

## **Introduction**

This template serves as a guide for creating and updating the rules and policies for graduate student clubs affiliated with the University at Buffalo Graduate Student Association Inc. ("GSA"). Clubs may customize this document to meet their specific needs. Before submission for final approval, it is recommended that draft versions be reviewed by the GSA Vice President to ensure compliance with all requirements.

# **Template Rules and Policies for Clubs and Organizations**

## **ARTICLE I: Name of the Club**

**Section 1:** The official name of this club shall be **[Insert Club Name]** (hereinafter cited as "Club").

## **ARTICLE II: Mission and Purpose**

**Section 1:** The mission of **[Insert Club Name]** is to **[Insert mission statement]**.

**Section 2:** **[Insert Club Name]** aims to **[List key objectives and activities]**.

**Section 3:** **[Insert Club Name]** shall adhere to all policies and procedures set forth by SUNY, the University at Buffalo, and the GSA.

## **ARTICLE III: Affiliations**

**Section 1:** The Club is affiliated with **[List any local, regional, national, or international organizations]**.

## **ARTICLE IV: Qualifications of Membership** *(You may add additional requirements for your membership in this section)*

**Section 1:** Membership in **[Insert Club Name]** shall be open to any graduate student enrolled at the University at Buffalo.

**Section 2:** Active membership shall be determined based on **[List eligibility requirements, e.g., GPA, academic major, participation criteria]**.

**Section 3:** Membership shall be open to all students without discrimination based on race, color, religion, ancestry, national origin, marital status, sexual orientation, age, disability, veteran status, or any other legally protected classification. All members shall be treated with dignity and respect.

## **ARTICLE V: Officers** *(Minimum GSA required positions: President & Treasurer)*

**Section 1:** **[Insert Club Name]** shall have the following officers: **[List positions, e.g., President, Vice President, Treasurer, Secretary]**.

**Section 2:** Officers must meet the following eligibility requirements: **[Specify any GPA or other requirements]**.

**Section 3:** The President shall:

- Serve as the chief executive of the **[Insert Club Name]**.
- Oversee operations and enforce policies.
- Act as the primary liaison with University administration and GSA.
- Convene and preside over meetings.
- Ensure compliance with University and GSA policies.
- **[List additional responsibilities]**.

**Section 4:** The Vice President shall (if applicable):

- Assist the President with administrative duties.
- Assume the President's duties in their absence.
- **[List additional responsibilities]**.

**Section 5:** The Treasurer shall:

- Maintain financial records.
- Oversee **[Insert Club Name]** funds and budget allocations.
- Authorize expenditures in accordance with University and GSA financial policies.
- Sign requisitions for **[Insert Club Name]** funds.
- **[List additional responsibilities]**.

**Section 6:** The Secretary shall (if applicable):

- Record and maintain meeting minutes.
- Manage **[Insert Club Name]** communications and correspondence.
- Oversee the preparation and distribution of materials such as flyers and announcements.
- **[List additional responsibilities]**.

**Section 7:** The elected officers of **[Insert Club Name]** shall form the Executive Committee.

**Section 8:** All officers must be in good academic standing at the University at Buffalo, with a minimum GPA of **[Specify GPA]**.

**Section 9:** Officers may be removed for failure to perform their duties or for actions that violate the **[Insert Club Name]**'s mission. (Refer to **Article IX** below for removal procedures).

## **ARTICLE VI: GSA Board of Directors Members**

**Section 1:** Board Members and Alternate Board Members shall be elected at the time of officer elections to represent **[Insert Club Name]** as a Member of the GSA Board of Directors at each monthly Board of Directors' meeting.

**Section 2:** Board Members must complete the online GSA Board Member training to understand their roles, duties and legal responsibilities as members of the GSA Board of Directors.

### **ARTICLE VII: Voting Members**

**Section 1:** Only graduate students who are fee-paying members of the GSA shall be eligible voting members of **[Insert Club Name]**.

### **ARTICLE VIII: Elections of Officers and Board Members**

**Section 1:** All Club elections must be conducted online via UBLinked in accordance with GSA policies.

**Section 2:** Clubs may manage the election directly via their club's UBLinked page or coordinate with the UB Office of Student Engagement to facilitate the election process. (See, [GSA Club Election Policy](#)). Candidates are strictly prohibited from participation in the organization or management of the election process. **[List any additional guidelines for planning and managing the election process]**

**Section 3:** The **[List club officers/Board of Directors Members]** shall be elected by voting members for a term of one year **[Or specify duration]**. Annual elections shall be held no later than the end of September **[Or specify time frame]**. The officers shall be elected online via UBLinked. Terms shall begin **[Specify start date]** and end **[Specify end date]**.

**Section 4:** The call for nominations of candidates for officer and Board Member positions shall be circulated to all club members at least two weeks before the start of the election period. **[Specify additional nomination procedures]**. Nominees for officer and Board Member positions must be voting members of the **[Insert Club Name]**.

**Section 5:** In the event of a tie, the election for that specific position shall be re-run. **[Or specify alternate tie-breaker procedure]**.

**Section 6:** Vacancies occurring in any elected position shall be filled by special election to be held via UBLinked **[Or specify alternate vacancy procedure]**.

### **ARTICLE IX: Removal of Officers and Board Members**

**Section 1:** The procedure for removing an officer or Board Member shall be as follows: **An investigation of any allegations shall be conducted by the GSA Vice President.** The GSA Vice President will consult with the remaining club officers and determine the appropriate course of action. The GSA Vice President will decide whether to initiate a removal vote by the club membership. **[Specify detailed removal process, e.g., voting requirements, notification procedures]**.

## **ARTICLE X: Meetings**

**Section 1:** Regular meetings shall be held at least once per month **[or specify frequency]**. Meetings may be called by the President **[Or specify other authorized persons]**.

**Section 2:** A quorum shall consist of:

- Department Clubs with fewer than 18 members: 50% + 1 of total membership.
- All other Clubs: A minimum of 10 members present.
- A quorum is required for all official votes.

## **ARTICLE XI: Amendments**

**Section 1:** Amendments to these rules and policies must be approved by a two-thirds majority of quorum at two consecutive meetings. **[Or specify approval process]**.

## **ARTICLE XII: Rules and Policies Approval & Compliance**

**Section 1:** All Club Rules and Policies, including amendments, must be reviewed and approved by the GSA Vice President to ensure compliance before they can be officially be voted upon and adopted.

**Date of Creation:** [Insert Date]

**Latest Revision Date:** [Insert Date]