshops
            iii. one event hosted by the club.
            iv. One community service event
      b. Non-voting member- Any member of the University at Buffalo community.
         i. Open to any student officially registered at the University at Buffalo.
   B. Faculty Membership
      1. Any University at Buffalo faculty member may be granted non-voting membership in the Organization

IV. Officers
   A. Eligibility
      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.
   B. Terms and conditions
      1. The executive board must stay in constant communication during the academic year and breaks.
   C. Composition
      1. There will be four SA recognized officers consisting of President, Vice-president, Secretary and Treasurer.
2. There will be additional officers as the organization deems necessary, as listed
   a. Public Relations
      i. Responsible for the creation and distribution of flyers.
      ii. Responsible for managing the club’s social media including but not limited to:
          ✓ Facebook
          ✓ Instagram

D. Roles of officers:
   1. President
      a. Preside over general meeting/workshops
      b. Set the agenda for the regularly scheduled meetings/workshops
      c. Preside over Executive board meetings
      d. Represent the club in all SA mandated meetings.
      e. Vote in case of a tie
      f. Responsible for making sure the club abides by all Student Association regulations and meets SA requirements
      g. On the occasion of a vacancy shall appoint a replacement until such a time as an election can be held, this election must be held within 2 weeks.
      h. Preside over the organization/training of the slam team: UB Speaks

2. Vice President
   a. Fulfill presidential duties in lieu of the temporary absence of the president.
   b. Assist president in making sure the club acts in accordance to SA regulations and requirements.
   c. Will serve as Community Service Chair
      i. Is responsible for the coordination of community service events, in order to fulfill SA requirements.
      ii. Is allowed to appoint a committee if needed.
      iii. Presides over community service committee meeting (if appointed).
   d. Will serve as Workshop Coordinator
      i. Is responsible for the agenda and process behind the workshops.
      ii. Can appoint another to lead the workshop.
   e. Responsible for reserving space for club meetings, activities and events
   f. Assume the duties of the President for the rest of the term if:
      i. The president is impeached
      ii. If the president is unable to function as the Organizations President for any reason
   g. Serve at the behest of the president
3. Treasurer
   a. Shall be responsible for maintaining an accurate record of all monies in the form of income, donations, disbursements and current account balances.
   b. Shall be responsible for preparing and submitting the annual budget request packet for the upcoming year. This budget must be approved by the Executive Board before submission.
   c. Will serve as Fundraising Chair
      i. Is responsible for coordination and execution of fundraising events.
      ii. Is allowed to appoint a committee if needed
      iii. Will preside over committee meetings (if appointed).
   d. Report to the President on all relevant financial matters
   e. Serve at the behest of the president

4. Secretary
   a. Responsible for recording the minutes of each meeting.
   b. Maintain an accurate record of the members in attendance at all regularly scheduled and special meetings/workshops.
   c. Serve at the behest of the president

V. Government
   A. Meetings/Workshops
      1. There must be a minimum of one workshop per month.
      2. There must be a minimum of one open mic per month
      3. Club meeting will be regularly announced through the appropriate channels one week in advance, except in the case of an emergency

   B. Elections
      1. Only voting members of the Club may be allowed to nominate, run for office, and vote in the Club election.
      2. Elections shall be held prior to March 31st of each year. Once elected, new officers shall learn their duties and responsibilities by shadowing old officers.
      3. A nomination period is to the discretion of the Club.
         a. Candidates may be nominated for multiple positions only if the club approves this prior to the nomination period.
         b. The candidate who loses the initial nominated position may be nominated for another open position if the current Executive Board allows it.
      4. The election will preside in this order:
         a. President
         b. Vice-President
         c. Treasurer
         d. Secretary
         e. Public Relations
5. The candidate will be elected based on most votes received. Therefore, there will be no run-off votes.
6. The newly elected E-board will take office after the last day of classes of the spring semester of that year.

C. Impeachment/Removal Process
   1. Process of impeachment:
      a. The Club must notify their Council Coordinator as well as the Student Association Elections and Credential 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 he 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.

   2. Impeachable offences:
      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.

D. 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 the 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 the Vice-President, Treasurer, and/or Secretary position becomes vacant two options can be followed:
         i. A special election will be called. The special election will follow the exact guidelines of Article V Section B.
         OR
         ii. The President may appoint the new officer with the approval of the voting members.
The nomination process will be as follows:

✓ The President appointment must be a voting member of the Club.
✓ The President will call a special meeting within a week of the announcement of the appointment. Quorum must be met.
✓ The appointed position must gain at least fifty percent of the voting membership’s approval.
✓ Upon approval the appointed position will be effective immediately.
✓ Upon disapproval the guidelines for a special election will be followed.

VI. Conduct of club members
A. The following shall not be tolerated:
   1. Misuse of club lists, or misuse of personal information pertaining to members.
   2. Misrepresentation of the club or university, especially with respect to trips and activities.
   3. Unprofessional conduct at meetings, club related activities, and trips.
   4. Each member is entitled to confidentiality of personal information.
   5. This club does not practice, endorse, or tolerate any type of discriminatory practices or behavior.
   6. If this code of conduct is violated, the Executive Board shall have the right to refer the matter to the Student Wide Judiciary.
   7. All members are subject to the rules and regulations of the University at Buffalo.

VII. Amendments
A. Any voting member may propose an amendment to the Club Constitution.
B. An amendment can be voted on after one week it has been presented.
C. A two-thirds vote must be gained for the amendment to be passed
D. The amendment will put into effect during the beginning of the next academic semester.
E. 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.
F. Once passed amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.