



# Annual Registration and Requirements for Recognition Policy

## Policy Information

Date Established: March 29, 2022

Date Last Updated: March 27, 2023

Category: Clubs

## Definitions

1. SA Participation Event - An event hosted, co-sponsored, or organized by a Student Association Department where a club may participate to receive credit towards their requirements, as determined by the SA Vice President
2. Club Event - Events that are organized by and/or a club participates in where the main focus is not the dissemination of club information.
3. Club Meeting - A general body meeting of a club where information and/or discussion of club business happens with the club membership. Club sub-group meetings, practices or building periods will not count towards this requirement.
4. Club Business or Club Transition - The discussion or passing of information from a club e-board to its members at a duly-called Club Meeting. This may include but not limited to, amendment changes, vacant officer positions, impeachment hearings, re-elections, and/or elections within the club. This can also be an end of semester training session for the new e-board as well as discussing what changes can be implemented to improve the club.

## Club Requirements

Each club must complete a set of approved and neutrally based requirements to maintain recognition with the Student Association. The following will be the meeting and event requirements for each academic year:

1. Hold two (2) club meetings on campus
2. Hold one (1) club event on campus
3. Must Maintain University Recognition approval throughout the Academic year and may not become frozen by the University for violations of the University Recognition Policy.

Failure to complete the above stated meeting and event requirements by April 30<sup>th</sup> annually will result in the club being ineligible to participate in the annual registration process. 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.

## Annual Registration

Any club recognized by the Student Association will be required to complete a two-phase annual registration process. The first phase of the process will start during the month of April annually and have a final deadline of the last day of finals of each spring semester. The second phase of registration will happen at the beginning of the fall semester and must be completed by the end of September annually. The requirements that clubs must complete for their annual registration will be as follows:

1. Phase One each Spring Semester:

- a. Complete their club election as detailed in their Club Constitution and submit their Club E-Board information to SA through the SA website. The following information must be submitted for each E-Board Member:
    - i. First and Last Name
    - ii. UB Email Address
    - iii. E-Board Position Held
    - iv. Phone Number
  - b. Complete and submit a constitution update form through the SA website
  - c. Complete the University Wide Recognition Policy requirements annually, by the deadline set by the University.
2. Phase Two each Fall Semester:
- a. All Student Association Recognized Club Officers must attend Club Orientation/Training
  - b. All Student Association Recognized Club Officers must attend Bystander Intervention Training.

## Violation of This Policy

Clubs who are ineligible to participate in the annual registration process and clubs who do not complete all parts of the registration process by the aforementioned deadlines will automatically cease to be recognized Student Association Clubs.