



New Club Recognition Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated: November 12, 2025

Category: Clubs

Recognition Authority

All recognition and derecognition authorities for Student Association clubs are contained within the Student Association By-Laws.

Gaining Recognition

Undergraduate students who have an interest in creating a club that is not currently recognized by the Student Association may apply to be granted recognition by the Student Association. Applications to form a new club may only be submitted from November 1 until February 15 each academic year. For a new club to gain recognition by the Student Association it must fully complete and submit an application for recognition on the SA website and meet the following criteria:

1. The Student Association must be the primary recognizing agent of the club. Each club is part of SA. No club shall be a separate legal entity from SA.
2. They must have at least ten (10) University at Buffalo undergraduate students who are interested in joining the club and submit their information on the application.
3. The Club's purpose cannot duplicate the purpose of a currently recognized Student Association Club or SA itself.
4. The Club's purpose and activities must be of an educational, cultural, recreational, or social in nature.
5. The Club's purpose or proposed activities must not violate any Mandatory Student Activity Fee, Student Association, University at Buffalo, SUNY, New York State, or Federal guideline, law, regulation, or policy.
6. SA can obtain, at a reasonable and non-prohibitive cost, all necessary insurance for the club to fulfill its stated purpose. Investigating insurance requirements may extend the club's application review period.
7. Any agreement for a Student Association club to be recognized as a chapter of any outside organization is subject to review pursuant to SA's contract policy(ies); no such agreement shall violate, or compel or allow any SA club to violate, any Student Association, University at Buffalo or SUNY policies or rules.
8. They must comply with the Club Constitution Policy

Clubs who do not meet the criteria listed will be denied recognition by the Student Association.

Once an application has been submitted it will be reviewed by the SA Vice President for Clubs and either the Administrative Director or Operations Director for compliance with all policies and procedures.

If SA's response to the prospective club application indicates that changes are needed, additional information must be provided, or both, then the prospective club must do so by April 1 or the application shall be rejected.

The Student Association assigns clubs into a council prescribed by the Student Association By-Laws. The club's purpose shall be the identifier for which council they are recognized into, and this shall

be determined by the SA Vice President for Clubs. SA will assign clubs based on the following council descriptions:

1. Academic Council - A club whose activities and purpose relate to an academic field of study (excluding Engineering).
2. Engineering Council- A club whose activities and purposes relate to engineering.
3. Hobby Council - A club whose activities and purpose are considered hobbies.
4. International Council - A club whose activities and purpose relate to ethnic cultures or recognized Nations outside of the United States.
5. People of Color Council- A club whose activities and purpose is to increase the representation of POC members within a given interest or field of study, in the United States.
6. Special Interest Council - A club whose activities and purpose relates to a specialized interest.
7. Sports Council -A club whose activities and purpose are that of competing and/or participating in a particular sport.

Once the purpose and Council assignment is completed the SA Vice President for Clubs and the SA President or Treasurer will sign off on the recognition of the club as being officially recognized by the Student Association. The club will have the following timelines to complete the additional requirements to remain recognized by SA.

1. The club must complete the registration process outlined in the University at Buffalo University Wide Recognition Policy within 10 business days of being recognized by SA.
2. All club officers must complete club training as outlined in SA's Annual Registration and Requirements for Recognition Policy within 10 business days of being recognized by SA.

Clubs who fail to meet all steps in the stated timeline will be reviewed under SA's Club Violations Policy. Only once all of the above steps have been completed will a newly recognized club be eligible to receive a tier 1 budget.

Appeals

Any appeal(s) of the denial of club recognition may only be based on allegation(s) of procedural error, inaccurate application of criteria set forth under applicable policy or math pertaining to the relevant club, or violation of law. Before appealing to the Senate, the prospective club must first submit a written request for reconsideration to the SA Vice President for Clubs; such written request must state the basis upon which the reconsideration is requested. The prospective club may only then appeal to the Senate if the SA Vice President for Clubs denies the request for reconsideration or fails to respond to it within 14 days.