



Suite 350 Student Union Amherst, New York 14260
(716) 645-2950 fax: (716) 645-2112 www.sa.buffalo.edu

University at Buffalo Student Association Inc.

Senate Meeting Minutes

March 27, 2023

Student Union 378

Present

Becky Paul Odionhin, SA President; Sammi Pang, SA Vice President; Ian Roma, Senate Chairperson; Cameron Kiner, Senator; Justin Barnes**, Sports Council Coordinator; Matthew Dowd, Hobby Council Coordinator; Krish Thakkar**, Senator; Jessica Ellis, International Council Coordinator; Tyler Herman**, Senator; Amelia Kelly, Senator; Connor Sullivan, Senator; Samantha Ezihie**, Senator; Ariel Clarke, Student Affairs Director; Taylor Lewis**, POC Council Coordinator

Absent

Barakat Sahi, Senator; Fatoumata Camara, Senator; Tangeniqua Washington, Senator; Alana Lesczynski, SA Treasurer; Grace Osaba, Academic Council Coordinator; Jesse Orozco, Engineering Council Coordinator

Guests

Aypara Purveli; Trevor Barnes; Zach Shortslef; Anthony Trigilio; Ryan Kelly; Salsabil Syeda; Adrian Alvarez; Yaide Valdez; Kevin Smith; Suha Chowdhury; Manal Al-Bahantah; Fatima Makama; Alexandra Saccone; Victoria Hill

Call to Order

Ian Roma, Senate Chairperson, calls the meeting to order at 5:01 pm

Approval of Minutes

- I. Ian Roma, Senate Chairperson, introduces Senate Meeting Minutes from March 6th, 2023, for approval

Motion to approve Senate Meeting Minutes from March 6th, 2023, by Becky Paul Odionhin

Second Sammi Pang

Without objection, the motion passes by unanimous consent

Conclusion: Senate Meeting Minutes from March 6th, 2023, approved

- II. Ian Roma, Senate Chairperson, introduces Club Oversight Committee Minutes from March 17th, 2023, for approval

Motion to approve Club Oversight Committee Minutes from March 17th, 2023, by Matthew Dowd

Second Jessica Ellis

Without objection, the motion passes by unanimous consent

Conclusion: Club Oversight Committee Minutes from March 17th, 2023, approved

Old Business

None

New Business

- I. Ian Roma, Senate Chairperson, introduces recommendation by the Club Oversight Committee

Sammi Pang presents the recommendation by the Club Oversight Committee
Men's Ice Hockey presents to the Senate
The Senate enters a discussion period

**Taylor Lewis enters the meeting

Motion to extend the period of discussion by 5 minutes by Matthew Dowd

Second Jessica Ellis

Without objection, the motion passes by unanimous consent

Conclusion: Senate Takes no Action on the Club Oversight Committee's Recommendation

- II. Ian Roma, Senate Chairperson, introduces Resolution - 2022-2023 - 13 - Resolution to Pay Senate Chairperson

Motion to table Resolution - 2022-2023 - 13 by Sammi Pang

Second Becky Paul Odionhin

Without objection, the motion passes by unanimous consent

Conclusion: Resolution - 2022-2023 - 13 - Resolution to Pay Senate Chairperson Tabled

III. Ian Roma, Senate Chairperson, introduces Resolution - 2022-2023 - 21 - Resolution to Appoint Interim Special Interest Coordinator to Vacant Position

Motion to approve Resolution - 2022-2023 - 21 by Matthew Dowd

Second Connor Sullivan

Tyler Herman	Abstain
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Yes
Taylor Lewis	Yes
Justin Barnes	Yes
Ian Roma, Chair	Yes
Becky Paul Odionhin	Yes
Sammi Pang	Yes
Jessica Ellis	Yes
Amelia Kelly	Yes
Connor Sullivan	Yes
Ariel Clarke	Yes

12 Favor, 0 Against, 1 Abstain

Conclusion: Resolution - 2022-2023 - 21 - Resolution to Appoint Interim Special Interest Coordinator to Vacant Position Approved

**Tyler Herman leaves the meeting at 5:22pm

IV. Ian Roma, Senate Chairperson, introduces African Student Association Supplemental Funding Request

Motion to table African Student Association Supplemental Funding Request by Matthew Dowd

Second Becky Paul Odionhin

Without objection, the motion passes by unanimous consent

Conclusion: African Student Association Supplemental Funding Request Tabled

- V. Ian Roma, Senate Chairperson, introduces Indian Student Association Supplemental Funding Request

Motion to table Indian Student Association Supplemental Funding Request by Becky Paul Odionhin

Second Sammi Pang

Without objection, the motion passes by unanimous consent

Conclusion: Indian Student Association Supplemental Funding Request Tabled

**Samantha Ezihie enters the meeting at 5:27pm

- VI. Azerbaijani-Turkish Student Association, Latin American Student Association, and Bowling Club present Supplemental Funding Requests to the Senate

Motion to enter a period of untimed discussion to discuss the Supplemental Funding Requests by Sammi Pang

Second Justin Barnes

Without objection, the motion passes by unanimous consent

Conclusion: The Senate Enters a Period of Untimed Discussion to Discuss the Supplemental Funding Requests

Motion to deny the Bowling Club Supplemental Funding Request, approve the Latin American Student Association Supplemental Funding Request for \$900, and approve the Azerbaijani-Turkish Student Association Supplemental Funding Request for \$367.13 by Becky Paul Odionhin

Second Justin Barnes

Samantha Ezihie	Yes
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Yes
Taylor Lewis	Yes
Justin Barnes	Yes
Ian Roma, Chair	Yes
Becky Paul Odionhin	Yes
Sammi Pang	Yes
Jessica Ellis	Yes

Amelia Kelly Yes
Connor Sullivan Yes
Ariel Clarke Yes
12 Favor, 0 Against, 0 Abstain

**Conclusion: Wage List Amendment - 2022-2023 - 2 - Addition to Approved Wage List
Approved**

**Krish Thakkar enters the meeting at 6:07pm

IX. Ian Roma, Senate Chairperson, introduces Resolution - 2022-2023 - 22 - Resolution to Amend the By-Laws of University at Buffalo Student Association Inc.

Motion to approve Resolution - 2022-2023 - 22 by Becky Paul Odionhin

Second Samantha Ezihie

Samantha Ezihie Yes
Krish Thakkar Yes
Cameron Kiner Yes
Matthew Dowd Yes
Taylor Lewis Yes
Justin Barnes Yes
Ian Roma, Chair Abstain
Becky Paul Odionhin Yes
Sammi Pang Yes
Jessica Ellis Abstain
Amelia Kelly Yes
Connor Sullivan Yes
Ariel Clarke Yes
11 Favor, 0 Against, 2 Abstain

Conclusion: Resolution - 2022-2023 - 22 - Resolution to Amend the By-Laws of University at Buffalo Student Association Inc. Approved

X. Ian Roma, Senate Chairperson, introduces Resolution - 2022-2023 - 23 - Resolution to Amend Ticketing and Merchandise Sales Policy

Motion to approve Resolution - 2022-2023 - 23 by Becky Paul Odionhin

Second Connor Sullivan

Samantha Ezihie Yes

Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Yes
Taylor Lewis	Yes
Justin Barnes	Yes
Ian Roma, Chair	Abstain
Becky Paul Odionhin	Yes
Sammi Pang	Yes
Jessica Ellis	Yes
Amelia Kelly	Yes
Connor Sullivan	Yes
Ariel Clarke	Yes
12 Favor, 0 Against, 1 Abstain	

Conclusion: Resolution - 2022-2023 - 23 - Resolution to Amend Ticketing and Merchandise Sales Policy Approved

- XI. Ian Roma, Senate Chairperson, introduces Resolution - 2022-2023 - 24 - Resolution to Amend Encumbrance and Expenditure Policy

Motion to approve Resolution - 2022-2023 - 24 by Justin Barnes

Second Sammi Pang

Samantha Ezihie	Yes
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Yes
Taylor Lewis	Yes
Justin Barnes	Yes
Ian Roma, Chair	Abstain
Becky Paul Odionhin	Yes
Sammi Pang	Yes
Jessica Ellis	Yes
Amelia Kelly	Yes
Connor Sullivan	Yes
Ariel Clarke	Yes
12 Favor, 0 Against, 1 Abstain	

Conclusion: Resolution - 2022-2023 - 24 - Resolution to Amend Encumbrance and Expenditure Policy Approved

XII. Ian Roma, Senate Chairperson, Introduces Resolution - 2022-2023 - 25 - Resolution to Amend Inventory Policy

Motion to approve Resolution - 2022-2023 - 25 by Justin Barnes

Second Sammi Pang

Samantha Ezihie	Yes
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Yes
Taylor Lewis	Yes
Justin Barnes	Yes
Ian Roma, Chair	Abstain
Becky Paul Odionhin	Yes
Sammi Pang	Yes
Jessica Ellis	Yes
Amelia Kelly	Yes
Connor Sullivan	Yes
Ariel Clarke	Yes

12 Favor, 0 Against, 1 Abstain

Conclusion: Resolution - 2022-2023 - 25 - Resolution to Amend Inventory Policy Approved

XIII. Ian Roma, Senate Chairperson, introduces Resolution - 2022-2023 - 26 - Resolution to Amend Annual Registration and requirements for Recognition Policy

Motion to approve Resolution - 2022-2023 - 26 by Becky Paul Odionhin

Second Krish Thakkar

Samantha Ezihie	Yes
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	Yes
Taylor Lewis	Yes
Justin Barnes	Yes
Ian Roma, Chair	Abstain

Becky Paul Odionhin	Yes
Sammi Pang	Yes
Jessica Ellis	Yes
Amelia Kelly	Yes
Connor Sullivan	Yes
Ariel Clarke	Yes

12 Favor, 0 Against, 1 Abstain

Conclusion: Resolution - 2022-2023 - 26 - Resolution to Amend Annual Registration and requirements for Recognition Policy Approved

XIV. Ian Roma, Senate Chairperson, introduces Resolution - 2022-2023 - 28 - Resolution to Amend the University at Buffalo Student Association Inc. (“SA”) New Club Recognition Policy

**Justin Barnes leaves the meeting at 6:33pm

**Justin Barnes enters the meeting at 6:36pm

XV. Motion to approve Resolution - 2022-2023 - 28 Resolution to Amend the University at Buffalo Student Association Inc. (“SA”) New Club Recognition Policy
by Sammi Pang

Second Justin Barnes

Samantha Ezihie	Abstain
Krish Thakkar	Yes
Cameron Kiner	Yes
Matthew Dowd	No
Taylor Lewis	Abstain
Justin Barnes	Yes
Ian Roma, Chair	Yes
Becky Paul Odionhin	Yes
Sammi Pang	Yes
Jessica Ellis	Abstain
Amelia Kelly	Yes
Connor Sullivan	Abstain
Ariel Clarke	Abstain

7 Favor, 1 Against, 5 Abstain

Conclusion: Resolution - 2022-2023 - 28 - Resolution to Amend the University at Buffalo Student Association Inc. (“SA”) New Club Recognition Policy Approved

Adjournment

- I. Motion to Adjourn meeting by Connor Sullivan
Second Krish Thakkar
Without Objection, the motion passes by unanimous consent

Conclusion: Meeting of the Senate Adjourned at 7:37 pm



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2022-2023 - 13

Subject: Resolution to Pay Senate Chairperson

The Senate/Board of Directors of University at Buffalo Student Association Inc. ("SA") hereby approves its Chairperson being paid \$120.00 per week as an employee of said corporation for such person's services as Chairperson.

The basis for board approval is as follows: the amount set forth above appropriately compensates any Chairperson for the work typically performed by and expected of the Chairperson, including but not limited to preparing for meetings of the board and coordinating meetings of the board.

This resolution shall pertain to the current Chairperson and any subsequent Chairperson(s). This resolution shall not change the term of a chair, or how a chair may be elected or removed.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2022-2023 - 21

Subject: Resolution to Appoint Interim Coordinator to Vacant Position

Submitted by: Becky Paul-Odionhin, SA President

Whereas the Special Interest Council Coordinator position has been vacant for more than 30 days; and

Pursuant to University at Buffalo Student Association Inc. (“SA”) Bylaws Article V. Section 5.04 Coordinators (b) (iv), SA President Becky Paul-Odionhin has nominated each of the following undergraduate students as Interim Coordinators of the councils listed for approval;

Be It Resolved, that the person listed below shall serve as Interim Coordinator of the Special Interest Council:

Tyler Herman, tdherman@buffalo.edu

Each listed person shall assume the stated office upon (1) turning in a completed Conflict of Interest Policy Annual Statement form to the SA Office, (2) completing the standard SA employee hiring forms through Kronos, and (3) completing a University at Buffalo academic eligibility check.

Supplemental Funding Request

African SA

Submission IP: 69.12.23.188

Submission ID: 26519

Submission Date: 03-01-2023 19:40:38

Council: International

Club Name: African SA

Requested Through: Senate Supplemental Funding - ianroma@buffalo.edu

Requested by: Temilayo Anthony, Treasurer (temilayo@buffalo.edu)

Event Description:

Event Name:

OWAMBE: The Party That Never Ends

In 1968, five African Students came together with the sole purpose of unifying, enriching and educating the student population here at the University at Buffalo and for the past 46 years we have done our best to uphold this vision. The African Student Association's objective this year is to reach out to various other organizations, in an effort to encourage a culture of diversity and unity amongst the clubs, while spreading awareness about the continent of Africa. Most importantly, we aim to show the University at Buffalo student body that the African Student Association has much to offer, including a place for every and anyone to be involved. Throughout the spring semester, we hope to provide our members with outstanding events and to set the pace for the rest of the year with the original ideas produced by our executive board. Through the different styles of African originated dances and genres of music, Owambe: The Party That Never Stops, serves as a way for us to showcase and educate our student body about the true image of the Pan African Spirit. Along with a diverse group of performers, we will be bringing a CELEBRITY AFROBEAT ARTIST to our campus to magnify and enhance our appreciation of African music and dance

Event Start date and time

05/07/2023 5:00 PM

Event End date and time

05/07/2023 10:00 PM

Benefits of the event to UB undergraduates:

The goal is to create a welcoming and supportive environment for African students. It also proposes using the tradition of marriage as a means to promote inclusion within the community. It is important to recognize that African culture is diverse and multifaceted, and there are many different traditions and practices that could be celebrated and shared to foster a sense of community among African students.

Purpose of event:

The purpose of the event is to create a welcoming experience for all members of the student body to experience one of the most memorable and heart warming traditions in African culture, as it is not exclusive to African cultures. The goal is creating a home and safe space for African students and promoting inclusion within the community and it's important to approach this goal with sensitivity and inclusivity, and to consider a variety of traditions and practices that can be celebrated and shared.

Itemized list of how items are to be used:

Item 1:	DJ, Videography, Photography	1950
Item 2:	Decor	400
Item 3:	Drummers and Photo booth	1000
Item 4:	Costumes	3000
Item 5:		
Total:		6,350.00

Current Budget Info:

Current Budget: 11498

Current encumbrances for this event:

Encumbrance 1:	Guest Performer	20000.00
Encumbrance 2:	Venue	6943.63
Encumbrance 3:	Host	800.00
Encumbrance 4:	Host	
Encumbrance 5:	Host	

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:	COAL Grant	28000
Other 2:		
Other 3:		

Will there be ticket sales? - Yes

Other information that you want the reviewer(s) to know::

Ticket type #6: General public, 42 tickets available, for \$25 each.

Club Name: African SA

Council: International

Amount of money: _____

Event money is to be used for: OWAMBE: The Party That Never Ends

Date of event: 05/07/2023 5:00 PM

Chair of Senate: _____

Print name & date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____

Supplemental Funding Request

Indian SA

Submission IP: 209.120.212.35

Submission ID: 26547

Submission Date: 03-04-2023 17:31:49

Council: International

Club Name: Indian SA

Requested Through: SA Vice President Supplemental Funding - sammipan@buffalo.edu

Requested by: Tenny Benny, Treasurer (tennyben@buffalo.edu)

Event Name: Penn Masala

Event Description:

Event Start date and time 04/22/2023 6:30 PM

Penn Masala is an acapella group from UPenn that performs a mix of songs between American and Indian music.

Event End date and time 04/22/2023 9:00 PM

Benefits of the event to UB undergraduates:

As our club tries to make an effort to reach out and show students what Indian culture is like, this will be a great way to show students a mix of both Indian music and American music. They will be able to get a better understanding of the variation in both and also enjoy the melodies that both these cultures provide.

Purpose of event:

The purpose is to have a performance done by Penn Masala

Itemized list of how items are to be used:

Item 1:	Penn Masala Full Performance	4000
Item 2:	Accommodations for Travel	522
Item 3:	Accommodations for Lodging	1131
Item 4:		
Item 5:		

Total:

5,653.00

Current Budget Info:

Current Budget: 6142

Current encumbrances for this event:

Encumbrance 1:	n/a
Encumbrance 2:	
Encumbrance 3:	
Encumbrance 4:	
Encumbrance 5:	

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:	
Other 2:	
Other 3:	

Will there be ticket sales? - Yes

Other information that you want the reviewer(s) to know::

Club Name: Indian SA
Council: International
Amount of money: _____
Event money is to be used for: Penn Masala
Date of event: 04/22/2023 6:30 PM

VP signature: _____
Council Name: **International** _____

Print name & date: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____

Supplemental Funding Request

Azerbaijani - Turkish Club

Submission IP: 69.12.20.3

Submission ID: 26655

Submission Date: 03-13-2023 23:21:31

Council: International

Club Name: Azerbaijani - Turkish Club

Requested Through: Senate Supplemental Funding - ianroma@buffalo.edu

Requested by: Aypara Purveli, President (ayparapu@buffalo.edu)

Event Name: Goodbye Party

Event Start date and time 05/05/2023 7:30 AM

Event End date and time 05/05/2023 9:30 PM

Benefits of the event to UB undergraduates:

International Turkish and Azerbaijani students can come together for the last time before their final exams and then leaving for their countries. Also, The UB undergraduate students are welcomed warmly and encouraged to participate in our events to learn about different culture and traditions and enjoy free food provided for them.

Event Description:

We are planning to have the end of the semester celebration for all the students that will live UB for the year or for ever because they graduated. We want to have a get together and provide our members with food and snacks so they can enjoy their time being in the their club for the last time.

Purpose of event: The purpose of the event is to bring the UB undergraduates to enjoy being with their friends for the last time before their final exams begin or before they leave the Buffalo. This events would create a place for people with every background to come together and enjoy the traditional music and dance.

Itemized list of how items are to be used:

Item 1:	Create Your Own Sheet Pizza chicken- 32 Slices #2 each 30\$	60
Item 2:	Create Your Own Sheet Pizza meatballs- 32 Slices #2 each 30\$	60
Item 3:	Boneless Chicken Bites 100 Pieces 63.25 \$	63.25
Item 4:	Mixed Fruit Tart - Serves 6-8 #7 each 25	175
Item 5:	Assorted Bottled Soda #4 each 2.22	8.88
Total:		367.13

Current Budget Info:

Current Budget: 2.5

Current encumbrances for this event:

Encumbrance 1:	
Encumbrance 2:	
Encumbrance 3:	
Encumbrance 4:	
Encumbrance 5:	

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:	
Other 2:	
Other 3:	

Will there be ticket sales? - No

Other information that you want the reviewer(s) to know::

Club Name: Azerbaijani - Turkish Club

Council: International

Amount of money: _____

Event money is to be used for: Goodbye Party

Date of event: 05/05/2023 7:30 AM

Chair of Senate: _____

Print name & date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____

Supplemental Funding Request

Latin American SA

Submission IP: 69.12.21.11

Submission ID: 26673

Submission Date: 03-14-2023 21:18:30

Council: International

Club Name: Latin American SA

Requested Through: Senate Supplemental Funding - ianroma@buffalo.edu

Requested by: Adrian Alvarez, Treasurer (afalvare@buffalo.edu)

Event Name: Binghamton Quimbamba Latin Dance Competition

Event Description:

Event Start date and time 04/21/2023 7:00 PM

Latin Dance competition between multiple colleges around New York hosted by Binghamton's dance team Quimbamba

Event End date and time 04/23/2023 11:00 AM

Benefits of the event to UB undergraduates: Provides an event for our dance team members to showcase their culture through dance in a competition setting. They also get to meet other Latinos from other schools and potentially make connections.

Purpose of event: We compete against schools like New Paltz and Stony Brook to see who is the best Latin dance team in New York. Overall the event showcases the many ways a team can showcase the Latino culture through dance.

Itemized list of how items are to be used:

Item 1:	Red Roof costs for rooms	1760.38
Item 2:		
Item 3:		
Item 4:		

Item 5:

Total:

1,760.38

Current Budget Info:

Current Budget: \$1902.22

Current encumbrances for this event:

Encumbrance 1:	Red Roof Rooms	1760.38
Encumbrance 2:		
Encumbrance 3:		
Encumbrance 4:		
Encumbrance 5:		

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:

Other 2:

Other 3:

Will there be ticket sales? - No

Other information that you want the reviewer(s) to know::

Club Name: Latin American SA
Council: International
Amount of money: _____
Event money is to be used for: Binghamton Quimbamba Latin Dance Competition
Date of event: 04/21/2023 7:00 PM

Chair of Senate: _____

Print name & date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____

Supplemental Funding Request

Bowling Club

Submission IP: 68.133.92.120

Submission ID: 26676

Submission Date: 03-15-2023 10:11:12

Council: Sports

Club Name: Bowling Club

Requested Through: Senate Supplemental Funding - ianroma@buffalo.edu

Requested by: Montana Desabio, Vice President (montanad@buffalo.edu)

Event Name: Bowling Night Out

Event Description:

Event Start date and time 05/06/2023 6:00 PM

We bowl at Classic Lanes for 30 people and we give two games and a pair of shoes for each member to use at the event.

Event End date and time 05/06/2023 8:00 PM

Benefits of the event to UB undergraduates: It allows UB students to have a fun off campus event while learning how to bowl. It also gives them the opportunity to meet new people from campus.

Purpose of event: To teach UB students how to bowl and practice bowling. It is also a fun social event.

Itemized list of how items are to be used:

Item 1:		450
Item 2:	Money will be used for 30 people to bowl for two games each and one pair of shoes.	
Item 3:		
Item 4:		
Item 5:		

Total: 450.00

Current Budget Info:

Current Budget: \$692.50

Current encumbrances for this event:

Encumbrance 1:

Encumbrance 2:

Encumbrance 3:

Encumbrance 4:

Encumbrance 5:

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:

Other 2:

Other 3:

Will there be ticket sales? - No

Other information that you want the reviewer(s) to know::

Club Name: Bowling Club

Council: Sports

Amount of money: _____

Event money is to be used for: Bowling Night Out

Date of event: 05/06/2023 6:00 PM

Chair of Senate: _____

Print name & date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2022-2023 - 27

Subject: Resolution to Appoint to Vacant Senate Position

Submitted by: Ian Roma, Senate Chairperson

Be It Resolved that the persons listed below shall serve to fill a vacant Senate seat for the remainder of the 2022-2023 term:

Roy Miller; roymille@buffalo.edu

Each listed person shall assume the stated office upon (1) following the concluding of the meeting where this is approved (2) turning in a completed Conflict of Interest Policy Annual Statement form to the SA Office, and (3) completing a University at Buffalo academic eligibility check.



University at Buffalo Student Association Inc.
350 Student Union, Buffalo, NY 14260
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Wage List Amendment 2022-2023 - 2

Subject: Addition to Approved Wage List

Be it resolved the following hourly rates be approved for the Student Association staff as listed effective Immediately.

Hourly Staff Position	Hourly Wage
Director of Club Services	\$ 15.25
Director of Media Production	\$15.25
Director of Marketing	\$15.25
Communication Specialist	\$15.00



University at Buffalo Student Association Inc.
350 Student Union, Buffalo, NY 14260
www.sa.buffalo.edu

Resolution – 2022-2023 - 22

Subject: Resolution to Amend the By-Laws of University at Buffalo Student Association Inc.

BE IT RESOLVED that the amended and restated By-Laws of University at Buffalo Student Association Inc. (“SA”) attached hereto shall be the By-Laws of SA, amending and replacing the previous By-Laws;

AND BE IT RESOLVED that Underlining used in the attached document is for convenience of reference here only, and such text will not be underlined in the amended SA By-Laws; text struck through used in the attached document shall be removed from the SA By-Laws;

AND BE IT RESOLVED that the position currently known as “Assistant Treasurer for Procurement” shall be renamed “Procurement Director”;

AND BE IT RESOLVED that the position currently known as “Assistant Treasurer for finance” shall be renamed “Assistant Treasurer”;

AND BE IT RESOLVED that the invalidity or unenforceability of any provision of this document shall not affect the validity or enforceability of any other provision; any invalid or unenforceable provision shall be deemed severed to the extent of its invalidity or unenforceability only, and the remainder of this document shall be construed and enforced as if it did not contain that particular provision to the extent of its invalidity or unenforceability;

AND BE IT RESOLVED that the foregoing resolutions shall take effect immediately.



University at Buffalo Student Association Inc.

By-Laws

Table of Contents

<u>Article I.</u>	<u>Name</u>	<u>43</u>
<u>Article II.</u>	<u>Membership</u>	<u>43</u>
<u>Article III.</u>	<u>Governance</u>	<u>43</u>
<u>Article IV.</u>	<u>The Senate and Executive Committee</u>	<u>43</u>
Section 4.01.	<u>The Senate</u>	<u>43</u>
(a)	<u>Membership</u>	<u>43</u>
(b)	<u>Functions</u>	<u>65</u>
(c)	<u>Chairperson of the Senate</u>	<u>76</u>
(d)	<u>Meetings</u>	<u>87</u>
(e)	<u>Committees</u>	<u>9</u>
(f)	<u>Elections</u>	<u>109</u>
(g)	<u>Audit Oversight</u>	<u>109</u>
Section 4.02.	<u>Executive Committee</u>	<u>1140</u>
(a)	<u>Membership</u>	<u>1140</u>
(b)	<u>Meetings</u>	<u>1140</u>
(c)	<u>Quorum</u>	<u>1244</u>
(d)	<u>Functions</u>	<u>1244</u>
<u>Article V.</u>	<u>Executive Branch</u>	<u>1342</u>
Section 5.01.	<u>Authority</u>	<u>1342</u>
Section 5.02.	<u>Officers</u>	<u>1342</u>
(a)	<u>The President</u>	<u>1342</u>
(b)	<u>The Vice President</u>	<u>1443</u>
(c)	<u>Treasurer</u>	<u>14</u>
(d)	<u>Officers - Terms, Vacancies and Elections</u>	<u>15</u>
(e)	<u>Officers - Authorities Concerning Contracts and Student Activity Fees</u>	<u>1746</u>
Section 5.03.	<u>Student Affairs Director, Elections and Credentials Chairperson, and Assistant Treasurer</u>	<u>1847</u>
(a)	<u>Student Affairs Director</u>	<u>1847</u>
(b)	<u>Elections and Credentials Chairperson</u>	<u>18</u>
(c)	<u>Assistant Treasurer</u>	<u>1948</u>
Section 5.04.	<u>Coordinators</u>	<u>2049</u>
(a)	<u>Clubs Council Coordinators</u>	<u>2049</u>
(b)	<u>Coordinator Functions and Elections</u>	<u>20</u>
<u>Article VI.</u>	<u>Student-Wide Judiciary</u>	<u>21</u>
<u>Article VII.</u>	<u>Budgetary Process</u>	<u>2224</u>
Section 7.01.	<u>Budgetary Timeline</u>	<u>2224</u>
Section 7.02.	<u>Staff Stipends and Wages</u>	<u>2322</u>
Section 7.03.	<u>Budgetary Changes</u>	<u>2322</u>
Section 7.04.	<u>Criteria for Determining Club Funding</u>	<u>23</u>
<u>Article VIII.</u>	<u>Removal/Suspension</u>	<u>25</u>
Section 8.01.	<u>Removal/Suspension of Officers</u>	<u>25</u>

<u>Section 8.02. Causes for Suspension</u>	26 ²⁵
<u>Article IX. Amendments to SA's By-Laws</u>	26
<u>Section 9.01. Member Action</u>	26
<u>Section 9.02. Senate Action</u>	26
<u>Article X. Meetings of the Members</u>	27 ²⁶
<u>Article XI. Miscellaneous</u>	28

Article I. Name

The name of the not-for-profit corporation shall be University at Buffalo Student Association Inc. (which is also sometimes referred to in these By-Laws as the “Student Association”, “SA” or “the Corporation”).

Article II. Membership

Every undergraduate student (of any age) of the State University of New York at Buffalo shall be a Member of the Student Association during the period in which such person is an undergraduate UB student.

A person’s status as an undergraduate student shall be as determined by the University. If a person is suspended by the University, that person shall be automatically suspended as a Member of SA during the period of that person’s suspension from the University.

Article III. Governance

The Student Association shall be governed by its Officers, the Senate and the Executive Committee, each of which shall have the powers and duties provided for under these By-Laws or otherwise under applicable law.

Article IV. The Senate and Executive Committee

Section 4.01. The Senate

(a) Membership

The membership of the Senate shall consist of the following:

- (i) Ex-Officio Voting Members:
 - (i) The Academic Council Coordinator
 - (ii) The Engineering Council Coordinator
 - (iii) The Hobby Council Coordinator
 - (iv) The International Council Coordinator
 - (v) The People of Color Council Coordinator
 - (vi) The Special Interest Council Coordinator
 - (vii) The Sports Council Coordinator
 - (viii) The President

- (ix) The Student Affairs Director
- (x) The Vice President
- (xi) The Treasurer

Twelve (12) additional voting Senators shall be elected by and from the membership of the Student Association at large. This election (the “Senate Election”) shall take place no later than the fourth week of the fall semester at a time to be determined by the President. Senators must be members of the Student Association and be eligible to run for and hold office according to any eligibility requirements set by the University at Buffalo. Except for any Ex-Officio Member of the Senate serving in such other position as entitled them to a position as a Member of the Senate, no student may serve as a Senator while also holding a position as a member of the Student Association staff or Student-Wide Judiciary. The preceding sentence shall not prohibit the payment of the Chair for service as Chair, to the extent otherwise allowed for under these By-Laws. The term of Senators shall run from the time at which they are elected ~~(or appointed, if to fill a vacancy)~~ until their successors are chosen in the following Senate Election, except for Ex-Officio Members whose terms as Senators shall coincide with their terms in such other position as entitled them to a position as a Member of the Senate.

- (ii) Members of the Student Association may have their names placed upon the ballot in the annual Senate Election upon fulfillment of the following procedures:
 - a) The candidate shall obtain a Senate Candidate Designation Petition from the Student Association.
 - b) The candidate shall obtain the signatures of at least fifty (50) Members of the Student Association and then return the candidate’s petition to the Student Association for review and, if appropriate, approval by the Elections and Credentials Committee. The petition must be returned by a date and time to be determined by the President~~any date set in or according to SA’s election rules, or if none, then by any date set by the Executive Committee.~~
- (iii) If fewer than 12 Senators shall be elected and qualify in the annual Senate Election, the remainder of those 12 Senate seats shall be filled for the relevant term by eligible Senators from the previous term who are then still in office (excluding ex-officio Senators), in order based upon who received the most votes when elected; under such circumstances, in the event of a tie, the winner shall be the person who attended the most Senate meetings as a Senator.
- (iv) No person may hold more than one position on the Senate at once.

~~(iii)~~(v) In addition to any other provisions relating to the removal of a Senate member contained in these By-Laws, a member of the Senate may be removed from the Senate by 2/3 majority vote of the Senate for Cause. "Cause" shall have the same meaning as cause for suspension of an officer set forth in Section 8.02 of these By-Laws. Except in an emergency, the Senator who may be removed and the Chairperson of the Senate (if any) must be provided with at least 72 hours notice that such Senator's removal will be considered at a specific Senate meeting(s), a copy of any resolution to be considered relating to the Senator's removal, and stating specifically the alleged cause(s) for such removal, and the date, time and place of such meeting(s); any Senator may provide such notice.

(vi) Upon vacancy of a Senator (excluding Ex-Officio Members of the Senate), the Senate ~~shall~~may elect a new Senator to serve until a successor is chosen in the following Senate Election; that new Senator shall not be a member of the Student Association staff or Student-Wide Judiciary.

(b) Functions

The Senate May:

- (i) Allocate the budget of the Student Association as provided in ARTICLE VII.
- (ii) Approve or disapprove budgetary changes and line transfers as provided in Section 7.03.
- (iii) To hear and decide appeals related to decisions by the SA Officers to recognize or de-recognize clubs, only to the extent provided for under a duly enacted SA policy, and only if such appeal is based on allegation(s) of procedural error or violation of law.

~~(iv) Override by a two-thirds (2/3) vote any Presidential veto of action by the Senate within two (2) meetings after the veto has been announced.~~

~~(v)~~(iv) Review the operations of all clubs and organizations recognized and/or funded by the Student Association.

~~(vi)~~(v) Initiate or approve amendments to the By-Laws of the Student Association as provided in ARTICLE IX.

~~(vii)~~(vi) Suspend a SA Officer according to the terms of Article VIII.

~~(viii)~~(vii) Enact resolutions concerning issues of importance to the undergraduate student body in regards to issues of academic policy, student rights and student welfare.

~~(ix)~~(viii) Upon recommendation of the President and Treasurer, may approve and amend employment policies, internal controls and financial policies for SA and its clubs.

~~(x)~~(ix) Upon recommendation of ~~the President, Vice President and Treasurer~~ 2 SA Officers, may approve and amend other policies for SA Clubs.

~~(xi)~~(x) Amend or override any SA clubs council constitution.

~~(xii)~~(xi) Approve changes to SA's election rules.

~~(xiii)~~(xii) In the event that the authority to approve or ratify a particular action or policy of the Student Association is not specifically designated to any person or body pursuant to these By-Laws, applicable law, State University of New York policy or SA policy, the authority to approve or ratify such action or policy shall be vested in the Senate.

~~(xiv)~~(xiii) The Senate shall oversee the adoption, implementation of, and compliance with any Conflict of Interest Policy. The Senate shall oversee the adoption, implementation of, and compliance with the Whistleblower Policy. The Conflict of Interest Policy may contain restrictions on a Senator's ability to vote and/or any other SA official's ability to make decisions regarding a related party transaction or any transaction in which the Senator or other SA official has a conflict of interest.

~~(xv)~~(xiv) The Senate shall be deemed to be the Board of Directors of the Corporation for all purposes.

(c) Chairperson of the Senate

- (i) Any Member of the Senate (excluding Ex-Officio Members) may run for the Office of Chairperson of the Senate.
- (ii) The term of Chairperson of the Senate shall run from the date on which that student is elected Chairperson until conclusion of the following Senate Election. The Chairperson of the Senate shall be elected at the first meeting of the Senate after the annual Senate Election. Should the office of the Chairperson of the Senate become vacant, the Senate shall elect a new Chairperson for the remainder of the term. In any vote for Chairperson, the Chairperson shall be elected by a majority of the Members of the Senate present at a duly held meeting of the Senate. In the event that no candidate receives a majority vote on the first ballot, the candidate receiving the fewest votes shall be eliminated and another vote shall be conducted. This process shall be repeated until one candidate does receive a majority.
- (iii) The Chairperson of the Senate may be removed as Chairperson of the Senate at any time by a vote of a two-thirds (2/3) majority of the Senate. Such removal shall not constitute the Chairperson's removal as a member of the Senate; that person shall continue to be a

member of the Senate for the remainder of that Senator's term, unless removed as a member of the Senate pursuant to another provision of these By-Laws.

- (iv) The Chairperson shall be accorded the same rights and privileges as a Senate member, except when the Chairperson assumes the chair. At such time the Chairperson shall be subject to any rules relating to the position of chair as set forth in the SA By-Laws and SA Senate Rules of Procedure.
- (v) Duties:
 - 1) To serve as the presiding officer and chair of the Senate and shall be subject to any rules relating to the position of chair as set forth in the SA By-Laws and SA Senate Rules of Procedure.
 - 2) To represent the Senate both inside and outside of the University Community.
 - 3) To coordinate the activities of the Senate Committees.
 - 4) To place on the agenda issues of importance to the Student Association that are within the jurisdictions of the Senate.
 - 5) To appoint or remove a Senator as the Senate Parliamentarian.
 - 6) To serve as a voting member of the Executive Committee.
 - 7) To serve as an ex-officio member of all Senate Committees.

(d) Meetings

- (i) Meetings of the Senate shall be convened by the Chairperson:
 - 1) At least once every four (4) weeks during the school year.
 - 2) Whenever the Chairperson deems necessary.
 - 3) Within one week after the Chairperson is presented with a petition containing the signatures of at least two percent (2%) of the membership of the Student Association.
 - 4) Within one week after the Chairperson is presented with a petition containing the signatures of at least one-third (1/3) of the membership of the Senate.
- (ii) Any person may address the Senate upon recognition by the Chair.
- (iii) The Senate may take action by the majority vote of Members of the Senate present at a duly held meeting of the Senate, except where otherwise stated in the By-Laws.
- (iv) All Senate meetings at which voting is to take place must be announced at least five (5) days in advance and in at least two of the three following forms:
 - 1) Campus periodical
 - 2) Student Association Web Page or Web Page affiliated with Campus periodical
 - 3) Electronic Mail (e-mail) or Listserv to the Senate Members

(v) Any proposed resolution, rule, regulation, policy or any amendment thereto, that is scheduled to be the subject of discussion by the Senate or any Senate Committee, shall be posted on the SA website to the extent practicable at least 24 hours prior to the meeting.

~~(v)~~(vi) A majority of Senators present, whether or not a quorum is present, may adjourn any meeting of the Senate to another time and place. If the adjournment is for more than twenty-four (24) hours, notice (via e-mail only) of any adjournment of a meeting of the Senate to another time or place shall be given to the Senators who were not present at the time of the adjournment and, unless such time and place are announced at the meeting, to the other Senators.

(vii) The SA Senate may set and amend Rules of Procedure for the conduct of its meetings and the meetings of any SA Senate Committee, by a vote of at least 2/3 of members present at a duly held meeting of the SA Senate, so long as such rules do not contradict SA's Certificate of Incorporation, By-Laws, Conflict of Interest Policy or Whistleblower Policy, or any applicable law, regulation or SUNY/UB policy. If SA's Certificate of Incorporation, By-Laws, Conflict of Interest Policy, Whistleblower Policy and the SA Senate Rules of Procedure are all silent as to a particular procedural issue concerning the conduct of Senate or Senate Committee meetings, Robert's Rules of Order shall apply. No violation of the Senate Rules of Procedure or Robert's Rules of Order shall result in the invalidation of any otherwise valid action of the SA Senate or any Senate Committee.

~~(vi)~~(viii) In the event that the office of Chairperson of the Senate is vacant or in the event that the Senate Chairperson fails to attend a duly held meeting of the Senate, the President (or Vice President, if the President shall so delegate) shall chair any meetings of the Senate during such absence or vacancy.

~~(vii)~~(ix) Except as otherwise stated in these By-Laws, quorum for any meeting of the Senate or Senate committee shall be fifty percent (50%) of the membership of such body (excluding vacant positions). Quorum for the Senate shall never be less than 6.

(e) Committees

(i) Finance Committee

- 1) The Committee shall consist of seven (7) Members of the Senate.
- 2) The Treasurer shall be a Member and Chairperson of the Finance Committee.

3) The Treasurer shall select six (6) other Members of the Senate to serve on the Committee, subject to approval by the Senate.

4) The Treasurer may vote only to make or break a tie on the Finance Committee.

(ii) Additional standing committees shall be established by vote of a ~~n-absolute~~ majority of the Senate.

(iii) Minutes shall be taken at all Senate Committee meetings.

~~(ii)~~(iv) Notice of a Senate Committee meeting shall be emailed to the members of that Committee and posted on the SA website at least 24 hours in advance.

(f) Elections

Senate elections will be held in the fall semester as outlined in these By-Laws.

(g) Audit Oversight

(i) The Board, or a designated Audit Committee of the Board comprised solely of independent directors, shall oversee the accounting and financial reporting processes of the Corporation and the audit of the Corporation's financial statements. The Board or designed Audit Committee shall annually retain or renew the retention of an independent auditor to conduct the audit and, upon completion thereof, review the results of the audit and any related management letter with the independent auditor.

(ii) The Board, or a designated Audit Committee of the Board comprised solely of independent directors, shall:

1) Review with the independent auditor the scope and planning of the audit prior to the audit's commencement;

2) Upon completion of the audit, review and discuss with the independent auditor: (a) any material risks and weaknesses in the internal controls identified by the auditor, (b) any restrictions on the scope of the auditor's activities or access to requested information, (c) any significant disagreements between the auditor and management, and (d) the adequacy of the Corporation's accounting and financial reporting processes;

3) Annually consider the performance and independence of the independent auditor; and

4) If the duties required by this section are performed by an Audit Committee, report on the Committee's activities to the Board.

(iii) Only independent directors may participate in any Board or Committee deliberations or voting relating to matters set forth in this Section 4.01(g). As used in these By-Laws,

“independent director” shall have the same definition as is set forth in the New York Not-for-Profit Corporation Law (as may be amended from time to time).

Section 4.02. Executive Committee

(a) Membership

- (i) The membership of the Executive Committee shall consist of the following:
 - 1) The President
 - 2) The Vice President
 - 3) The Treasurer
 - 4) Chairperson of the Senate

- (ii) Each member of the Executive Committee shall have one (1) vote and only one vote.

(b) Meetings

- (i) Meetings of the Executive Committee shall be called by the President:
 - 1) Whenever any member of the Executive Committee deems such a meeting necessary,
or
 - 2) Within one week after the President is presented with a petition containing the signatures of one-third of the membership of the Senate.
- (ii) Notice of Executive Committee meetings shall be emailed to the members of the Executive Committee and posted on the SA website at least 24 hours in advance ~~All Executive Committee members must be notified of any Executive Committee meeting at least twenty-four (24) hours in advance via their official buffalo.edu email address.~~
- ~~(iii) The Student Association Executive Committee may set and amend Rules of Procedure for the conduct of its meetings, by a vote of at least 2/3 of members present at a duly held meeting of the Student Association Executive Committee, so long as such rules do not contradict these By-Laws or any applicable laws or regulations.~~
- (iii) Minutes must be taken at meetings of the Executive Committee.
- ~~(iv) The minutes reflecting any action by the Executive Committee in place of the Senate shall be presented to the Senate at one of the following two general meetings of the Senate, or emailed to the Chairperson of the Senate prior to the second general meeting of the Senate following the relevant Executive Committee action.~~

(c) Quorum

A quorum for any meeting of the Executive Committee shall be three (3) members, with the exception of any meeting held ~~-in between~~ the last day of classes of the spring semester and first day of classes of the fall semester August 15, during which time a quorum shall be two (2) members, or if any position(s) comprising the membership of the Executive Committee is unoccupied, quorum shall be ~~-two~~ (2) members.

(d) Functions

- (i) The Executive Committee may enact resolutions, policy and approve budgetary changes (including line transfers) and approve and amend policies, subject to all of the following conditions:
- 1) If a majority of the members present at the Executive Committee meeting shall vote in favor of doing so; and
 - 2) If a situation exists which requires Senate action or approval, and the Senate is unable to meet or the delay of such action or approval would lead to a loss, diminution in value, or loss of opportunity, financial or otherwise, for the Student Association; and
 - ~~3) All resolutions passed by the Executive Committee must be reported to, and are subject to review by the body in whose place the Executive Committee acted; and~~
 - 3) The Executive Committee can only vote to approve or amend any employment policy, internal controls or financial policy, if first recommended by the President and Treasurer; and the Executive Committee can only vote to approve or amend any other policy for SA clubs, if first recommended by 2 SA Officers.
 - 4) The Executive Committee cannot:
 - a) Initiate or approve an amendment to the Certificate of Incorporation or the By-Laws of the Student Association; or
 - b) Suspend or remove any elected SA Official, including Officers; or
 - c) Fill any vacancy or approve appointment to fill any vacancy on the Senate, in any Committee or in any Officer position, either to fill a term or to serve in an acting capacity; or
 - d) Fix compensation of the Senators for serving on the Senate or any Committee; or
 - e) Decide club appeals concerning recognition or derecognition; or
 - e)f) _____ Amend or repeal any resolution of the Senate which by its terms is not amendable or appealable in such manner; or

~~f)g)~~ Amend or repeal any election rules, ~~internal controls~~, conflict of interest policy or whistleblower policy.

- (ii) As provided in ARTICLE VII, in the event that the Senate has not finalized the annual budget of the Student Association for the following fiscal year by the last day of classes of the spring semester, the Executive Committee shall have the power to pass a budget for the following fiscal year. Under such circumstances, such budget shall be final and non-reviewable.

Article V. Executive Branch

Section 5.01. Authority

The executive authority of the Student Association shall be vested in the Officers.

Section 5.02. Officers

(a) The President

The President:

- (i) Shall be the chief executive officer of the Student Association.
- (ii) Shall have the ultimate responsibility for the enforcement of the By-Laws of the Student Association.
- (iii) Shall be the official representative of the Student Association both inside and outside the University Community.
- (iv) Shall be ultimately responsible for coordinating the activities of the Executive Branch.
- (v) Shall be a voting member of the Senate.

~~(vi) Executive Committee:~~

~~(vii)~~(vi) The President shall preside over all meetings of the Executive Committee.

~~1) The President shall vote only to make or break a tie.~~

~~(viii)~~(vii) Shall have the power to call a meeting of the Senate whenever the President deems necessary.

~~(ix) Shall have the power to sign into effect or veto any action by the Senate (except related recall proceedings) within seven (7) school days of such body notifying the President of such action. If the President takes no action with respect to an action of the Senate within seven (7) school days of such body notifying the President of such Senate action, such action shall be deemed approved and take effect automatically.~~

~~(x)(viii)~~ Shall have the power to lawfully direct the SA staff, except that the President cannot overrule the SA Administrative Director on any safety matter.

~~(xi)(ix)~~ Shall have the power to create ad hoc positions, agencies, and task forces to take action on issues of importance to the Student Association.

~~(xii)(x)~~ Shall have the power to place items on the agenda of the Senate.

(b) The Vice President

The Vice President:

- (i) Shall be a voting member of the Senate and Executive Committee.
- (ii) Shall discharge the duties of the President as Acting President upon written authorization from the President; the President may revoke such authorization at any time upon notice to the Vice President.
- (iii) Shall assist the President in coordinating the operations of the Executive Branch.
- (iv) Shall represent the President on occasions designated by the President.
- (v) Shall act as director of clubs, by overseeing the needs of clubs recognized by SA and endeavoring to assist them.
- (vi) Shall assist Student Association recognized clubs in the performance of their operations whenever such assistance is requested.
- (vii) Shall assist and advise any students desiring to establish a new SA club.
- (viii) Shall make known to all recognized SA clubs the resources and services offered to them by the Student Association.

~~(ix) Shall make recommendations directly to the Senate regarding sanctions against clubs that fail to abide by the policies of the Student Association.~~

~~(x) Shall make recommendations directly to the Senate, regarding the approval or denial of groups which request Student Association recognition as clubs.~~

(ix) May sanction clubs which violate any applicable law or policy to the extent provided for in any duly adopted SA policy.

~~(xi)(x)~~ Shall assist the president in the coordination and administration of the office and staff.

~~(xii)(xi)~~ Shall have the power to grant recognition to new clubs, and to derecognize clubs, with the approval of a second SA Officer, to the extent provided for in any duly adopted SA policy.

(c) Treasurer

The Treasurer:

- (i) Shall be a voting member of the Senate and Executive Committee.
- (ii) Shall be responsible for the disbursement of the Student Association budget, except where otherwise stated in the By-Laws of the Student Association.
- (iii) Shall take all reasonable steps to ensure that the Student Association monies are not mishandled and that all SA assets are safeguarded and accounted for according to the Internal Revenue Code, SUNY policies and all applicable laws and regulations, and shall review any Student Association operation wherever the Treasurer determines that such a review is necessary.
- (iv) May sanction clubs which violate any [SA applicable law or](#) policy to the extent provided for in any duly adopted SA policy.
- (v) Shall have the power to withhold disbursements of Student Association funds.
- (vi) Shall make certain that a strict inventory is kept on all furniture, equipment, etc.
- (vii) To communicate with Treasurers of all Student Association clubs to inform them of any significant changes to Student Association fiscal, accounting and/or disbursing policies and procedures.

~~(viii) In case of financial emergency, the Treasurer, with the approval of the Executive Committee, shall have the power to execute budgetary line transfers that are deemed absolutely necessary. This action shall be reported to the Senate at its next general meeting.~~

~~(ix)(viii)~~ Shall be Chairperson of the Senate Finance Committee.

~~(x)(ix)~~ Shall oversee all financial transactions and monitor the budget.

~~(x)~~ Shall ensure SA's internal controls and financial policies are followed.

~~(xi)~~

(d) Officers - Terms, Vacancies and Elections

- (i) The term of Officers shall run from the first day after the spring semester final examination period until the last day of the following spring semester final examination period.
- (ii) Officers shall be elected annually by the membership of the Student Association. Officers must be fulltime students. Annual officer elections for the following term shall take place in the spring semester upon date(s) determined by the SA President and publicly announced (which may be on SA's website) at least 30 days in advance of the election. If the SA President does not set the annual spring election date(s) by February 1, the Senate

may set the election date(s). Each Officer position shall be voted on separately in the election.

- (iii) Following a vacancy in any officer position on or after the start of a term and prior to or on October 31, SA shall conduct an election among its members to fill the position for the remainder of that term within twenty-eight (28) days; provided, however, that only days during periods in which classes are in session during the University at Buffalo's fall semester shall be counted.
- (iv) If there is a vacancy in the Presidency created prior to or on October 31, the Vice President shall serve as Acting President until a new President is elected.
- (v) If a vacancy in the Presidency is created after October 31 and before the end of the term, the Vice President shall assume the Presidency and serve until the end of the term. If a vacancy in the Presidency is created after October 31 and before the end of the term, and there is no Vice President, then an election shall be held among the members of SA within twenty-eight (28) days of the date on which the Presidency became vacant to fill the Presidency for the remainder of the term; provided, however, that only days during periods in which classes are in session during the University at Buffalo's fall or spring semester shall be counted.
- (vi) If the positions of President and Vice President are both vacant at the same time, the Senate may elect an Acting President to serve until a new President is elected.
- (vii) If there is a vacancy in the position of Treasurer created prior to or on October 31, the President may appoint an Acting Treasurer to serve until a new Treasurer is elected, subject to approval by the Senate.
- (viii) If there is a vacancy in the Vice President position created after October 31 and before end of the term, the President may appoint a Vice President to serve until the end of the term, subject to approval by the Senate. If there is a vacancy in the Treasurer position created after October 31 and before the end of the term, the President may appoint a Treasurer to serve until the end of the term, subject to approval by the Senate.
- (ix) A person serving as an acting officer shall have all of the full rights and responsibilities of that officer position. A Vice President's service as Acting President shall not be deemed to create a vacancy in the position of Vice President. A Vice President serving as Acting President shall count only once in calculating quorum and attendance for any body of which both the President and Vice President are members, and shall only have the voting rights of the President at any meeting of any such body.

- (x) The date(s) for any election to fill a mid-term vacancy in any officer position for the remainder of the term shall be determined by the Elections and Credentials Chairperson, or if there is no Elections and Credentials Chairperson, then by the Executive Committee.
- (xi) If the President's authority to act is suspended by the Senate, the Vice President shall serve as Acting President during such suspension. If the President's authority to act is suspended by the Senate and there is no Vice President (or if the Vice President's authority is also suspended), then the Senate may elect an Acting President to serve during such suspension. If the Vice President's authority to act is suspended by the Senate, the President may nominate an Acting Vice President to serve during such suspension, subject to approval by the Senate. If the Treasurer's authority to act is suspended by the Senate, the President may nominate an Acting Treasurer to serve during such suspension, subject to approval by the Senate.

(e) Officers - Authorities Concerning Contracts and Student Activity Fees

- (i) A contract may be executed on behalf of the Student Association only if such contract is executed by the Student Association Treasurer (or designee appointed by the Treasurer in writing) and either the Student Association President or Vice President.
- (ii) In the event that a contract which has been executed and entered into by the Student Association contains a provision which allows the Student Association to terminate, opt out, or otherwise exercise any option under such contract, any decision to terminate, opt out, or otherwise exercise any option under such contract may be exercised only if approved by the Student Association Treasurer and either the Student Association President or Vice President.
- (iii) Except where otherwise stated herein, all Student Association appointments shall be made [in writing or electronically](#) by 2 out of the 3 Student Association Officers (one of whom must be the President). All appointments to student positions shall expire at 11:59 p.m. on the last day of the spring semester final examination period, unless a different term is stated in the SA By-Laws or if the appointee ceases to be eligible to hold such position. During the spring semester, the Officers may re-appoint SA student staff members to their positions or other SA staff positions for the following term. Appointees may be removed by 2 out of 3 SA Officers (one of whom must be the President) with or without cause. The preceding sentence shall not extend to removal of Officers appointed to fill a vacancy. ~~The Officers may (but are not required to) act via a meeting to appoint or remove appointees; Officers may also act to appoint or remove appointees via written declaration~~

~~of the SA President and 1 of the 2 other Officers (with no formal notice required for this limited purpose).~~

Section 5.03. Student Affairs Director, ~~Elections and Credentials Chairperson, and Secretary~~Assistant Treasurer

(a) Student Affairs Director

The Student Affairs Director:

- (i) Shall be appointed by 2 out of the 3 Student Association Officers (one of whom must be the President).
- (ii) Shall create and/or maintain a mechanism by which the Student Association may effectively respond to the problems of individual students. The Student Affairs Director shall be responsible for ensuring that this function of the Student Affairs Director's office is publicized.
- (iii) Shall initiate and execute programs, and act as the student's advocate in the response to all relevant issues, in the areas of student rights and student welfare.
- (iv) Shall serve as a channel of communication in non-academic matters, between SA and the University administration.
- (v) Shall do everything within the Student Affairs Director's power to achieve and ensure the optimum amount of student representation and input on all University non-academic policy making.
- (vi) Shall promote increase in student involvement in the operations of the Student Association.
- (vii) Shall be an Ex-officio -voting member of the Senate.

(b) Elections and Credentials Chairperson

The Elections and Credentials Chairperson:

- (i) Shall be appointed by 2 out of the 3 Student Association Officers (one of whom must be the President).
- (ii) Shall govern all Student Association elections proceedings and processes.
- (iii) Shall report to the President of the Student Association, except during times of election, which shall be designated as the time when petitions for candidacy are available until the results of the election are known.
- (iv) Shall be the chairperson of the Elections and Credentials Committee.

- (v) Shall make appointments to the Elections and Credentials Committee, which shall be composed of an odd number of undergraduate, ~~full-time~~ University at Buffalo students.
- (vi) Shall be, with the assistance of the Committee, the primary executor and implementer of SA's elections rules. The Elections and Credentials Committee shall have jurisdiction at any time when an election is in process, which includes any time when petitions for office are available. The Elections and Credentials Chairperson and any Elections and Credentials Committee Member may attend any occasion(s) or process(es) related to any SA or club election as such Elections and Credentials Chairperson/Committee Member deems appropriate. The Chairperson and Committee shall only be required to be personally present on any occasion if and to the extent stated in SA's election rules.

(c) Assistant Treasurer

The Assistant Treasurer:

- (i) Shall be an undergraduate UB student appointed by 2 out of 3 SA Officers (one of whom must be the President);
- (ii) Shall assist the Treasurer in the performance of the Treasurer's duties upon request by the Treasurer;
- (iii) May serve as Treasurer's designee for purposes of making decisions of the Treasurer, upon written authorization from the Treasurer and subject to any limitations set forth in such written authorization; the Treasurer may revoke such authorization at any time upon notice to the Assistant Treasurer and a member of the SA professional staff;
- (iv) In the event of a vacancy in the office of Treasurer, the Assistant Treasurer shall serve as SA designee and may make decisions in place of the Treasurer with respect to expenditures, budgetary matters, ~~contracts~~, and sanctions for club violations, until such time as a new Treasurer is elected or an Acting Treasurer is appointed and approved in accordance with Section 5.02(d) of these By-Laws. In the event that the Treasurer is suspended, the Assistant Treasurer shall serve as SA designee and may make decisions in place of the Treasurer with respect to expenditures, budgetary matters, ~~contracts~~, and sanctions for club violations, until such time as the suspension ends or an Acting Treasurer is nominated and approved in accordance with Section 5.02(d) of these By-Laws.

~~(c) Secretary~~

~~The Secretary:~~

- ~~(vii) Shall be appointed by 2 out of 3 SA Officers (one of whom must be the President).~~

- ~~(viii) Shall give, or cause to be given, all notices in accordance with the provisions of these By-laws, and as required by law (this provision shall not be construed as a prohibition on any other person providing notice if and to the extent provided for in these By-Laws or otherwise allowed under applicable law).~~
- ~~(ix) Shall perform any further duties assigned by these By-Laws or any duly adopted SA policy.~~
- ~~(x) Shall be responsible for ensuring that accurate minutes of meetings are taken and approved for each of the following bodies: the Senate, the Executive Committee and the Members. The Secretary may delegate this duty on individual occasions. Each set of minutes should include at a minimum: date, time, location of meeting; list of those present; list of items discussed; list of reports presented; text of motions presented and description of their disposition. Each body may set additional requirements for its own minutes. All paper corporate records shall be stored in locked cabinets in the SA Office, unless otherwise determined by the Senate; electronic records may be stored electronically in a reasonably secure manner approved of by the Senate.~~

Section 5.04. Coordinators

(a) Clubs Council Coordinators

There shall be seven (7) Clubs Council Coordinators (the “Coordinators”):

- (i) The Academic Council Coordinator
- (ii) The Engineering Council Coordinator
- (iii) The Hobby Council Coordinator
- (iv) The International Council Coordinator
- (v) The People of Color Council Coordinator
- (vi) The Special Interest Council Coordinator
- (vii) The Sports Council Coordinator

(b) Coordinator Functions and Elections

- (i) Each Coordinator shall be chosen by, and may be removed by, the clubs in each respective clubs council, according to any lawful rules established by that council’s constitution.
- (ii) In the alternative, a Coordinator may be removed for Cause by 2/3 majority vote of the Senate, subject to the same notice requirements that apply for the Senate to remove a Senator.

- (iii) The term of each Coordinator shall run from the first day after the spring semester final examination period until the last day of the following spring semester final examination period.
- (iv) In the event that a Council fails to elect a Coordinator for the following term by the end of the spring semester final examination period, or in the event of a mid-term vacancy in a Coordinator position that is not filled by the Council within 30 days, the President may appoint an interim Coordinator subject to approval by the Senate; the interim Coordinator shall serve until the Council elects a new Coordinator.
- (v) Each Coordinator shall represent the clubs of the Coordinator's council.
- (vi) Each Coordinator shall coordinate all activities of the Coordinator's council.
- (vii) Each Coordinator shall convene meetings of the Coordinator's council, except that other SA official(s) may convene council meetings if allowed under the council's constitution or an applicable SA policy.
- (viii) Each Coordinator shall serve as a member of the SA Senate.
- (ix) Each Coordinator shall have the authority to create ad hoc committees related to the Coordinator's council.

Article VI. Student-Wide Judiciary

UB's Student-Wide Judiciary is a legally separate and unrelated student group, which shall have jurisdiction/authority to hear non-financial disputes between SA and its Members, subject to any limitations contained in SA's By-Laws or policies. Only Student-Wide Judiciary justices who are Members of SA may participate in the adjudication of any dispute concerning SA. The Student Wide-Judiciary may not compel SA to violate any University at Buffalo rule or policy or any binding law or regulation. Any determination by the Student-Wide Judiciary that contradicts a University at Buffalo rule or policy or any binding law or regulation shall be considered void ab initio. SA Officers, Senators, and employees may rely in good faith on the written advice of a University at Buffalo official as to whether a particular Student-Wide Judiciary ruling contradicts any University at Buffalo rule or policy or any binding law or regulation.

Article VII. Budgetary Process

Section 7.01. Budgetary Timeline

- (a) All Student Association clubs recognized with funding must submit a written line item budget request for the following fiscal year to the Treasurer of the Student Association. The ~~Treasurer Senate Finance Committee~~ shall establish a date by which such budget requests must be submitted to the SA. ~~Treasurer for the following fiscal year, which shall not be later than the last day of February. If the Senate Finance Committee fails to set such date by the conclusion of the fall semester, the Treasurer may set such date.~~
- (b) The SA Treasurer will prepare a preliminary recommended budget for SA, including each club and present that to the SA Senate Finance Committee. The SA Senate Finance Committee will then determine a recommended budget for each club. Club officers may obtain a copy of their club's recommended budget in the SA Office. Any club that desires to dispute the recommended budget may set up a Budgetary Review Meeting with the SA Senate Finance Committee, which shall be conducted according to any rules and/or timelines established by the SA Senate Finance Committee.
- (c) Budgetary Review Meetings will be scheduled by the Treasurer, according to any timeline (if any) for such Budgetary Review Meetings established by the Senate Finance Committee.
- (d) Upon completion of the Budgetary Review Meetings, the Finance Committee will prepare a final budget proposal, which will be recommended to the Senate of the Student Association. The Senate may establish a date by which this recommendation must be formally submitted.
- (e) The Senate shall have until the last day of classes of the spring semester to pass a budget for the following fiscal year.
- (f) If the Senate does not pass a budget for the following fiscal year by the last day of classes of the spring semester, the Executive Committee shall have the power to pass a budget for the following fiscal year.
- (g) The Senate shall have the power to grant an extension of time for any budgetary deadline. If any of the steps outlined under Section 7.01(a)-Section 7.01(d) shall fail to occur, such failure shall not affect or abridge the rights of the Senate or Executive Committee to pass a budget.

Section 7.02. Staff Stipends and Wages

- (a) The Corporation may pay compensation in a reasonable amount to members, Senators, or officers, for services rendered. No person who may benefit from such compensation may be present at or otherwise participate in any Senate or Committee deliberation or vote concerning such person's compensation; provided that nothing in this section shall prohibit the Senate or authorized Committee from requesting that a person who may benefit from such compensation present information as background or answer questions at a Committee or Senate meeting prior to the commencement of deliberations or voting related thereto.
- (b) Compensation rates for [SA Officers and](#) student staff positions must be approved by the Senate and may be changed by the Senate ~~(any such changes to take effect the following fiscal year)~~. Compensation rates shall not require re-approval if they remain unchanged. The Senate's approval of a wage rate shall not be deemed to mean that the SA Officers must appoint someone to any position.

Section 7.03. Budgetary Changes

- (a) Clubs may submit written requests for budgetary change(s) and/or line transfer(s) to the SA Treasurer.
- (b) The SA Treasurer may make/submit requests for line transfer(s) and/or budgetary change(s) to the SA Senate.
- (c) Following request by the SA Treasurer, the Senate may approve or disapprove proposed budgetary change(s) and/or line transfer(s).
- (d) Budgetary change(s) and/or line transfer(s) for any of the following purposes may be approved by the SA Treasurer without need for approval of the Senate or Executive Committee: (i) to add money fundraised by a club into that club's budget line, (ii) to add money fundraised for or from a specific program into that program's budget line, or (iii) to move money from any supplemental funding budget line to the budget line of a club or program that has been granted such funds.

Section 7.04. Criteria for Determining Club Funding

- (a) In determining the funding for a recognized student club, the following criteria may be considered:
 - (i) the financial needs of that club and how such club proposes to use any allocated funding;
 - (ii) length of existence of the club;

- (iii) levels of attendance by Members of the Student Association at meetings and events of the club;
 - (iv) whether the club can demonstrate that it has undertaken successful events or activities in the past and the level of student participation and attendance at such past event(s) or activity(ies);
 - (v) the extent to which any such club has submitted a feasible plan for any activities it proposes to conduct, whether such activities comply with all applicable laws and regulations, and whether there are any concerns regarding insurability of or liability due to the activities which the club proposes to conduct;
 - (vi) the efforts such club has made to fundraise additional funds from other sources and the results of such efforts;
 - (vii) the efforts made by such club to minimize unnecessary costs;
 - (viii) the participation by such club in community service and/or community outreach activities;
 - (ix) the participation by such club in events and activities conducted by the Student Association;
 - (x) the record of attendance by such club at meetings of its governing clubs council;
 - (xi) whether such club participates in inter-collegiate competitions with and/or against other clubs from other colleges or universities, and the costs of participating in such competitions competitively;
 - (xii) record of the club complying with all applicable laws, regulations, rules and policies;
 - (xiii) the financial requests of other clubs and the financial requests of the Student Association executive branch for programming conducted by the Student Association executive branch itself, due to the limited and finite nature of funds available.
- (b) The weight given to any of the above factors in reaching a funding decision in relation to clubs shall be determined by the body making such allocation, which may also choose not to consider any particular factor(s).
- (c) All decisions regarding funding for clubs must be consistent with applicable law. Funding decisions may not take into account the political viewpoints of clubs or their members.
- (d) As used in these By-Laws, the terms “club” and “student organization” shall be interchangeable. A club is a group of Members of SA acting as a group of Members; each club is part of SA. No club shall be a separate legal entity from SA. Recognized clubs may not have any accounts or financial activities outside of SA. Recognized clubs may not enter into contracts, take legal actions, commence litigation or undertake legal obligations; only SA

itself may enter into contracts, take legal actions, commence litigation and/or undertake legal obligations.

- (e) All clubs and student organizations that are recognized by the Student Association (regardless of whether they receive funding) must follow all Student Association and University at Buffalo rules and policies, and all local, state and federal laws and regulations.
- (f) No recognized club (regardless of whether it receives funding) may engage in any activity that is not permitted for organizations which qualify as exempt from federal income tax under 501(c)(3) of the Internal Revenue Code.
- (g) Recognized clubs must allow all Members of SA the opportunity to participate as members of the club with full rights (including but not limited to the right to participate in all club activities, the right to vote at club meetings, and the right to run for and hold club officer positions), subject to any University eligibility requirements. Notwithstanding the foregoing, clubs may set a minimum period of participation and/or other quantifiable non-subjective activity participation requirements for a club member before such person has the right to vote at club meetings or hold office; however, such minimum period and/or other requirements must be consistent for all members of the club.

Article VIII. Removal/Suspension

Section 8.01. Removal/Suspension of Officers.

- (a) An Officer may be removed, with or without cause, only by a majority vote at a meeting of the Members; however, the Officer's authority to act as an Officer may be suspended by the Senate for cause.
- (b) Suspension of an Officer by the Senate requires a 2/3 majority vote; an Officer shall only be suspended if there is clear and convincing proof of the alleged offense. Except in an emergency, the Officer and the Chairperson of the Senate (if any) must be provided with at least 72 hours notice that such officer's suspension will be considered at a specific Senate meeting(s), a copy of any resolution to be considered relating to the Officer's suspension and stating specifically the alleged cause(s) for such suspension, and the date, time and place of such meeting(s); any Senator may provide such notice.
- (c) If an Officer is suspended by the Senate, the Members may reverse the suspension by a majority vote at a meeting of the Members. If an Officer is suspended by the Senate, the Senate may end that suspension by 2/3 majority vote.

Section 8.02. Causes for Suspension

An Officer may be suspended by the Senate for Cause if it is proven by clear and convincing proof that during the Officer's term:

- (a) The Officer has intentionally materially violated the provisions of SA's Certificate of Incorporation, these By-Laws, SA's Election Rules or Internal Controls, or any applicable law, regulation, SUNY policy, UB policy or SA policy, or
- (b) The Officer has intentionally committed any illegal act while acting or claiming to act or reasonably appearing to act pursuant to the Officer's position in SA, or
- (c) The Officer has committed any felony, or
- (d) The Officer has committed physical violence against any other person, or
- (e) The Officer has committed any act which reflects intentional disregard of or reckless indifference to any person's safety in a situation which could reasonably result in serious injury, if such act takes place on any SUNY campus or at any SUNY, UB or SA event or is in any way related to SA, or
- (f) The Officer steals, attempts to steal, defrauds, or attempts to defraud SA, SUNY, UB or any other person, group or entity, or
- (g) The Officer shall fail to meet any of the Officer's obligations in such position under any applicable law, regulation, SUNY policy, UB policy or SA policy, or
- (h) The Officer has committed any other action or omission constituting cause for removal under applicable law.

Article IX. Amendments to SA's By-Laws

Section 9.01. Member Action

SA's By-Laws may be amended by 2/3 majority vote at a meeting of the Members.

Section 9.02. Senate Action

In the alternative, SA's By-Laws may be amended by a 2/3 majority vote of the Senate. The President must receive written notice of the exact text of any amendment that will be voted on at least 5 business days before the Senate may vote on that amendment.

Article X. Meetings of the Members

- (a) Meetings of Members may be held at any location at the University at Buffalo designated by the person(s) calling such meeting.

- (b) Meetings of the Members may be called by the Senate, the Executive Committee, the President, or the Elections and Credentials Chairperson; ~~the person(s) calling such meeting and/or the Secretary of the Corporation may provide notice of the meeting to the Members.~~
- (c) Members entitled to cast, in person or by proxy, ten percent (10%) of the votes entitled to be cast at any meeting of the Members shall constitute a quorum at such meeting.
- (d) In addition to any other requirements, any action by the Members at a meeting (except elections) shall require that the affirmative votes cast in favor of any such action shall be at least equal to the quorum, and that such action shall be approved by majority vote of the Members present at a duly held meeting of the Members.
- (e) Without limitation to any other acceptable means of notice allowed under applicable law, the notice of a meeting of the Members may be (i) given to Members via electronic mail, or (ii) served by publication in a newspaper published in Erie County, New York, once a week for three successive weeks next preceding the date of the meeting, provided that SA shall also prominently post notice of such meeting on the homepage of any website maintained by SA continuously from the date of publication through the date of the meeting. SA shall send notice of meetings by first class mail to any Member who requests in writing that such notices be delivered by such method. Notice shall be given not less than ten nor more than fifty days before the date of the meeting.
- (f) The SA Senate, by 2/3 majority vote, may set and amend Rules of Procedure for meetings of the Members, so long as such rules do not contradict SA's Certificate of Incorporation or By-Laws, or any applicable law, regulation or SUNY/UB policy.
- (g) The Members of the Corporation may take action without a meeting on written consent signed by the Members having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting. The Rules of Procedure for Meetings of the Members may contain procedures for the Elections and Credentials Committee ~~and/or the Secretary of the Corporation~~ to validate the signatures of Members for any written consent.
- (h) Meetings of the Members shall be presided over by the President or another Member of SA designated by the President in writing, or if there is no President, then by the Elections and Credentials Chairperson.
- (i) Proxies at Meetings of the Members:
- (i) A Member may vote at a meeting of Members by authorizing ~~the a~~ a Vote Recorder appointed according to Section 5.02(e)(iii) of the By-Laws~~Secretary~~, or any other person designated by the Senate, to act for ~~the Member~~ him or her by proxy as hereinafter provided. Such proxy shall be in writing in a form approved by the Elections and

Credentials Committee. ~~The Secretary of the Corporation and the~~ Elections and Credentials Chair must ensure that the proxy votes of Members that are properly submitted before the meeting are cast and counted accordingly. Any such proxy shall only relate to a single ~~meeting, and~~ meeting and shall terminate at the conclusion of such meeting.

- (ii) SA's Rules of Procedure for Meetings of the Members may, but are not required to: (1) allow for proxies to be submitted by electronic means, and/or (2) require that the proxies be personally turned in by the Member at certain location(s) and/or time(s), so that the Member's identity can be verified by the Elections and Credentials Committee, even if electronic means of submission are used.
- (iii) Proper submission of a proxy ballot before the meeting shall be considered attendance by the voting Member at the meeting.

Article XI. Miscellaneous

- (a) **Non-Discrimination.** All SA officials, bodies and clubs shall make determinations regarding employment and provide access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, ex-offender status or political viewpoints.
- (b) **Eligibility.** In addition to any other requirements stated in the SA By-Laws, a student must be member of the Student Association and in academic good standing (as determined by the University at Buffalo) in order to serve in any SA appointed office, to be a candidate for any SA elected office, or to serve throughout one's elected or appointed term. This provision does not apply to SA's professional staff. Notwithstanding the foregoing, the Senate or Executive Committee may designate specific student staff positions that may be occupied by non-undergraduate UB students, except for the Elections and Credentials Chair, Assistant Treasurer and anyone who is an ex-officio member of the Senate. Senators and Officers must be at least 18 years old.
- (c) **Severability.** No Student Association official shall be required to take any action in violation of any applicable federal, state or local law, or any University at Buffalo or State University of New York policy or rule. The invalidity or unenforceability of any provision of the SA By-Laws or any SA policy shall not affect the validity or enforceability of any other provision. Any

invalid or unenforceable provision shall be deemed severed from the SA By-Laws [or relevant policy](#) to the extent of its invalidity or unenforceability only, and the SA By-Laws [or relevant policy](#) shall be construed and enforced as if the SA By-Laws [or policy](#) did not contain that particular provision to the extent of its invalidity or unenforceability.

- (d) **Waiver of Notice.** Any person may waive any notice required to be given to such person in writing, including by electronic mail to the chair of the body required to provide such notice. Any person in attendance at any meeting shall by that person's attendance waive any objection concerning notice with respect to such meeting.
- (e) **Notice by Electronic Mail.** Except where another means of notice is specified in these By-Laws, any notice (including written notice) required by these By-Laws or any SA policy may be provided by electronic mail. Whenever notice may provided via electronic mail, the recipient's electronic mail address shall be the recipient's official University at Buffalo email address ending in buffalo.edu. [Without limitation, a person who sends any notice shall be deemed in receipt of that notice.](#)
- (f) **Action (Excluding Elections) by the Members, Senate, any Committee.** Any action that may be taken by a body (excluding elections) may be taken by majority vote of the members present at a duly held meeting of such body, except where otherwise stated in these By-Laws. Where in the SA By-Laws there shall be reference to a vote by a larger majority (such as, for example and without limitation, 2/3 majority) that shall refer to that fraction of members present at a duly held meeting of such body.
- (g) **Elections.** Elections of Officers and elections of Senators may take place by polling at polling station(s) on the UB campus(es) (utilizing mechanical voting machines, written and/or electronic ballot, and/or any other method as may be provided for under SA's election rules) and/or by online voting. SA's election rules may determine which of those methods shall be used and provide further details regarding the manner of casting and counting votes. Neither the election of Officers nor the election of Senators shall require a meeting of the Members.
- (h) **Election Voting.** The candidate with the most votes shall be the winner of any SA election, without regard to whether such votes constitute a majority, except where otherwise stated in these By-Laws. If a winner cannot be determined due to a tie, the tying candidates shall participate in a run-off election according to such procedures as may be included in the election rules, or if there are no such provisions included in the election rules, according to procedures established by 2/3 majority vote of the Elections and Credentials Committee.

- (i) **Student Activity Fee Referenda.** SA shall conduct referenda concerning student activity fees in accordance with SUNY Policy. Referenda concerning student activity fees shall not require a meeting of the Members.
- (j) **Construction.** In the SA By-Laws, whenever the context requires, the singular number shall include the plural, and vice versa. The words “include” and “including”, and variations thereof, shall not be deemed to be terms of limitation, but rather shall be deemed to be followed by the words “without limitation”. Any reference in these SA By-Laws to “the University,” “the University at Buffalo” or “UB” shall be deemed to refer to the State University of New York at Buffalo. Any reference in these SA By-Laws to dates on the academic calendar shall be deemed to refer to the academic calendar of the University. As used herein, the “SA Office” shall refer to SA’s main office located at 350 Student Union, UB North Campus, Buffalo, NY 14260. The captions used in this document are for convenience of reference only and will not be interpreted to enlarge, contract or alter the terms and/or provisions of this document.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2022-2023 - 23

Subject: Resolution to Amend Ticketing and Merchandise Sales Policy

Submitted by: Becky Paul-Odionhin President, Sammi Pang Vice President, Alana Lesczynski Treasurer

BE IT RESOLVED that the attached Ticketing and Merchandise Sales Policy be approved and replace the existing policy;

AND BE IT RESOLVED that Underlining used in the attached document is for convenience of reference here only, and such text will not be underlined in the amended policy; text struck through used in the attached document shall be removed from the policy;

AND BE IT RESOLVED that the foregoing resolutions shall take effect immediately.



Ticketing and Merchandise Sales Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated: ~~March 6, 2023~~ March 27, 2023

Category: Finance

All events that the Student Association (SA) provides tickets for are supported and subsidized through funding received by the collection of the undergraduate Mandatory Student Activity Fees. This policy is written to ensure that these fees are utilized to the best of our ability, and tickets are made available to as many undergraduate students as possible. Any student or patron may be denied access to, or removed from, any event or activity sponsored in whole or in part by SA without refund if they have violated Student Association, University at Buffalo, or SA's Ticketing Agent's policies rules and/or regulations.

All Sales and ticket give-aways, including but not limited to, event tickets, merchandise, or bake sales must follow SA's approved ticket policies and procedures and must be done through the Ticket Office. In very limited instances sales cannot go through the Ticket Office such as usage of venues that have an exclusive agreement with another ticketing vendor such as the Center for the Arts and Alumni Arena or a contractual obligation requires the use of another system, SA must approve the details of these instances in advance of any ticket sales or giveaways. Upon completion of these approved sales a reconciliation needs to be completed and sent to the SA Finance Department including all ticketing sales data and revenue due to the Student Association.

Clubs and SA Departments cannot collect funds using peer to peer transactions or mobile payment services, including but not limited to Venmo, Square, Zelle, and Google Pay, or any type of service that requires that it be linked to an individual's bank account which is not and cannot be approved by SA or the University and would therefore be in violation of SA, UB and SUNY Policies.

Clubs and SA Departments cannot gamble, bet, host games of chance or do raffles.

Clubs or SA Departments cannot collect cash.

Clubs or Departments of the Student Association who wish to set up a ticket give-away, sale for tickets or merchandise, through the Ticket Office, must complete the appropriate ticket office form to gain approval ~~of the sale and for the sale to and to~~ further be set up with the ticket office. The ticket office charges a transaction fee on the sale of all tickets or merchandise.

For admission to events or activities the following ticket ~~sale~~ rules shall apply:

1. The ticket price for UB undergraduate students must be lower than all other patron types, unless all tickets are free.
2. For all ticket sales, or give-aways, the total number of non-undergraduate tickets should not exceed the number of undergraduate student tickets available for sale for the event or activity.
3. Undergraduate UB students will only be allowed to purchase or reserve one ticket at the undergraduate rate for any SA event or activity.
4. Students must be present with their UB ID to pick up purchased merchandise or physical tickets.
5. The number of scheduled patron price changes shall be limited to 3 patron/ticket types allowed on a form will be limited to 8.
6. No "Flash Sales" reduction in prices after tickets are sold.

7. Comp Tickets will be processed through the Ticket Office or other approved vendor as described above and, for Club Events where tickets are sold, and will be limited to:
 - a. Club E-Board Members, with a maximum of 4
 - b. Performers, Speakers, SA, UB, Volunteers, Vendors, and Staff who are actively working the event.A comp ticket list should be provided with the ticket form submission. The list may be updated and reapproved after the initial event approval.
8. A method of ticket verification should be in use at the door. This can be accomplished easiest by using the available scanners from the Ticket Office.

Clubs may wish to sell merchandise or apparel as a means of fundraising. Certain procedures must be followed, or the sale of such merchandise could be subject to collection and remittance of sales tax. New York State Sales Tax regulations regarding fundraisers for exempt organizations state that if goods are sold in a shop or store environment for an indefinite period of time and are on perpetual display, sale of the merchandise is considered taxable. There are also certain items that a club may wish to sell that are subject to collection and remittance of sales tax regardless of sale location. The following rules shall apply to the sale of all merchandise or goods:

1. All merchandise must be done on a pre-sale basis and will be distributed by the ticket office.
 - a. The Club or Department will set a distribution window with SA and the Ticket Office that will not exceed 30 days in length.
2. All sales must follow the Student Association and University at Buffalo's branding policies.
3. Clubs who wish to sell items for their members to keep after use, such as jerseys or uniforms, must complete pre-sales of the items through the ticket office.
4. All bake sales must be set up as merchandise sales.
5. There is an option for merchandise be mailed directly to the purchaser. The department or club will need to work with the Finance Department for the expense of such shipping to be paid for from their budget line. The estimated shipping cost for non-undergraduate patrons will be charged to the purchaser at checkout.
6. Sales of merchandise or goods shall not be approved for a period that exceeds six months.
7. No merchandise may be put on display at the Ticket Office.

Clubs who wish to sell merchandise or apparel may subsidize, at most, no more than 50% of the cost paid for the items from the distributor with funds from their corresponding club budget line at the sale of the items. For example, if a club purchases an item from a distributor at the cost of \$50, the lowest price they may set for the sale of such an item to students would be \$25.

The Student Association maintains the following authority as it pertains to any ticket office sale held by its departments or recognized clubs with or without notice to the department or club.

1. Set-up ticket or merchandise sales on behalf of a club or department
2. Place any ticket or merchandise sale on hold, which has been set-up by a club or department
3. Cancel a ticket or merchandise sale, which has been set-up by a club or department
4. Adjust, in writing, any ticket or merchandise sale, which has been set-up by a club or department

Receiving Funds from Sales

Funds will only be transferred to SA after the closing of the sale. The sale start and end date are set by the club or department when they complete the appropriate ticket office form. The transfer of the funds must go through several steps and departments before the money will be available for use. The ticket office only transfers funds once a week and all individuals are encouraged to end sales at least 10 business days prior to the date that the funds need to be encumbered keeping in mind the additional encumbrance timeline.

Refunds

Tickets for SA events or activities are non-refundable; however, refunds may be issued for any sale due to cancellation or unavailability. Refunds must be processed within 30 days of the original transaction.

Chargebacks

Credit/Debit card chargebacks will be deducted from the appropriate club or departmental account.

Abandoned Merchandise

All merchandise or goods that were not retrieved by the purchaser during the Ticket Office distribution window will be returned to the Student Association office. The Student Association will only retain these items for 10 days after the close of the distribution window set with the ticket office. After that it will be considered abandoned. Once it has been deemed abandoned SA may dispose of the abandoned merchandise



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

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Resolution - 2022-2023 - 24

Subject: Resolution to Amend Encumbrance and Expenditure Policy

Submitted by: Becky Paul-Odionhin President, Sammi Pang Vice President, Alana Lesczynski Treasurer

BE IT RESOLVED the following section be added to the Encumbrance and Expenditure Policy below the Honoraria section.;

Security

The SA President or SA Administrative Director may designate one or more companies that may act as SA's only approved vendors for security services. No requests to use any other companies for security services shall be granted, except that the SA Officers may allow use of another company if the event is off campus, and the venue requires the use of the other company. The only people who may give instruction to any security company on behalf of SA or any SA club shall be the SA President, the SA Administrative Director or another SA Professional Staff Member designated by the Administrative Director.

AND BE IT RESOLVED that the foregoing resolutions shall take effect immediately.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

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Resolution - 2022-2023 - 25

Subject: Resolution to Amend Inventory Policy

Submitted by: Becky Paul-Odionhin President, Sammi Pang Vice President, Alana Lesczynski Treasurer

BE IT RESOLVED that the attached Inventory Policy be approved and replace the existing policy;

AND BE IT RESOLVED that Underlining used in the attached document is for convenience of reference here only, and such text will not be underlined in the amended policy; text struck through used in the attached document shall be removed from the policy;

AND BE IT RESOLVED that the foregoing resolutions shall take effect immediately.



Inventory Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated: ~~March 6, 2023~~ March 27, 2023

Category: Finance

Internal Control Program Approved:

All property purchased with University at Buffalo Student Association Inc. (Student Association or SA) funds is the property of SA. All equipment and supplies purchased by any SA club is the property of the University at Buffalo Student Association Inc., on discretionary loan to the club. The SA Treasurer may direct any equipment or supplies to be reclaimed by SA if the club dissolves or fails to utilize equipment or supplies in a proper and justifiable manner.

Any physical items that are bought with Student Activity fee money that are under the capital equipment threshold will fall into two categories and will help SA determine if the item should be bought and what procedures that need to be followed to do so.

The first category is physical items that are “consumable” or meant for specific one-time events or activities. These items are goods that the club is buying to run an activity or event and once that event is over are intended not to be used again and do not need storage after the event. These items will be allowed based on cost and what the actual activity or event is. There are certain instances where a club may buy items for one event, such as tools needed to build a project for a competition, that although are bought for one event will be treated as multi-year items or goods.

The second category is physical items that are meant for multi-year use and for use at multiple events, and which the individual cost of the item(s) exceeds the cost of the currently approved semesterly Mandatory Student Activity Fee. These items are goods that are bought with the intention that they will be used repeatedly for more than one academic year. Multi-year goods are required to have a storage area that is approved by SA. These items will be inventoried ~~by~~ annually. Clubs will be contacted to complete this inventory each year in April. The clubs will then again review the inventory with SA each fall semester before the item(s) start to be used for the academic year.

At no time will SA buy goods that are meant for an entity outside of SA and its recognized clubs. Items purchased are only intended for the use by SA or its recognized clubs. SA will not purchase anything for outside entities, University Departments, or items for personal use.

In some instances, multi-year items will be no longer useful or normal wear and tear, obsolescence, and breakage will happen. When this arises the club or department should when possible, bring the item to the SA office to be reviewed and start the process for repair or disposal. If the asset cannot be brought to the office a club should schedule an appointment with the Finance Department can go to the multi-year item for the review. Multi-year items can be sold for fair market value, traded for a replacement, donated, or disposed of with the approval of the SA Treasurer and either the President or Vice President.

If a club or department wish to dispose of a multi-year item, they must contact SA start the process of disposal or replacement.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2022-2023 - 26

Subject: Resolution to Amend Annual Registration and requirements for Recognition Policy

Submitted by: Becky Paul-Odionhin President, Sammi Pang Vice President, Alana Lesczynski Treasurer

BE IT RESOLVED the following sentence be added to the Annual Registration and Requirements for Recognition Policy as the last sentence of the last paragraph of the Club Requirements section;

The requirements stated in this section shall not apply to any club newly recognized under the New Club Recognition Policy by the Student Association Officers during the period starting on March 15 and ending on the last day of finals each spring semester annually.

AND BE IT RESOLVED that the foregoing resolutions shall take effect immediately.



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Resolution - 2022-2023 - 28

Subject: Resolution to Amend the University at Buffalo Student Association Inc. (“SA”) New Club Recognition Policy

Submitted by: President Becky Paul-Odionhin, Vice President Sammi Pang, and Treasurer Alana Lesczynski

BE IT RESOLVED that the following sentence shall be added as the first sentence of point 7 of the section entitled “Gaining Recognition” in the University at Buffalo Student Association Inc.’s “New Club Recognition Policy”:

“Except for clubs in the Academic, Engineering, or Sports Councils, and clubs whose sole purpose is to engage in inter-collegiate competition, no SA club may be a chapter of or otherwise part of any outside organization.”

BE IT RESOLVED that the above-stated amendment to the “New Club Recognition Policy” shall be effective immediately, with the text of the policy being updated accordingly, and with all new clubs applying for recognition being required to comply with the amended policy; and

BE IT RESOLVED that all existing SA-recognized clubs shall have until May 17, 2023 to come into compliance with point 7 of the section entitled “Gaining Recognition” of the New Club Recognition Policy, and that any club’s failure to do so will result in the automatic derecognition of that club.