



Insurance Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated:

Category: Student Association

The Student Association purchases insurance to protect its assets, resources, operations and the operation of its recognized clubs. Included in these insurances is a general liability insurance policy that contains certain exceptions to the coverage depending on the details of the event or activity or the event or activity itself. Clubs or Departments who wish to create events or activities that are excluded from the regularly maintained insurance policies must apply and purchase out of their own budget line additional insurance coverage for that activity or event. A list of exceptions to SA's general liability insurance can be found on the SA Website.

When purchasing additional insurance coverage, when asking a vendor to add SA as additionally insured, or when asking for proof of insurance for a vendor, SA is required to also name the following entities exactly how they appear below:

1. The State University of New York at Buffalo
2. The State University of New York
3. State of New York

There are also instances where physical items that are being purchased will need to be added to SA's existing insurance policies. The club or department that wishes to purchase such items must work with the Student Association to make sure that the items are adequately insured and that the details are submitted to SA's insurance agent for processing and addition to the appropriate policy(ies). Club may be required to cover any additional cost of this insurance addition from their budget.

Violation of This Policy

Clubs who are found to have violated this policy will have the club's budget line frozen and the club will be suspended pending the club being reviewed for derecognition.

Employees who have been found to violate this policy will be reported to the Chief of Staff and President and will be reviewed under the corrective counseling procedures as outlined in the appropriate staff handbook.