



Club Officers Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated: May 10, 2022

Category: Clubs

Club Officer Terms: The President, Vice President, Treasurer, and Secretary of a recognized club will be referred to by the Student Association as officers, executive board members, or e-board members interchangeably. If a club constitution has additional officers listed in their constitution, they are referred to as extended e-board members.

Only undergraduate University at Buffalo students may vote on or be Officers of any SA club. All clubs must have a President, Vice President, and Treasurer to be a recognized club. Although clubs can have “extended” E-Board positions the Student Association only recognizes the positions of President, Vice President, Treasurer, and Secretary as official spokespeople for any club. Clubs who have a vacancy in one or more of their officers' positions must inform the Student Association and follow the club's constitution on how the vacancy is to be filled. All officers must be elected to office according to the club's SA approved constitution. SA approved constitutions are kept on file by the Student Association.

A club may only have one President, Vice President, Treasurer, or Secretary. SA does not allow for co-positions, or multiple positions with these titles.

Undergraduate students who are eligible to become club officers may only hold one position with control over the disbursement of club funds (meaning the club president and treasurer positions) at one time. An undergraduate student cannot have access to requesting funds from multiple club budgets at once. For example, an undergraduate student that is elected to be a club president and club vice president may sit in both seats, but an undergraduate student that is elected to be a club president and club treasurer cannot sit in both seats.

Undergraduate students who are elected to two seats with control over the disbursement of club funds in different clubs will have 14 days to come into compliance with this policy.

1. The Student Association Elections and Credentials Chair (E&C) or a member of their committee as assigned by the Chair have authority to oversee, and/or run, all club officer elections, whether they be the annual election or to fill a vacancy, as well as the impeachment and appointment process of any club officer. The E&C Chair with their committee also have the authority to review, or invalidate any election, appointment or impeachment proceedings that have been found to violate any SA, UB, or club constitution rule.

Violation of This Policy

The following is the schedule of penalties that will be assessed to clubs who are found to have violated this policy:

1. The first offence will result in the club E-Board being required to attend an orientation style meeting with the Student Association Vice President or their designee where all relevant club policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting.
2. In the event of a second violation this policy the club E-board will again be required to attend an orientation style meeting with the Student Association Vice President or their

designee where all relevant club policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting. In addition, the Vice President, or designee, will assign the club an additional requirement to be completed by the date set at the meeting.

3. In the event of a third violation of this policy the club's budget will be frozen and the club may be derecognized in accordance with the Club Derecognition Policy.