This Constitution is the Approved and Official Constitution for:

Club Name: Arts and Crafts

From the Hobby Council

Number of Pages: 4

Date Approved: 12/5/18

Club Officer

Position: President

Name: Minxia Liu

Signature: [Signature]

Date: 11/30/2018

Council Coordinator

Name: Danielle Johnson

Signature: [Signature]

Date: 11/30/18

Student Association Vice President

Name: Amyssa Evelyn

Signature: [Signature]

Date: 12/5/18
Article I: Name of the Club
We will be called Arts and Crafts.

Article II: Mission and Purpose
The purpose of the Arts and Craft Club is to provide students with a creative, comfortable atmosphere to enjoy arts and crafts outside of class.

Article III: 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. At least 2 General Body club meeting(s)

Non-Voting Member
3. Any undergraduate or graduate University at Buffalo student or faculty member may be a non-voting member of the club
4. In order to become a non-voting member one must attend:
   a. one club General Body meeting(s)

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
   g. The president shall reign over all committees created in the club and will designate tasks.

2. Vice President
   a. Exercise presidential office upon the absence
b. Assistant to the President
   c. Assume presidential office upon a 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. Media
   a. Maintain all social platforms with current and relevant information.
   b. Active promotion of club affair on social media
   c. Creating flyers and poster for club events, and keep records of public posting.
   d. Report to the President regarding any matter regarding media.

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. All 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. 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

   4. The election will preside in this order:
a. President  
b. Vice-President  
c. Treasurer  
d. Secretary  
e. Media  

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.

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:
   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, Secretary and/or Media 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 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