This Constitution is the Approved and Official Constitution for:

Club Name: Undergraduate Biology Association
From the Academic Council
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Club Officer
Position: President
Name: Lauren Nina Peralta
Signature: [Signature]
Date: 10/19/18

Council Coordinator
Name: Anthony Tahon
Signature: [Signature]
Date: 10/16/18

Student Association Vice President
Name: Amyssa Evelyn
Signature: [Signature]
Date: 10/16/18
Proposed Constitution for Undergraduate Biology Association

Article I. Organization

This organization shall be called the Undergraduate Biology Association (UBA). It will function as the official organization for all students who have interest in the area of biological sciences.

Article II. Purpose of the Organization

The following are the objectives with which this group is organized:

1. To promote a unified, cooperative atmosphere among the students who are interested in the field of biology
2. To provide a source of reliable information, and additional advisement for biology related studies
3. To encourage students, faculty and members of the community to meet and exchange information and ideas concerning opportunities in the biological sciences

Article III. Qualification of Membership

A) 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

Voting member (may also be referred to active member)

➤ Only undergraduate University at Buffalo Students may be voting members of the club

To be considered an active member, the following requirements must be met:

➤ The member must attend at least 2 general body meetings
➤ The member must participate in/ or organize at least 1 UBA sponsored event
➤ Exceptions will be considered by the officers if any extraordinary circumstances arise
➤ There will not be a mandatory fee for participation

Non-Voting member (general membership open to UB community)

➤ Any undergraduate or graduate University at Buffalo student or faculty member may be non-voting member of the club

Article IV. Duties of 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

➤ Presides over the general body meetings and officers’ meetings.
➤ Presides over all voting procedures
➢ Makes temporary appointments when necessary

2) **Vice President**
   ➢ Oversees all committees
   ➢ Receives reports from all committee heads and reads them at officer meetings
   ➢ Takes on capacity of president in absence of president

3) **Treasurer**
   ➢ Submits a budget
   ➢ Allocates funds for committees (upon approval of officers)
   ➢ Attends mandatory SA meetings and reports to officers
   ➢ Keeps records and receives funds

4) **Secretary**
   ➢ Takes minutes of meetings
   ➢ Reads minutes at next meetings
   ➢ Keeps attendance and records of active membership roster
   ➢ Makes copy of outline for next meeting
   ➢ In charge of outside correspondence

5) **Event & Community Service Coordinators**
   ➢ Coordinates with Student Association and top 4 e-board in fulfilling community service requirements
   ➢ Share community service opportunities with members
   ➢ Event Coordinator and Community Service coordinators communicate very closely to ensure all community service opportunities on and off campus have been brought to the rest of the e-board members’ attention as possible activities.
   ➢ Will take on role of public relations and social media

6) **Research Coordinator**
   ➢ Plan future research oriented general body meetings and events
   ➢ Suggest research opportunities from the bio department to members
   ➢ Keep contact with research professors in the biology department

**Article V. Government**

**Section 1: Meetings**

A. During the academic year, at least one meeting of the general membership will be held per month. Club officers will meet bi-weekly and extra meetings may be called by a majority vote of officers,

B. A meeting of the general membership will follow a written agenda, composed by the officers of UBA. This agenda will generally follow the following order.

1) Call to order
2) Minutes from previous meeting will be read
3) Old, unfinished business
4) Reports and updates from committee heads
5) New business
C. Adjournment

Attendance will be taken at all meetings and events

Section 2: Elections

A. Voting and elections

Anyone running for an executive board position must be an undergraduate student of the University at Buffalo and in academic good standing. The requirement for good academic standing is defined by the University at Buffalo.

Positions as officers are open to all active members

➤ General elections are held in spring during the month of April. New officers take office during May.

➤ Voting of officers will be by secret ballot

➤ At general meetings, voting will be by hand count, each member having one vote. At the discretion of the officers, a question may be voted upon by ballot, the president presiding.

➤ Any meeting (excluding committees) should be announced one week in advance to the appropriate parties. An exception can be made if 2/3 of the officers deem such a meeting necessary.

B. Procedure for election of officers

Nominations

➤ To run for office, a member must first submit a written letter (preferably via formal email to the sitting president) of intent to run, two weeks prior to the date of the election meeting. A member must specify the office for which he/she intends to run. If no letter of intent is received for any given office before the deadline, nominations will be held from the floor for the open seat. Self-nominations are acceptable.

C. Quorum

➤ Elections will take place in the spring semester of the academic year before the last day of classes.

➤ Candidates may be nominated for multiple positions only if the club approves this prior to the nomination period beginning

  o Elections will preside in the order of:

    • President
    • Vice President
    • Secretary
    • Treasurer
    • Event and Community Service Coordinator
    • Research Coordinator

➤ All members running for a position must provide a 1-2 minute speech regarding what position they are running for and what he/she hopes to accomplish for the club.
For an election to be valid, at least 50 percent plus 1 of the current active membership must either be present at the election meeting or must have voted by absentee ballot.

Absentee ballots shall be made available at a specific time, in a designated place. Members must bring identification to receive an absentee ballot.

Elections will be by secret ballot and will be presided over by the UBA president and counted by the SA elections and Credentials committee.

Elections must be won by at least 50% + 1 margin of all voting members. If the event that no member gets 50%, there will be runoff between the two candidates who received the most votes.

The newly elected E-board will take office after the last day of classes of the spring semester of that year.

D. Committee Formation

Any member may submit a suggestion to form a committee. The question of the approval of such a committee would be taken up at the next officers meeting following such a submission. If a majority of officers deem such a committee a desirable undertaking, such a committee shall be formed.

Submitting a suggestion for a committee will be looked upon as otherwise. When a committee is approved, its originator will be allowed time at the next general meeting in which to explain its relevance and recruit volunteers.

Section 3: Impeachment and Removal

Grounds for removal of an officer are as follows

- Violation of the Undergraduate Student Association (SA) policies
- Violation of the rules and regulations set forth in the current University student rules and regulations
- Failure to perform the duties of the office as set forth in the constitution and bylaws of the Club
- Failure to uphold the provisions of this constitution and bylaws

The procedure to call for removal are as follows:

- The Club must notify their Council Coordinator as well as the Student Association Elections and Credentials Chair
- A petition with at least twenty percent of the club's voting membership signatures must be submitted to an executive board officer
- The officer will call a special meeting which will occur one week after the petition has been submitted
- 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.
- At the same meeting, the voting membership with a two-thirds (2/3) majority vote shall decide the removal of the offending officer
- If the offending officer is removed, the guidelines in this constitution under officer vacancy are to be followed
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

➢ In the event an officer wishes to resign:
  o The resigning officer must inform the current executive board
  o The resigning officer must inform the Student Association administration so that officer information can be updated

➢ In the event an officer position becomes vacant:
  o If the President position becomes vacant, such vacancy shall be filled by the Vice-President
  o If a vacancy occurs for the position(s) of Vice-President, Treasurer, and/or Secretary two options can be followed:
    " A special election will be called. The special election will follow the exact guidelines of Section 2: Elections

OR

" The President may appoint the new officer with the approval of the voting membership
  • The nomination process will be as follows:
    o The President appointment must be a voting member of the Club
    o The President will call a special meeting within a week of the announcement of the appointment Quorum must be met
    o The appointed position must gain at least fifty percent of the voting memberships' approval
    o Upon approval, the appointed position will be effective immediately
    o Upon disapproval, the guidelines for a special election will be followed

Amendments

➢ Any voting member may propose an amendment to the Club Constitution
➢ An amendment can be voted on after one week it has been presented
➢ A two-thirds vote must be gained for the amendment to be passed
➢ The amendment will put into effect during the beginning of the next academic semester

➢ 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

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