



# Club Officers Policy

## Policy Information

**Date Established:** March 29, 2022

**Date Last Updated:** January 28, 2026

**Category:** Clubs

**Club Officer Terms:** The President, Vice President, Treasurer, and Secretary of a recognized club will be referred to by the Student Association as officers, executive board members, or e-board members interchangeably. If a club constitution has additional officers listed in their constitution, they are referred to as extended e-board members.

Only undergraduate University at Buffalo students may vote on or be Officers of any SA club. All clubs must have a President, Vice President, and Treasurer to be a recognized club. Although clubs can have “extended” E-Board positions the Student Association only recognizes the positions of President, Vice President, Treasurer, and Secretary as official spokespeople for any club. Clubs who have a vacancy in one or more of their officers' positions must inform the Student Association and follow the club's constitution on how the vacancy is to be filled. All officers must be elected to office according to the club's SA approved constitution. SA approved constitutions are kept on file by the Student Association.

A club may only have one President, Vice President, Treasurer, or Secretary. SA does not allow for co-positions, or multiple positions with these titles.

Undergraduate students who are eligible to become club officers may only hold one position with control over the disbursement of club funds (meaning the club president and treasurer positions) at one time. An undergraduate student cannot have access to requesting funds from multiple club budgets at once. For example, an undergraduate student that is elected to be a club president and club vice president may sit in both seats, but an undergraduate student that is elected to be a club president and club treasurer cannot sit in both seats.

Undergraduate students who are elected to two seats with control over the disbursement of club funds in different clubs will have 14 days to come into compliance with this policy.

1. The Student Association Elections and Compliance Chair (E&C) or a member of their committee as assigned by the Chair have authority to oversee, and/or run, all club officer elections, whether they be the annual election or to fill a vacancy, as well as the impeachment and appointment process of any club officer. The E&C Chair with their committee also have the authority to review, or invalidate any election, appointment or impeachment proceedings that have been found to violate any SA, UB, or club constitution rule.

Commencing 9/11/2023, prior to taking any act as a SA club officer - including but not limited to the use of SA club funds, facilities, or other resources - a student officer of a SA club must sign the attached document, entitled “Acknowledgement of Club Officer Responsibilities.”

## Acknowledgement of Club Officer Responsibilities

I, as an officer of a University at Buffalo Student Association Inc. ("SA") club, hereby acknowledge that it is my responsibility to review all State University of New York ("SUNY"), University at Buffalo ("UB") and SA policies and rules applicable to SA clubs and their officers and members. All SA policies can be viewed at [sa.buffalo.edu](http://sa.buffalo.edu). It is also my responsibility to regularly view the SA website to ensure that I am aware of any update(s) to SA policies.

I hereby certify that I will not violate any of the SUNY, UB, or SA policies or rules applicable to SA clubs. Without limitation or waiver of any others, I acknowledge the following rules and/or policies in particular:

1. No SA club may be a separate legal entity from SA; SA-recognized clubs may not have any accounts or financial activities outside of SA.
2. SA club officers may not sign contracts or otherwise enter into agreements on behalf of any SA club.
3. All purchases shall strive to obtain the best value for goods and services; this means that when negotiating any potential deal between SA and a vendor related to club business, it is the club officer's responsibility to represent the interests of SA and the club, not the vendor.
4. No agreement between SA (or the club) and any outside organization shall violate, or compel or allow any SA club to violate, any SA, UB or SUNY policy or rule.
5. The SA Encumbrance and Expenditure Policy must be followed with respect to all expenditures; trade agreements are not permitted.
6. All sales and ticket give-aways, including but not limited to, event tickets, merchandise, or bake sales must follow SA's Ticketing and Merchandise Sales Policy.

I shall be responsible for my violation of this agreement.

Agreed to by:

Signature: \_\_\_\_\_