This Constitution is the Approved and Official Constitution for:

Club Name: **Women's Ice Hockey Club**

From the ___________________________ Council

Number of Pages: 60

Date Approved: 5/8/17

**Club Officer**

Position: **Treasurer**

Name: **Sarah Qayda**

Signature: ___________________________

Date: 5/8/17

**Council Coordinator**

Name: **Jane Mescall**

Signature: ___________________________

Date: 5/2/17

**Student Association Vice President**

Name: **Giana Nasca**

Signature: ___________________________

Date: 5/2/17
Constitution

SUNY University at Buffalo Women's Ice Hockey Club

Article I      NAME

The name of the sports club recognized by the University at Buffalo's Student Association will be known as the University at Buffalo Women's Ice Hockey Club.

Article II    PURPOSE

The purpose of this club is to bring together female students, staff, and faculty of the University at Buffalo (UB) whose common interest is ice hockey and develop programming to enhance their performance and enjoyment of the sport.

This purpose is achieved by:
- creating positive inclusive activities
- creating an atmosphere of fair play
- promoting a positive environment for all participants to improve their skills

The club will also operate within the rules and provisions dictated by:
- University at Buffalo's Student Association (SA)
- Sub Board 1, Inc. (SBI)
- American Collegiate Hockey Association (ACHA)
- East Coast Women's Hockey League (ECWHL) OR College Hockey East (CHE)

Article III QUALIFICATION OF MEMBERSHIP

The membership period begins with the fall semester and ends at the last day of that academic year. However, some activities may exist during the summer intersession which are ONLY open to members of the previous year.

The last day to add players to an ACHA roster is January 31st of every year.

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 member who is in good academic standing, has registered with the ACHA and whichever league the team has membership in for that year and has paid all fees required to participate will be able to travel and play in league games and participate in all other club activities. The requirement for good academic standing is defined by UB and the ACHA. Those who do not wish to participate in travel and
league games will be allowed membership and participation through other club activities or positions that do not require travel or participation in league games.

A member must also follow the conduct, attendance and participation requirements decided for that academic year by the Club officers.

Voting/Non-voting Members

As required by the SA, only full-time and part-time undergraduates at the University at Buffalo Students may be voting members of the club.

Article IV Officers

Only full-time undergraduate University at Buffalo students may be officers of the Club. All officers must be in good academic standing according to the University at Buffalo to become and stay officers of this club.

DUTIES OF PRESIDENT

The President shall be the chief executive of the club. He or she shall call as well as preside over meetings of the Club. He or she shall serve as a liaison between the Club and the SA administrative offices. He or she shall call special meetings of the Club. He or she shall take care that this constitution and the laws of the student body are faithfully executed as well as perform any administrative power or duty not provided in this constitution.

The President and/or any other officer shall meet with the Sports Coordinator one (1) time per month of the academic year during his/her office hours.

DUTIES OF VICE PRESIDENT

The Vice President shall exercise presidential office upon absence and assume presidential office upon vacancy.

DUTIES OF TREASURER

The Treasurer shall keep complete and accurate account of the Club’s funds. He or she shall put in requests for use of club funds. He or she shall prepare the annual budget request packet with the President as well as report to the President on all relevant financial matters.

The Treasurer MUST meet with the Treasurer or Assistant Treasurer of the SA on a bi-monthly basis to review the status of the Club account.
DUTIES OF SECRETARY

The Secretary should take minutes at Club meetings, maintain complete and accurate records of all club meetings and report to the President.

EXTRAORDINARY DUTIES

The Club must carry two (2) Community Service Events to benefit the University or Buffalo Community and also two (2) SA Participation Events by the last day of class each semester.

The Club must arrange at least one (2) events per semester to raise funds for the club.

ELECTION OF OFFICERS

Only full-time undergraduates may be nominated or voted to one of the Officer positions or be able to participate in the voting of an Officer.

Only undergraduate members will be allowed to vote at the Annual General Meeting (AGM) that is to be held on the 3rd Thursday of the month of April.

Upon election of the new officers, it is the responsibility of the new Secretary to inform the SA by May 1st. Also, a transition period will exist until the end of the semester where the former officers begin to hand over responsibility to the newly elected officers. These office holders shall hold office until the end of the spring semester. Any delay of transition of responsibility can lead to a former officer being removed from the Club.

REMOVAL/RESIGNATION OF OFFICER

In the case of the removal or resignation of an officer of the Club, an officer of the club will immediately notify the SA and at the next general meeting an election will take place for the vacant office position. Officers of the Club will absorb the responsibilities of the said officer position until the election at the next general meeting.

An officer WILL be asked to resign, if their status changes from full-time undergraduate UB, at any time during the academic year.

An officer can be removed from his or her position by a challenge from any member, if the requirements of their position have not been met and they are in breach of the
purpose and principles of the Club or violated the rules decided for the academic year and/or stated within the Club’s constitution.

To remove an officer, the motion must be brought to the attention of the Club Secretary at least five (5) days before the general meeting, so that it may be added to the general meeting agenda.

The member of officer must document their reason for doing so. This is to be added to the meeting agenda and previous minutes, which MUST be supplied by the Secretary to all members two (2) days before the general meeting.

A vote will be held when quorum exists (ARTICLE VI) and the motion MUST pass with a 2/3 majority. Once the motion is carried, the officer relinquishes his/her title and must hand over to an officer of the Club all correspondence, contacts or information that affects the Club’s operation immediately. All documentation regarding the removal of the officer must be submitted to the Student Association administration for further review.

Article V MEETINGS

General meetings will be on the 3rd Thursday of each month during the academic year. However, committee meetings may be set-up underneath the responsibilities of any one officer and may meet at times at the discretion of that officer.

Officer meetings can take place at the discretion of the President or in the absence of the President, the Vice-President.

The Secretary must provide the Club with a meeting agenda and previous meeting minutes at least two (2) days before the general meeting on the 3rd Thursday of each month.

All Officers must provide the Secretary a list of accomplishments and working projects five (5) days before the general meeting on the 3rd Thursday of each month. This list must be included with the previous meeting minutes and meeting agenda and be made available to the Club at least two (2) days before the general meeting.

An Annual General Meeting will be held on the 3rd Thursday of the month of April where there will be an election of the new Club executive board.

At the AGM the Officers are to provide the Secretary with a final detail list of accounts and working projects a week before the AGM. The Secretary shall attach this final detailed list to the previous meeting minutes and AGM agenda and will make this report available at least four (4) days before the AGM.
Article VII QUORUM

Quorum exists when there is at least 25% representation of Voting Club members (full-time or part-time undergraduates) at a general meeting or at the AGM.

VOTING PROCEDURE

The President may call any issue to vote, at his/her discretion at a general meeting. For an issue and/or motion to be passed, Quorum must exist and the motion must have a 2/3 majority.

At an AGM, the President will call for nominations for officer positions at the end of the final re-post given by the out-going officers. Out-going officers may seek re-election or seek another officer position. The said member/officer must be nominated by at least two Voting Club members (full-time or part-time undergraduates).

If the President is no longer seeking re-election, they will then ask for a speech to exceed no more than two minutes from each candidate. If the president is re-running, a club member that is not seeking an officer position will run the election. After such, the nominated members will be asked to leave the room and the vote for the officer will take place.

The nominee with the majority of votes from Voting Club members (full-time undergraduates only) will be declared the winner.

AMENDMENTS & BY-LAWS

Amendments and By-laws can be made to the Constitution provided that Quorum exists at a meeting and that a 2/3 majority passes the amendment.

Amendments to this constitution and by-laws may not violate any SA, UB, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.

The amendment will take effect after SA has approved of it.

Updated amendments and an updated constitution must be turned into the SA Office and the Sports Council Coordinator for their approval.

Any member can make an amendment and/or by-law, provided they have documented their amendment and/or by-law and have placed the said amendment and/or by-law on the meeting agenda of the Secretary which is made available 2
days before the general meeting. The Secretary can accept an amendment by his/her discretion at a general meeting. However, it is the right and privilege of the President to refuse the amendment and have the amendment be discussed and voted on at the next general meeting.

FOUNDERS

Be it known from herein that Alonzo Bartley (Mechanical Engineering '00) and Karianne Paolo (Industrial Engineering '00) are the founders of this club.