This Constitution is the Approved and Official Constitution for:

Club Name: UB Aces
From the Sports Council
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Club Officer
Position: President
Name: Daniel Seabury
Signature: [Signature]
Date: 3/1/17

Council Coordinator
Name: Jane D. Presdee
Signature: [Signature]
Date: 3/1/17

Student Association Vice President
Name: Gina Nisca
Signature: [Signature]
Date: 3/1/17
Club Constitution

Article I. Name of Organization
A. The name of our organization shall be “UB Aces”

Article II. Purpose of Organization
A. The purpose of our organization is to ensure court time for students to play tennis in a relaxed and fun environment. In addition, offer opportunities for advanced competitive play as well as beginner play.

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.
B. An interest in tennis is a qualification for the club. Any student can join who is looking to participate in and/or learn the game of tennis.
C. Voting Members
   1. A voting member must be an undergraduate at the State University of New York at Buffalo.
   2. A voting member must have basic knowledge of the sport (scoring, game rules, etc.).
   3. A voting member must also have attended at least two meetings not within the same week. That is to say, he/she must be in attendance at two separate weeks.
   4. A voting member must be an undergraduate at the State University of New York at Buffalo
D. Non-Voting Members
   1. A non-voting member shall be any graduate student/faculty member.
   2. A non-voting member shall be any undergraduate student who has not attended at least two meetings in two separate weeks.

Article IV. Officers
A. 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 the club.
B. President
   1. The duties of the President of UB Aces shall be to contact all club members with relevant information. The President must coordinate meeting times and places for the club to assemble. He/she will be responsible for the handling of funds along with the treasurer. The President will decide how to delegate the available funds. Also, he/she will be in charge of off campus practices and indoor practices as well as appointing a non-candidate during elections to be a neutral voting official if he/she is a candidate. Other duties include organizing/setting up inter-collegiate match play with the secretary
(please refer below to Secretary for elaboration on this duty). The President may be responsible for duties not listed here.

C. Vice President
   1. The Vice President shall perform all the duties of the President when he/she is not available except for the handling of the funds. He/she shall also help coordinate club events, community service events, and run promotions for the club. The Vice President may have to perform other duties not listed here.

D. Treasurer
   1. The duties of the Treasurer shall include accounting for and handling funds and making sure the club spends within the set budget. He/she must also plan and coordinate fundraisers with the help of the rest of the officers. The Treasurer must also inquire about donations from local and other businesses.

E. Secretary
   1. It is the duty of the Secretary to make a written account of every officer meeting and also help the President, Vice President, and Treasurer in event coordination and fundraising. The Secretary must also complete track sheets as well as finding/thinking of future community service, SA participation, and club events. The Secretary must also work with the President in coordinating inter-collegiate match play. Either the President or the Secretary can be the contact person for these matches, and both people must work with the Treasurer in order to budget correctly for tournaments and planned matches. The duties of the Secretary may include duties not listed here.

Article V. Government
A. Meetings
   1. The UB Aces shall have two types of meetings. One type shall be a club meeting. The other type shall be an officer meeting. The club meetings shall include all available members of the club, whereas the officer meetings shall only include the officers of the club and on occasion, interested officer candidates or volunteering club members.

   2. In the first part of the club meeting, every member shall sign in and the officers shall take his time to talk to the members, make announcements about upcoming events and ideas. The members and officers can coordinate games and/or matches at the club meetings. The officer meetings shall begin with an upcoming event and planning, and then they shall discuss funds and attendance.

   3. Club meetings shall be scheduled at least once a month or whenever the E-board sees fit. At least five days' notice must be given to E-board members and general members of a proposed club meeting. These meeting times shall try to accommodate for the most available
members. Officer meetings shall be scheduled at least once a month on days/times set by the discretion of the executive board at the beginning of each semester. The officer meetings may be modified to accommodate issues in officer schedules.

4. The tennis club, UB Aces, shall have at least six (6) voting members with at least one officer in attendance in order for the club meeting to proceed. The quorum for the officer meeting shall be at least three (3) officers.

B. Elections

1. The UB Aces club elections shall be held the second week in April. This will give the elected officials time to learn what his/her duties include. It is strongly advised that he/she sit in on officer meetings and help with ideas for the subsequent year.

2. Any voting member can be a candidate for an officer position. It is advised that the candidate have experience with the club.

3. 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 academic good standing is defined by the University at Buffalo.

4. The UB Aces elections shall be in a secret ballot format. Each member of the club shall receive separate slips of paper on which they shall circle or write the name of the candidate that they believe should be elected to office for the next year. The candidates shall give a small speech citing why he/she should be elected to office in front of the members at the club meetings. The members would then circle or write down the name of the candidate they are voting for on the corresponding slip of paper. Electronic ballots for members unable to attend will be accepted on a member-to-member basis, monitored by the voting official. The voting official can be any current officer that is present at the elections. In the event that all current officers are also candidates in the election, a non-voting member of the club will be designated as the voting official. The voting official shall then collect the slips at the end of each club meeting and tally the votes. The candidate with the most votes shall be elected to each respective officer position. If only one candidate runs for an official position without competition, he/she must also make a speech and receive at least one vote in the election.

5. Newly elected officials shall take office when the semester is completed. The new officers shall be responsible for summer orientation organization.

C. Impeachment/Removal Process
1. If any officer neglects his/her duties, it is grounds for impeachment. If any officer abuses his/her power, it is grounds for impeachment. If there is any mismanagement of funds by the President or Treasurer, it is grounds for impeachment.

2. A voting member, including officers, shall motion to impeach an officer at either type of meeting. A second of agreement must support the motion.

3. A club vote will be run according to club election rules stated in Article V. Section B. The voting official must not be the officer having committed the violations that called for impeachment. If the majority of the club votes for removal, the officer may be removed from his/her position.

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 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 Article V. B. 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
A. The amendment proposal will be voted on by the members of the club. There must be a majority vote in order for the amendment to be raised for vote.

B. The amendment shall be voted on after the course of one (1) week has passed since the proposal.

C. A two-thirds majority vote must occur in order for the amendment to take effect.

D. Amendments cannot take effect until given approval by SA and Council Coordinator, but will take effect immediately after it is passed.

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.