



# Council Constitution

## Article I. Name of Council

This council will be known as the Academic Council

## Article II. Purpose

The purpose of this council is to represent all undergraduate SA Clubs that are classified as Academic Clubs.

## Article III. Voting Membership of Council

### Section 3.01 Representation

- (a) Each club recognized by SA under this council shall have representation within this council.
- (b) That voting representative shall be the club's president, except the club's president may designate a different officer of the club to serve as voting representative for the semester. Any such designation shall be submitted to SA in writing at least 72 hours prior to the relevant meeting on a form approved by the SA Vice President for that purpose.
- (c) If a club is frozen or suspended by SA or the University at Buffalo, that club shall not have a voting representative on the council for the period of that freeze/suspension

### Section 3.02 Voting Member

- (a) The voting club representative of the council shall have one vote on all council matters.

### Section 3.03 Non-Voting Member

- (a) The SA Vice President shall be a non-voting member of the council.

## Article IV. Coordinator

### Section 4.01 Eligibility

- (a) Only a full-time undergraduate University at Buffalo student may be the coordinator of this council.
- (b) The coordinator must be in academic good standing according to the University at Buffalo to become and stay the coordinator of this council.
- (c) All voting club representatives and executive board members of clubs from the council may run for coordinator. Upon assuming the coordinator position, such person may (but is not required to) vacate all voting club representative and executive board member position(s) held by them with respect to any club in this council.
- (d) In the event none of the voting club representatives or executive board members of the clubs from the council are interested in running, then the coordinator election may be opened to any eligible member of a club within the council.



# Council Constitution

## Section 4.02 Term

- (a) The term of a coordinator shall be set by the Student Association By-Laws.
- (b) A coordinator elected to fill a vacancy shall hold office from the day he/she is elected until the end of the term as set by the Student Association By-Laws.

## Section 4.03 Duties

The coordinator shall:

- (a) Represent the clubs of their council;
- (b) Coordinate all activities of their council;
- (c) Convene meetings of the applicable council;
- (d) Serve as a member of the SA Senate;
- (e) Have the authority to create ad hoc committees related to their council;
- (f) Vote at council meetings only to make or break a tie;
- (g) Have the right to appoint committee chairs for any committee of the council;
- (h) Keep the council informed of any and all information necessary from the SA;
- (i) Be an ex-officio non-voting member of all clubs recognized within the council;
- (j) Ensure that all programming funded or co-sponsored by the council or coordinator shall abide by all applicable SA, UB and SUNY rules.

## Article V. Council Meetings

### Section 5.01 Chairperson

- (a) The coordinator shall be the chairperson of council meetings, except as otherwise stated
- (b) The SA Vice President shall be the chairperson of council meetings as described in Section 5.02 (b).

### Section 5.02 Occurrence

- (a) Meetings shall be convened and chaired by the coordinator in each of the following instances:
  - (i) *Whenever they deem it necessary*
  - (ii) *Within one week after they are presented with a petition containing signatures of at least one-third (1/3) of the voting representatives of the council.*
  - (iii) *Meetings shall be convened and chaired by the SA Vice President in each of the following instances:*
  - (iv) *Whenever there is a vacancy in the office of coordinator*
  - (v) *Within 120 hours after they are presented with a petition containing signatures of at least one-third (1/3) of the voting representatives of the council*



# Council Constitution

- (vi) *A unanimous vote of the SA Executive Board then in office stating a meeting must be convened for a specific purpose*
- (vii) *As described in Section 7.02.*

## Section 5.03 Procedures for Council Meetings

- (a) Any member of the council may put an item on the council agenda.
- (b) The council may approve a resolution by a majority vote of voting club representatives present at a duly held council meeting; except where otherwise stated within this constitution. Where in this council constitution there shall be a reference to a larger majority (such as, for example and without limitation, 2/3 majority) that shall refer to that fraction of voting club representatives present at a duly held council meeting.
- (c) All meetings at which voting shall take place must be announced on the council listserv at least 120 hours in advance.

## Section 5.04 Quorum

- (a) A quorum of the council shall be fifty percent (50%) of the voting membership of the council.

## Article VI. Elections

### Section 6.01 Annual Election for Coordinator

- (a) Shall be chaired by the Elections and Credentials Chair
- (b) Shall take place at a date and time determined by the Elections and Credentials Chair.
- (c) Eligible members may self-nominate or be nominated by another member of the council.
- (d) Quorum must be met to hold the election meeting
- (e) At the election meeting all candidates shall have two (2) minutes for opening statements, three (3) minutes for questions and answers, and one (1) minute for closing statements.
- (f) Votes will be cast, collected, and tallied in such methods as determined by the Elections Chair.
- (g) The candidate will be elected based on most votes received.
- (h) In the event that there is a tie for first place, the tying candidates will be given two (2) additional minutes for question and answer and one (1) minute for final statements. Then the council will vote between the tying candidates and the one that receive the most votes will be elected coordinator.

## Article VII. Impeachment / Removal Process

### Section 7.01 Grounds for removal from office of the coordinator

- (a) Violation of SA By-Laws or this Council Constitution;



# Council Constitution

- (b) Violation of a SA or University at Buffalo rule or policy, or any applicable local, state, or federal law or regulation; or
- (c) Failure to adequately or reasonably perform the duties of the office as set forth in this council constitution.

## Section 7.02 Procedure for Removal

- (a) A petition containing the signatures of at least one-third (1/3) of the voting membership of the council or the SA Vice President and one other SA officer or a resolution by the SA Senate and the reason for removal shall be presented to the SA Vice President.
- (b) The SA Vice President will call a council meeting within 120 hours of receiving such a petition.
  - (i) *The SA Vice President will be the chair of said meeting.*
- (c) In addition to the procedures by which a Coordinator may be removed from office by the Council under the Council Constitution, a Coordinator may also be removed from office by the SA Senate for cause as more particularly set forth in the SA By-Laws.
- (d) A two-thirds (2/3) majority vote is needed to remove the coordinator from office. If the coordinator is removed the office shall be considered vacant.

## Article VIII. Resignation / Vacancy of Office

### Section 8.01 Resignation of the Coordinator

- (a) The coordinator may resign by submitting a resignation letter to the SA Vice President.

### Section 8.02 Filling a Vacant Coordinator Office

- (a) In the event that the office of coordinator becomes vacant the SA Elections & Credentials Chair shall call for a special election to fill the vacancy.
- (b) The process for a special election shall be the same as that of the annual election of the coordinator.

## Article IX. Amendments

### Section 9.01 Restrictions

- (a) Amendments to this constitution may not violate any SA, University at Buffalo, State University of New York, New York State, or Federal rule, regulation, policy, or law.
- (b) All proposed amendments to this constitution must be submitted to the SA Vice President for review and approval prior to a vote taking place on any resolution involving the amendment.

### Section 9.02 Process



# Council Constitution

- (a) Any member of the council may propose an amendment to the council constitution by submitting a proposal to the Vice President, and Coordinator. Coordinator's approval is needed only if that position is filled. If that proposal is approved, the meeting will be added to the next council meeting's agenda.
- (b) The Vice President, or Coordinator must call for a meeting within 120 hours of approval
- (c) Once discussed the amendment will be tabled until the following council meeting where voting will take place.
- (d) A two-thirds (2/3) vote must be gained for the amendment to be approved by the council.
- (e) Once passed by the council, the coordinator shall submit an updated constitution to the SA Vice President.

## Article X. Miscellaneous

- (a) References to the Elections and Credentials Chair. In the event of a vacancy in the Elections and Credentials Chair, the SA Vice President shall have all authority normally delegated to the Elections & Credentials Chair in this document.
- (b) References to the Vice President. In the event that the office of SA Vice President is vacant, then during the period of such vacancy, references in this council constitution (except for Article IX) to the SA Vice President shall be deemed to refer to the SA President, or if the SA presidency is also vacant, then to the Elections and Credentials Chair.
- (c) Any reference in this council constitution to "the University," "the University at Buffalo" or "UB" shall be deemed to refer to the State University of New York at Buffalo. "SA" or "Student Association" shall refer to the University at Buffalo Student Association Inc. Any reference in this council constitution to dates on the academic calendar shall be deemed to refer to the academic calendar of UB. "Elections and Credentials Committee" shall refer to the SA Elections and Credentials Committee. "Elections and Credentials Chair" shall refer to the Chairperson of the SA Elections and Credentials Committee.
- (d) Prevailing Rule. In the event of any conflict or inconsistency between any provision of this council constitution and any provision of the SA By-Laws or any SA policy pertaining to clubs, the SA By-Laws or SA policy shall prevail.
- (e) Waiver of Notice. Any person may waive any notice required to be given to such person in writing. Any person in attendance at any meeting shall by their attendance waive any objection concerning notice with respect to such meeting.



# Council Constitution

- (f) Notice by Electronic Mail. Except where another means of notice is specified in this constitution, any notice (including written notice) required by this constitution may be provided by electronic mail. Whenever notice may be provided via electronic mail, the recipient's electronic mail address shall be their official University at Buffalo email address ending in buffalo.edu.