This document is for public reference. The official current club constitution is on file with the University at Buffalo Student Association Inc. This document has been generated for public reference only.

While the Undergraduate Student Association makes every attempt to keep the most up-to-date copy of each club constitution on this webpage, we cannot guarantee that there have not been updates to this club’s constitution since this document was posted.

The first section of this document is an ADA/WCAG compliant copy of the officially approved constitution for easy access and review. The second section of this document is a scanned copy of the officially approved constitution that is on file with the UB Student Association Inc. While some formatting may have changed for ADA/WCAG compliance, the content of the document remains intact.

University at Buffalo Student Association Inc. is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university constituents and visitors full access to information provided on it’s websites. If you or someone you are assisting is having difficulty with this document, please call the SA Office (716) 645-2950, during normal business hours or email us at ubsa@buffalo.edu. You can also visit our offices in the Student Union (350 Student Union, Buffalo NY, 14260) in person for further assistance.
Article I: NAME

The name of the organization shall be referred to as the Undergraduate Anthropology Student Association (A.S.A.) during all correspondence from the organization and will be referred to as such at all times.

Article II: PURPOSE

The purpose of the Undergraduate Anthropology Student Association (A.S.A,) is to foster interested undergraduates a better understanding of Anthropology and what Anthropology has to offer, both as a profession and as a discipline. Thus, the A.S.A. will try to provide an open forum for Anthropologists, and will aid in their development in the discipline of Anthropology, and all of its sub-disciplines: Physical Anthropology, Cultural Anthropology, and Archaeology.

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:
1. Voting Member
   a. Only undergraduate University at Buffalo Students may be voting member of the club.
   b. In order to become a voting member one must attend:
i. 1 club meeting

ii. 1 club event

iii. 1 community service event per year

2. Non-Voting Member

a. Any undergraduate and graduate University at Buffalo Students and faculty members may be non-voting members of the club.

b. In order to become a non-voting member one must attend:

i. Any club meeting, event, and/or community service per semester

Article IV: OFFICERS

Section A: The Executive Board and Its Responsibilities
The A.S.A. shall have a President, Vice-President, Treasurer, and a Secretary as officers of the A.S.A. The President shall call meetings and coordinate the conduct of such meetings following the conscribes of Robert's Rules of Order.

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

Article V: Government

Mandatory meetings shall be as expedient as possible. Meetings shall follow the guidelines and shall be conducted according to Robert’s Rules of Order.

Section 1: Meetings
1. There are two types of meetings:
   a. General membership meeting
   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. A quorum shall be determined by a showing of 51% of the membership of the A.S.A. 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 is 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 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 beginning.

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

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 regulation 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 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 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 submit 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 the Vice-President, Treasurer, and/or Secretary position become vacant 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**

Any amendment made to the Constitution must follow all rules and regulations of the Student Association, University at Buffalo, New York State Laws, as well as Federal Laws. Any
amendment made to the Constitution must be turned into Student Association and to the Academic Coordinator for review.

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.
The following pages are a scanned copy of the approved Club Constitution for this University at Buffalo Student Association Inc. club. The original document is on-file with the University at Buffalo Student Association Inc.

By the nature of scanning, these pages are not accessible by assistive technologies. The preceding section of this document should contain an identical copy of the following content.

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This Constitution is the Approved and Official Constitution for:

Club Name: Undergraduate Anthropology Student Association

From the Academic Council

Number of Pages: 10
Date Approved: 11/2/18

Club Officer
Position: Vice President
Name: Ajiki Archie
Signature: [Signature]
Date: 11/2/18

Council Coordinator
Name: Anthony Tabari
Signature: [Signature]
Date: 10/26/18

Student Association Vice President
Name: Amyssa Evelyn
Signature: [Signature]
Date: 10/26/18
ARTICLE I: NAME

The name of the organization shall be referred to as the Undergraduate Anthropology Student Association (A.S.A.) during all correspondence from the organization and will be referred to as such at all times.

ARTICLE II: PURPOSE

The purpose of the Undergraduate Anthropology Student Association (A.S.A.) is to foster interested undergraduates a better understanding of Anthropology and what Anthropology has to offer, both as a profession and as a discipline. Thus, the A.S.A. will try to provide an open forum for Anthropologists, and will aid in their development in the discipline of Anthropology, and all of its sub-disciplines: Physical Anthropology, Cultural Anthropology, and Archaeology.

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:

A. Voting Member
   1. Only undergraduate University at Buffalo Students may be voting member of the club.
   2. In order to become a voting member one must attend:
      i. 1 club meeting
      ii. 1 club event
      iii. 1 community service event per year

B. Non-Voting Member
   1. Any undergraduate and graduate University at Buffalo Students and faculty members may be non-voting members of the club.
   2. In order to become a non-voting member one must attend:
      i. Any club meeting, event, and/or community service per semester
ARTICLE IV: OFFICERS

Section A: The Executive Board and Its Responsibilities

The A.S.A. shall have a President, Vice-President, Treasurer, and a Secretary as officers of the A.S.A. The President shall call meetings and coordinate the conduct of such meetings following the conscribes of Robert's Rules of Order.

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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
**ARTICLE V: Government**

Mandatory meetings shall be as expedient as possible. Meetings shall follow the guidelines and shall be conducted according to Robert's Rules of Order.

**Section 1: Meetings**

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   a. General membership meeting  
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   a. Inform members of upcoming events and changes in the club  
   b. Must occur at least once a month  
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   a. Include but not limited to amendment changes, vacant officer positions, impeachment hearings, re-elections, and/or elections  
4. A Quorum shall be determined by a showing of 51% of the membership of the A.S.A. 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.  
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   a. In the event an election is 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 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 beginning  
4. The election will preside in this order:  
   a. President  
   b. Vice-President  
   c. Treasurer  
   d. Secretary
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 regulation 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 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 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 submit to the Student Association administration for further review.

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1. In the event an officer wishes to resign:
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   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 the Vice-President, Treasurer, and/or Secretary position become vacant 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.
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ARTICLE VI: AMENDMENTS

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C. A two-thirds vote must be gained for the amendment to be passed
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