



Annual Registration and Requirements for Recognition Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated: November 13, 2024

Category: Clubs

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 three (3) club meetings or events on campus
2. Must Maintain University Recognition approval.

Failure to complete the above stated meeting and event requirements by April 30th annually will result in the club being derecognized on May 1. Any club that loses their approval for University Recognition by the University shall also be considered derecognized by SA.

Annual Registration

Any club recognized by the Student Association will be required to complete a three-phase annual registration process. All officers of the club must complete phase one and two before they can have access to complete phase three. Failure to complete all steps in each phase will result in the club's budget remaining paused under the SA Encumbrance and Expenditure Policy until such steps have been completed. The requirements that clubs must complete for their annual registration will be as follows:

1. Phase One:
 - a. Complete their club election, following all requirements as detailed in their Club Constitution. Without limitation, club elections may take place using UBLinked.
 - b. Complete the University Wide Recognition Policy requirements annually, by the deadline set by the University.
2. Phase Two: Clubs must submit their Club E-Board information to SA through the SA website. The following information must be submitted for each E-Board Member (forms must be completed every year even if the same person holds the same position):
 - i. First and Last Name
 - ii. UB Email Address
 - iii. E-Board Position Held
 - iv. Person Number

3. Phase Three:

All Student Association Recognized Club Officers must complete Club Training regardless of format.

- a. If the training is offered digitally the club officer will be considered as completed if:
 - i. The officer watches all videos and reviews any additional documents and resources.
 - ii. Complete any quizzes with an 80% correct score and 80% overall score.

Timeline for Registration

Phase one and Phase two of the registration process will open annually each April. Clubs will need to complete the stated steps of phase one and two to gain access to phase three and steps according to the timeline listed below. Failure to complete steps by the stated deadlines will result in the consequences listed.

Phase One:

1. Deadline 1: Clubs must complete their annual club officer elections.
2. Deadline 2: Complete University Wide recognition policy requirements by deadline set by the university. Failure to complete this step will result in your club being derecognized regardless of competition of other phases.

Phase Two:

3. Deadline 3: Clubs must complete the following forms to satisfy the requirement of reporting new officers to SA. These will be accepted on a rolling basis. All 4 officers of the club must complete this requirement (unless there is a vacancy) before they gain access to phase 2.
 - a. If the election is held and there are vacancies within the Eboard the club must submit a vacancy form on the SA website.
 - b. After elections are held the club must complete an officer update form on the SA website for each officer.
4. Deadline 4: To participate in Campus Fest clubs must complete phase one and phase two before July 15th.

Phase Three:

5. Deadline 5: Clubs who wish to have access to their budget before September 1st will need to complete phase two and phase three prior to August 1st annually. Failure to complete Phase Two and Three before the deadline will result in the club's budget remaining frozen until at least September 1st.
 - a. Clubs will not gain access to their budget until they complete phase two and phase three no matter the date.

Continuing Club Training Requirement

Club Officers who are elected after the club has already completed Deadline 3 have ten business days after the date they receive access to Club Training to complete it. If a new Club Officer does not complete Club Training within ten business days after they receive access, the SA Treasurer and another SA Officer may temporarily suspend the club's access to their budget line until the new Club Officer completes Club Training.