



Club Constitution Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated: May 16, 2025

Category: Clubs

Each Student Association club must maintain a club constitution that is approved by the Student Association to gain and keep recognition. The Student Association Office will maintain copies of all currently approved constitutions for all clubs. SA will not approve a constitution if it contradicts any Student Association, University at Buffalo, SUNY, New York State, and/or Federal law, by-law, policy, rule, or regulation. Clubs may only use their approved constitution. A Club who uses a non-approved or not the currently approved club constitution will have any actions taken using that constitution overturned by the E&C Committee.

All clubs must use the approved Student Association Club Constitution template, beginning with Phase One of the Spring 2023 Annual Registration process. Clubs who wish to update their constitution must complete the constitution form on the Student Association website. All clubs who are applying for recognition will complete this form as part of the Club Application process through the SA website. Within the forms clubs will have the ability to update or select the following:

1. Club Name
2. Club Purpose
3. Voting membership requirements
4. Non-voting membership requirements
5. Additional Officer duties
6. Additional extended E-Board members and their duties

Any other change to the constitution template by a club is not allowed. All constitutions will be approved by the SA Vice President for Clubs and one Club Officer as part of the new club process and upon request of the club for an update to be approved.

The Student Association Club Constitution Template and any changes to said template must be approved in writing by the SA Vice President and either the SA President or Treasurer.