Student Association and Club Policies Resolution

Be it resolved that University at Buffalo Student Association Inc. adopt and implement the following Student Association and Club Policies.

1. Code of Ethics
2. Fraud and Irregularities Awareness and Reporting Policy
3. Fee Waiver Policy
4. Travel Policy
5. Vehicle Policy
6. Approved Driver Policy
7. Alcohol Policy
8. Insurance Policy
9. Club Officer Policy
10. Club Membership Policy
11. Club Constitution Policy
12. Annual Registration and Requirements for Recognition Policy
13. Club Derecognition Policy
14. New Club Recognition
15. Printing Policy
16. Coach Policy

With this resolution the existing Clubs Policy will be replaced in its entirety.

BE IT RESOLVED that Section 4.01(b)(iii) of the By-Laws of University at Buffalo Student Association Inc. shall be amended and replaced in its entirety as follows:

(iii) To hear and decide appeals related to decisions by the SA Officers to recognize or de-recognize clubs, only to the extent provided for under a duly enacted SA policy, and only if such appeal is based on allegation(s) of procedural error or violation of law;

AND BE IT RESOLVED that Section 5.02(b)(xii) of the By-Laws of University at Buffalo Student Association Inc. shall be amended and replaced in its entirety as follows:
(xii) Shall have the power to grant temporary recognition to new clubs, and to derecognize and/or impose sanctions on temporary clubs, with the approval of a second SA Officer, and subject to any rules included in any duly adopted SA clubs policy.

AND BE IT RESOLVED that Section 5.02(c)(iv) of the By-Laws of University at Buffalo Student Association Inc. shall be amended and replaced in its entirety as follows:

(i) Shall make recommendations directly to the Senate regarding sanctions for organizations which violate any SA policy to the extent provided for in any duly adopted SA policy;

AND BE IT RESOLVED that Section 4.01(b)(ix) shall be removed from the SA By-Laws, and all subsequent sections renumbered accordingly; and

AND BE IT RESOLVED that Section 4.02(d)(i)(4)(b) shall be removed from the SA By-Laws, and all subsequent sections renumbered accordingly; and

AND BE IT RESOLVED that Underlining used in the foregoing provisions is for convenience of reference here only, and such text will not be underlined in the amended SA By-Laws; text struck through used in the foregoing provisions shall be removed from the SA By-Laws.

AND BE IT RESOLVED that the foregoing resolutions shall take effect immediately.
The following code of ethics shall apply to all SA Officers, Senators, Employees, Volunteers, and Club Officers:

**Gifts:**
You may not receive a gift of more than nominal value if it could reasonably be assumed that the gift was meant to influence you in performing your duties. For example, a gift of more than nominal value from someone whose business comes before you.

**Communications with Outside Agencies:**
If a private association, firm or company is appearing or rendering services before University at Buffalo Student Association Inc. in connection with either the purchase, sale, rental or lease of goods or services or a contract or any loans, then you may not orally communicate about the merits of the matter with anyone at the outside agency concerned with the matter, except in the normal course of handling such matter.

**Conflicts of Interest:**
You may not have any interest or engage in any business or transaction or professional activity or incur any obligation of any nature which is in substantial or perceived potential conflict with the proper discharge of your duties.

**Confidential Information:**
You may not disclose confidential information or use it for your personal interests, except as may be required during your ordinary job duties.

**Misuse of Office:**
You may not use your official position to secure unwarranted privileges or exemptions for yourself or others.

**Appearance of Impropriety:**
You may not do anything that would give University officials, the student population or outside associates a reasonable basis to think that anyone can improperly influence you in your official duties by reason of rank, position, or influence.

**Violation of Trust:**
You must not raise suspicion that you are acting in violation of your public trust. You may not engage in any transaction as an agent for the Student Association with any business entity in which you have a financial interest that might tend to conflict with the proper discharge of your official duties. Instead, you must excuse yourself and ask someone else to do the task.
Investments:  
You may not make investments (monetary or otherwise) in enterprises which might be directly involved in decisions to be made by you.

Moonlighting:  
You may not take a job which would impair your official independence; for example, with a vendor seeking a contract which you must review or sign, or a company on which you can make a recommendation. If there is a conflict it is the responsibility of the employee to correct the situation immediately (within 14 days) or face a possible termination.

Honoraria:  
You may not accept honoraria from outside parties related to work performed in your capacity as an SA employee or Club Officer without prior approval by the Student Association Senate. If the “donor” does business with the Student Association, you cannot accept such payments.

Political Contributions and Activities:  
SA does not discriminate against anyone based upon their personal political beliefs. Employees are allowed to make political contributions and statements, and to participate in political activities, on their own time. However, an employee is not allowed to indicate or imply that they are acting as a representative of SA while engaging in outside political activities, nor is an employee allowed to engage in political activities while on SA time. An employee may not make decisions during their SA job performance based upon personal political beliefs nor use SA resources for the purpose of promoting those beliefs. Decisions with respect to clubs must be made in a manner consistent with principles of viewpoint neutrality.
University at Buffalo Student Association Inc. will investigate, and report suspected fraud and irregularities and will not tolerate retaliation against reporting employees or members.

University at Buffalo Student Association Inc. (SA) is committed to high standards of honest behavior, ethical conduct, and fiduciary responsibility. All members of the SA community have a responsibility for stewardship of SA’s resources and are expected to report concerns if they have a reasonable basis for suspecting that fraud or other irregularities have occurred. SA will investigate reports of fraud or other irregularities.

Consistent with New York State laws, employees and individuals who lawfully report suspected fraud, irregularities, waste, or abuse will not suffer discharge, demotion, suspension, threats, harassment, discrimination, or other forms of retaliation for reporting good faith concerns. Reports of retaliation will be reviewed and investigated in the same manner in which other allegations of misconduct are handled. SA will provide appropriate support to employees and members who report concerns.

Individuals who report concerns of suspected fraud or irregularities must act in good faith and have reasonable grounds for making the report. Allegations that prove to have been made maliciously or knowingly to be false are not protected under the good faith standard, and therefore are subject to discipline, up to and including termination.

University at Buffalo Student Association Inc. is committed to the stewardship of its resources. Managers are expected to maintain a work environment that promotes ethical and honest behavior and follow policies and procedures to prevent and detect irregularities including fraud, waste, and abuse. Employees and members, at all levels, should be aware of the risks inherent in their areas of responsibility and incorporate procedures in their business practices to safeguard the resources entrusted to them.

This policy applies to reports of fraud or irregularities involving SA employees, officers, directors, campus related entities, clubs, vendors, consultants, contractors, funding sources, and other parties with a relationship to the Student Association. In addition to this policy all SA participants are subject to the University at Buffalo’s Fraud Reporting Policy that can be found on the University's website.
Definitions

Fraud
For the purposes of this policy, fraud and irregularities include activities that are:

- A misappropriation of assets
- In violation of or non-compliant with any SA, University, State University of New York (SUNY) New York State, or federal law, regulation, policy, or procedure
- Economically wasteful
- An indication of gross misconduct or incompetency
- An unethical, improper, or dishonest act

Examples of fraud and irregularities involving any resources of SA include but are not limited to:

- Theft of any asset including but not limited to money, tangible property, trade secrets, or intellectual property
- Misappropriation, misapplication, destruction, removal, or concealment of records, funds, supplies, furniture, fixtures, equipment, or other assets
- Inappropriate use of computer systems, including hacking and software piracy
- Unauthorized disclosure of confidential or proprietary information
- Unauthorized disclosure of personal information, medical information, or student educational records
- Authorizing or receiving compensation for hours not worked or not covered by appropriate and available leave (falsifying time records)
- Deceptive financial reporting
- Credit card and travel expense misuse or fraud
- Use of staff to perform personal errands, services, or tasks
- Alteration or falsification of a check, bank draft, account, or other SA document
- False claims by employees, students, vendors, or other associated with SA
- Bribery, kickbacks, bid rigging, and conflicts of interest

Good Faith
The good faith standard protects individuals who make a report, even if that report turns out to be incorrect; malicious or vindictive reporters who provide false information knowingly are not protected.

Responsibility

All Employees and Members of SA

- Practice honesty and integrity in fulfilling their responsibilities.
- Comply with all SA, University, SUNY, New York State, and federal laws, policies, regulations, and procedures.
- Safeguard SA resources under their control
- Be alert for any indication that fraud or irregularities might exist in their area.
- Promptly report good faith concerns of any known or suspected fraud or irregularities.
- Be truthful and cooperative in investigations of fraud and irregularities.

Managers and Supervisors

- Maintain a work environment that promotes ethical and honest behavior.
- Maintain confidentiality during investigations of fraud or irregularities.
- Notify the Administrative Director when sufficient facts and circumstances exist to create a reasonable suspicion that a fraud or irregularity has occurred.
- Support Employees and protect them against retaliation with regards to reports of suspected fraud or irregularities.
Procedures

Reporting Fraud and Irregularities

Reporting Options
Individuals are encouraged to contact any of the following to report suspected fraud or irregularities

- SA President
- SA Vice President
- SA Treasurer
- SA Senate Chair
- SA Administrative Director
- The University President or their Designee
- University Police

When reporting suspected fraud or irregularities, provide as much detail as possible, including a description of the incident, individuals involved, and financial loss, if any. The report may be submitted anonymously, however providing contact information may be helpful if questions arise. All reports will be reviewed objectively and without regard to the suspected individual’s length of service, position, title, or relationship with SA. All reports received will be treated confidentially or anonymously, as applicable, to the extent reasonable and practicable under the circumstances, if and to the extent allowed for under law and State University of New York at Buffalo policy(ies). Due to the confidential nature of certain actions of the Student Association as part of the investigation process, the reporting individual may not be informed of the status and resolution of the matter.

Investigation
Individuals who receive a report of suspected fraud or irregularities where sufficient facts and circumstances exist to create a reasonable suspicion that a fraud or irregularity has occurred, must immediately notify the Administrative Director who will consider the allegations, gather additional information, and coordinate an investigation as appropriate.

The SA Administrative Director shall have the authority to take any lawful steps necessary investigate any fraud or other violation of SA policy and shall have the right to relay findings to any of the above-referenced individuals. The SA Administrative Director may request that other members of SA’s Professional Staff or attorney assist in any such investigation. The SA Administrative Director may decline to discuss any such investigation with any individuals whom they believe may be involved in the unlawful activity, at their discretion, if the Administrative Director believes that doing so could compromise an ongoing investigation.

The SA Executive Board, Senate, and the Executive Committee shall have a right to investigate fraud or illegal activity involving SA, and to take any actions authorized under the SA By-Laws.

All SA Participants must be truthful and cooperative in investigations of alleged wrongdoing by the University or SA officials.
Fee Waiver Policy

Policy Information
Date Established:
Date Last Updated:
Category: Student Association

Fee Waiver
The Student Association uses the University at Buffalo’s criteria to grant Fee Waivers. If an undergraduate student is granted a comprehensive fee waiver by the University, then the undergraduate student’s activity fee is automatically waived.
Travel Policy

Policy Information
Date Established:

Date Last Updated:

Category: Student Association

Applicability

It is the policy of the Student Association to promote safety and to encourage its members to engage in safe conduct when traveling to and from activities or events.

This Travel Policy shall apply to any activity that is located more than 100 miles from the University at Buffalo’s North Campus or that is international, and which involves SA or an SA recognized club.

Clubs that encourage or require two or more members to travel to events and activities covered under this policy are responsible for verifying that those members are aware of and abide by this policy. Penalties for violation of this policy may be assessed by the SA Officers or the SA Senate and may include:

1. Fines to the club, and/or
2. De-recognition of the club, and/or
3. Loss of vehicle privileges for the club or travelers involved in the violation, and/or

Health and Safety

1. Each form of travel requires members to follow common and mode-specific safety precautions. Travelers must use sound judgment and follow all applicable laws.
2. Seat belts and other safety devices must always be used. Maximum passenger capacity in vehicles shall be the amount of people who can fit in the vehicle with each having their own seat belt.
3. People traveling to and from activities or events covered under this policy must have a minimum of six (6) hours sleep before driving and may not drive more than six (6) hours in a twenty-four (24) hour period.
4. People who travel to and from events and activities covered under this policy using privately owned vehicles or any vehicles other than those owned or rented by SA are still required to follow the SA Travel Policy and all laws.
5. People traveling by air and other modes of commercial transportation must comply with all laws applicable thereto.

Legal Requirements

1. SA may require travelers to complete a standard Student Participation Form in which the traveler acknowledges the risks, agrees to abide by certain reasonable rules and releases SA from liability.
2. SA may require travelers or the club to submit written proof of compliance with any or all sections of this policy in form reasonably acceptable to SA.
3. Travelers are required to abide by any laws in the countries, states, and local jurisdictions that they visit and must follow reasonable rules set by SA. Trips must comply with all applicable SUNY, UB and SA policies and laws.
Requirements Concerning Use of Student Activity Fees on Travel

1. There must be a minimum number of 2 undergraduate students (who are members of the club) participating in a club trip for it to be deemed a club event for which Student Activity Fee funds may be used. The purpose of the trip must relate directly and solely to the purpose of the club.

2. Any portion of the trip not paid for by the club shall be paid by the traveler directly in advance through a ticket office sale. All sales must follow all SA and Ticket Office rules, policies, and procedures.

3. Clubs may pay for travel arrangements, overnight stay accommodations, participation in organized events (such as competitions, conferences, or exhibitions) or a portion thereof.

4. Clubs may pay for recreational activities (or a portion thereof) if attended by all travelers and if directly related to the purpose of the club and approved reason for travel.

5. Travelers shall be required to pay for their own incidentals except for those that are part of organized events such as banquets or conferences which are directly related to the purpose of the trip.

6. Only actual, necessary, and reasonable business expenses will be paid for. Safety and reasonableness should always be SA or the club’s top priorities when planning travel.

Additional Requirements for International Travel

1. Travelers must have a passport for international travel that will be valid for at least three months beyond the scheduled end of the trip. Some countries may require travelers to obtain a visa prior to departure to enter the country. It is the traveler’s responsibility to determine whether they will need a visa, and what type of visa is appropriate. This information can be obtained from the nearest embassy or consulate for the host country.

2. At least two months in advance of the departure date, travelers must contact the Travel Clinic, Student Health Office, University at Buffalo (716-829-3316) to obtain information regarding any possible risk of infectious diseases in the areas to which travelers plan to travel and regarding recommended precautions, immunizations and/or prophylactic medication. Travelers are also advised to visit the Centers for Disease Control and Prevention (“CDC”) website for current travel and risk advisories and are likewise encouraged to receive the recommended immunizations and prophylactic treatments either from the Student Health Office or a provider of their choosing. Since the cost of the immunizations and or prophylactic medication may or may not be covered by insurance, travelers should check their health insurance policy to determine whether such treatments are covered. SA shall not be responsible for any of these costs.

3. Each traveler at their own expense must acquire medical insurance and medical evacuation/repatriation insurance that will cover them in the host country.

4. No International trip may take place to any country designated under a Travel Warning by the U.S. Department of State on its website.

5. The U.S. Department of State also lists Travel Alerts on its website. An International Trip to location that is subject to a relevant Travel Alert by the U.S. Department of State is subject to approval by the SA President and Treasurer.

6. When traveling into or through Canada international travel requirements still apply.

7. Travelers must comply with any other applicable University at Buffalo rules regarding international travel and execute a SA Participation Agreement prior to such travel.
Vehicle Policy

Policy Information

Date Established:

Date Last Updated:

Category: Student Association

Only recognized Student Association clubs who have completed all additional steps for recognition with approved SA drivers as per the Approved Driver Policy may use any SA owned vehicle or SA’s vehicle rental account(s) for official approved club business. To use these vehicles a club must submit the appropriate form through the Student Association website and receive the appropriate approvals to do so. All vehicle requests require approval by:

1. The Student Association Transportation Coordinator
   a. The Transportation Coordinator is reviewing the request for:
      i. That the most direct route to their location and back is being used
      ii. For overnight trips, that a hotel or other lodging has been booked
      iii. That the request complies with the Travel Policy
      iv. That the trip length is only as long as is required to arrive, complete the event or activity, and return to campus.
      v. That the request complies with all other SA, UB, SUNY policies and rules
   b. If the role of the Transportation Coordinator is vacant or the Transportation Coordinator is unavailable, the Administrative Director or Associate Administrative Director may fill this role as needed.
2. One Student Association Officer

SA reserves the right to do any of the following:

1. Ask for additional information or documentation related to the use of the vehicle
2. Revoke approval of the request at any time, for any reason
3. Deny the request at any time, for any reason
4. Cancel the vehicle request or club event at any time, for any reason
5. Limit specific vehicles for specific intended uses or users, and limit distances a vehicle may travel at SA’s sole discretion.
6. If an SA vehicle is taken by an individual or group without permission, SA may report the vehicle stolen and pursue criminal charges against the individual and/or group.

After a club or department uses an SA vehicle it must be parked back in one of the Student Association assigned parking spots. All keys and the vehicle return form must be returned to the SA Office on the date of return listed on the request by noon unless another time has been approved by the Transportation Coordinator before the trip. There will be a fine of $50.00 for keys and return form that are returned late and a $50.00 a day charge for everyday the key is not returned applied at noon each day.

All mileage used of the trip must be reasonable to what the club has requested on their request form. Clubs who use mileage more than their requested mileage plus 10% will be investigated and may face additional fines of a dollar a mile, and/or may lose their vehicle and/or driving privileges.

Tolls that are received from the New York Thruway department or SA’s vehicle rental account(s) will be paid by the Student Association. SA will then transfer the funds from the club who had used the vehicle into the line used to pay the tolls.
SA will not and clubs cannot use their budgets to pay for parking tickets or moving violation fines. Those will be the sole responsibility of the individual who received them.

SA will charge the club for any cost incurred by SA for:

1. Filling a gas tank that was not returned full
2. The cost of cleaning if the interior of the vehicle is not cleaned or emptied of trash
3. The cost of repairs for any damages sustained while the vehicle was signed out
4. SA’s insurance deductible for damages and/or repairs
5. The cost of a replacement for a lost or not returned key

These costs will be transferred from the club or department’s budget to the van maintenance line to cover the expenses.

As determined by the SA Officers a club and/or driver(s) may lose their vehicle or driving privileges for, but not limited to, the following:

a. A vehicle is returned with open alcohol bottles, cans or smelling of alcohol.
b. A vehicle is returned smelling of smoke of any kind
c. Accidents or damages are not reported correctly following the Vehicle Accident and Damage Policy
d. Violations of any other rule related to SA vehicles.

Violation of any other rule related to SA vehicles. Loss of vehicle privileges will result in the club or driver(s) not being allowed to use SA owed vehicles or SA’s vehicle rental account(s) for 2 full semesters.

Accidents
It is the responsibility of the driver or a club E-Board member who is on the trip to ensure they follow all reporting rules in the event of an accident. Failure to report an accident will result in the club losing vehicle privileges and the driver(s) losing their approved driver status.

If an accident occurs the following must be completed:

1. 911 or the police must be called immediately. A police report must be obtained and turned into the Student Association Office as soon as possible.
2. The Student Association Office must be called. If the office is closed, then the Transportation Coordinator or an SA Officer must be called.
3. If it is an SA owned vehicle, AAA can be called to help with damages and towing services. A copy of SA’s corporate AAA card is in each vehicle glove box.
4. If it is a rental vehicle, the rental agency must be called to consult the next steps for the vehicle.

Vehicle Breakdowns
If a vehicle experiences a breakdown the Student Association Office should be called for additional help. If it after office hours, then the Transportation Coordinator or an SA Officer should be called instead. SA has corporate AAA for the SA owned vehicles, and the club should call them for help getting the vehicle to a garage for help. If it is a rented vehicle the club will work with rental agency to get assistance.

Damages
In certain cases, a vehicle may experience damage while no individual is with the vehicle. An example of this is when a vehicle is not attended in the hotel parking lot overnight, and the club then notices a dent on the door the next morning. A vehicle should always be checked for damage before the club moves the vehicle from its parked location. If damage has occurred while the vehicle was parked and
unattended the club must call the Student Association Office. If it is after office hours then the Transportation Coordinator or SA Officer should be called to report the damage before the club leaves that location. SA will work with the caller to determine the next steps.

**Failure to Report**

Failure to complete any of the required steps may result in the club losing all vehicle privileges for two full semesters and the driver(s) losing their approved driver status for two full semesters. Clubs may be responsible for repairs according to the Vehicle Policy. If all reporting has been followed but the accident is found to be the driver’s fault, that driver may still lose their approved driver status for the Student Association.
Approved Driver Policy

Policy Information

Date Established:

Date Last Updated:

Category: Student Association

The Student Association annually creates an approved drivers list of individuals who are eligible to drive the vehicles SA owns or wishes to use SA’s vehicle rental account(s). To become an approved driver, the individual must complete the Driver Request Form on the Student Association website. All potential drivers must meet the following requirements to become an approved driver:

1. Drivers must be 21 years old
2. Have a valid New York State Driver’s License
3. Agree to a driving record check.
4. No individual shall be approved if their driving record at the time of the check reflects any of the following:
   a. That the license is suspended or otherwise not active
   b. The individual has 4 or more points on their license
   c. Allegations or reports of driving while under the influence of any substance that is illegal are shown on the report
   d. They have had their driver’s license for less than one year.
5. Pass a vehicle test administered by the Transportation Coordinator or a Professional Staff Member.
6. Be listed on SA’s Insurance Policy
7. Must be an undergraduate student that is a member of a club, an SA Staff Member, or an SA Officer.
8. SA may approve, at their discretion, a paid independent contractor coach or a volunteer coach or advisor to be an approved driver if they met all other requirements to be a driver as listed.

Anyone who requests to be an approved driver that does not meet the criteria as stated will be denied as a driver. All drivers must be fully aware of the Vehicle Policy, Vehicle Accident, Damage and Breakdown Policy, and the Travel Policy. Failure to comply with these or any other SA policy will result in the approved driver status being revoked.

SA reserves the right to periodically check any approved driver’s driving record. If anything changes on their record that would make them ineligible to be a driver will result in their approved driver status to be revoked.
Alcohol Policy

Policy Information

Date Established:

Date Last Updated:

Category: Student Association

The only events held by the Student Association or any of its recognized clubs at which alcohol may be served are formal, semi-formal dances receptions or graduations. Further, these events may only take place at banquet facilities. The objective of this policy is to allow SA and clubs to have alcohol at their events for those old enough to partake; however, alcohol will not be the main focus of any event. SA will maintain a safety plan on file for all events that are serving alcohol that will be available, upon request, at the SA office.

To request that alcohol be served at an event, clubs and SA departments must submit an Alcohol Request Form through the Student Association website. This form asks for detailed information about the operational and risk management plans of the event including:

1. Security Plans
2. Bussing Accommodations
3. Food Service
4. Event Details
5. Ticketing Information
6. Event Schedule
7. Bar schedule, that may only be open for a total of 3 hours for the event

No Student Activity Fees will be used to purchase alcohol, and all events will be cash bar only with the exception of SA’s Untapped, Winter Gala, and Spring Gala.

After-parties, bar parties or nightclub parties are not allowed, and any requests submitted for events like these will not be approved. Any events held to fulfill these or similar purposes by clubs or departments are not considered SA events.

Additional Criteria for Events with Alcohol to be approved are but not limited to:

1. An Alcohol Request Form must be submitted through the Student Association Website.
2. The club must an SA recognized club that has completed all steps of the New Club Recognition Policy.
3. The club must show successful past events where alcohol was not served.
4. The Ticket and Merchandise Sale Policy must be followed.
5. The event must be held for a legitimate purpose that helps the club follow the objectives of its purpose and achieve club goals within SA.
6. Any events where alcohol was served in the past and Safety concerns or issues that arose may be taken into account and considered when reviewing any new requests for approval.

Approval of an Alcohol Request

All Alcohol Request Forms will be reviewed and by the Student Association Vice President and either the SA President or Treasurer. All requests must be fully completed and meet all criteria to gain approval by SA. For approval to be granted all contracts and fund requests must be submitted to the Student Association through the appropriate systems. No contracts or requests for funds will be approved for an event that wishes to serve alcohol without an Alcohol Request Form being submitted.
Once approved by the SA Officers the Alcohol Request Form will be reviewed and submitted for approval to the University President or their Designee.

The Student Association and the Campus Designee reserve the right to ask for more information and request that more safety measures are put into place before the approval of any Alcohol Request Form. The Student Association and the Campus Designee also reserve the right to attend any SA or SA club event and review that all safety plans are being followed.

**Violations to this Policy**

For any club who has been found to violate this policy the Student Association will follow the Club Derecognition policy to determine if a club should be derecognized. Violating this policy will be deemed to include:

1. Not submitting a request form and alcohol being served at a club or department event.
2. A request was submitted but was never approved before alcohol was served at an event
3. Not following the stated safety plan that was submitted and approved

An employee or department who have been found to violate this policy will be reported to the Chief of Staff and SA President and will be reviewed under corrective counseling procedures as outlined in the appropriate staff handbook.
Insurance Policy

Policy Information

Date Established:
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.
Club Officers Policy

Policy Information
Date Established:
Date Last Updated:
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 spokespersons 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.

1. The Student Association Elections and Credentials 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.

Violation of This Policy
The following is the schedule of penalties that will be assessed to clubs who are found to have violated this policy:

1. The first offence will result in the club E-Board being required to attend an orientation style meeting with the Student Association Vice President or their designee where all relevant club policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting.

2. In the event of a second violation this policy the club E-board will again be required to attend an orientation style meeting with the Student Association Vice President or their designee where all relevant club policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting. In addition, the Vice President, or designee, will assign the club an additional requirement to be completed by the date set at the meeting.

3. In the event of a third violation of this policy the club’s budget will be frozen and the club may be derecognized in accordance with the Club Derecognition Policy.
Club Membership Policy

Policy Information
Date Established:
Date Last Updated:
Category: Clubs

Clubs must always maintain an active membership of at least ten (10) undergraduate University at Buffalo students. Only undergraduate University at Buffalo students may be voting members of any SA club. Clubs may set their additional qualifications for voting membership (beyond undergraduate student status) within their approved SA constitution.

Clubs may also have UB community members as non-voting club members that are comprised of non-undergraduate students, faculty, and staff from the University at Buffalo as set by their SA approved constitution. These non-voting members cannot vote or hold office within the club and will not be counted towards the club’s active membership. In addition, the club must limit their non-voting member who are not undergraduate UB students to no more than 10% of their active undergraduate membership.

Violation of This Policy
The following is the schedule of penalties that will be assessed to clubs who are found to have violated this policy:

1. The first offence will result in the club E-Board being required to attend an orientation style meeting with the Student Association Vice President or their designee where all relevant club policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting. The club will have one month to come within compliance of this policy.

2. In the event of a second violation of this policy the club E-board will again be required to attend an orientation style meeting with the Student Association Vice President or their designee where all relevant club policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting. In addition, the Vice President, or designee, will assign the club an additional requirement to be completed by the date set at the meeting and will be given an additional two weeks to come into compliance with this policy.

3. In the event of a third violation of this policy the club’s budget will be frozen and the club may be derecognized in accordance with the Club Derecognition Policy.
Club Constitution Policy

Policy Information

Date Established:

Date Last Updated:

Category: Clubs

Each Student Association club must maintain a club constitution that is approved by the Student Association to gain and keep recognition. The Student Association Office will maintain copies of all currently approved constitutions for all clubs. SA will not approve a constitution if it contradicts any Student Association, University at Buffalo, SUNY, New York State, and/or Federal law, by-law, policy, rule, or regulation. Clubs may only use their approved constitution. A Club who uses a non-approved or not the currently approved club constitution will have any actions taken using that constitution overturned by the E&C Committee.

All clubs must use the approved Student Association Club Constitution template, beginning with Phase One of the Spring 2023 Annual Registration process. Clubs who wish to update their constitution must complete the constitution form on the Student Association website. All clubs who are applying for recognition will complete this form as part of the Club Application process through the SA website. Within the forms clubs will have the ability to update or select the following:

1. Club Name
2. Club Purpose
3. Voting membership requirements
4. Non-voting membership requirements
5. Additional Officer duties
6. Additional extended E-Board members and their duties

Any other change to the constitution template by a club is not allowed. All constitutions will be approved by the SA Vice President and one Club Officer as part of the new club process and the annual registration process.

The Student Association Club Constitution Template and any changes to said template must be approved in writing by the SA Vice President and either the SA President or Treasurer.
Annual Registration and Requirements for Recognition Policy

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 30th annually will result in the club being ineligible to participate in the annual registration process.

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:
      1. 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.
Club Derecognition Policy

Policy Information
Date Established:

Date Last Updated:

Category:

In addition to situations of automatic derecognition, the Student Association reserves the right to terminate a club’s recognition who is found to violate any By-Laws, policy, rule, regulation, or law as set forth by the Student Association, University at Buffalo, SUNY, New York State, or Federal Government. Pending final determination, a club may be temporarily suspended from performing any activity by the SA Officers if there is reasonable evidence that the club has been part of an action that is deemed as a “clear and present danger” to themselves or others in the campus community or has violated rules as it pertains to spending money.

While temporarily suspended a club’s budget will be frozen, and they will not be allowed to perform any club functions.

In order for a club to be reviewed for derecognition a club violation report will be completed through the Student Association Website.

The final decision on the derecognition of any club will be made by at least two SA Officers, of which one must be the SA Vice President. Once a club violation report has been submitted the SA Officers may ask additional staff members to advise them on the situation and help gather additional information. The club will be invited to submit a written statement to the Officers pertaining to the topic of the violation. The club officers and the email on file for them according to the SA website at the time will be who is notified of all proceedings. The club will be given 7 days to respond to any request for additional information that Officers believes is pertinent to deciding the matter.

Once the final decision has been made the club will be informed of the outcome, and if the violation(s) occurred and the necessary SA Officers determine derecognition to be an appropriate outcome, the club will be derecognized.

clubs who wish to appeal this decision based upon procedural error by SA or violation of law can appeal to the Student Association Senate. Any club who wished to appeal must do so within 30 days of the decision being given to them in writing.

A new club application for a club that is determined to be the same as a previously derecognized club via the below criteria will be denied for two full semesters after their initial derecognition.

In determining whether a new club applicant is the same as a club that was previously derecognized, SA may look at consistency of purpose, activities, club officers and membership of the proposed new club in comparison to the previously derecognized club. The club applicants will also need to provide sufficient proof that they have taken reasonable precautions to ensure such wrongdoing does not happen again.
New Club Recognition Policy

Policy Information
Date Established:

Date Last Updated:

Category:

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. 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.
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 and either the Administrative Director or Associate Administrative Director for compliance with all policies and procedures.

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. 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 and a second SA Officer 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 attend the next scheduled new club orientation training.
   a. Failure to attend the next scheduled orientation will result in a mandatory one on one meeting with the council coordinator to complete this training. The Coordinator and Club will have 4 weeks after the failure to attend the new club orientation as scheduled.
3. All club officers will have 6 weeks to complete By-Stander Intervention training.

Clubs who fail to meet all steps in the stated timeline will placed on suspension and reviewed for derecognition.

Appeals

If a prospective club claims that they have been denied recognition based upon procedural error or violation of law, they may appeal the recognition decision to the Student Association Senate. Any club who wished to appeal must do so within 30 days of the decision being given to them in writing.
Printing Policy

Policy Information

Date Established:

Date Last Updated:

Category: Clubs

The Student Association provides printing services for clubs to promote their club and events. To receive copies a club needs to complete a Copy Request Form from the reception desk in 350 Student Union, attach the original flyer, and return to the receptionist. The print request will be reviewed for compliance with the requirements listed below. If approved, the copies will be made and clubs can pick them up from the front desk in the SA office. If the print request is rejected, the club will be informed through email with the required edits listed. The club then has the opportunity to revise and resubmit the flyer.

All graphics a club wishes SA to print must contain the following:

1. Club name
2. Name of event
3. The time, date, and location of the event
4. The SA logo
5. The words “Paid for by your Mandatory Student Activity Fee” in easily legible text
6. Less than 50% ink coverage
7. All content is required in English
   i. Non-English languages are allowed if a complete English translation is included on the flyer
   ii. Translations that cannot be confirmed by SA will result in the rejection of the flyer

Vulgar or pornographic content is not permitted.

SA offers 3 different types of printing flyers, posters, and banners. Flyers are 8.5x11 inches, posters are 11x17 inches, and banners are 42x72 inches. A club who wishes to have quarter sheets printed they must be designed as such before submission.

SA does not guarantee same day printing on any submission. Please allow at least 2 full business days for printing completion.

The Student Association employees a system of printing credits where each print will be charged against the club’s credit balance. Each club will start the academic year with 3,000 credits. If a club uses their allotment of credits, they may buy copies from their budget.

Below please find what print cost in credits and monies:

1. Flyers (8 1/2 x 11)
   - White Paper Single Sided Black Ink Only: 1 Credit $0.03
   - White Paper Double Sided Black Ink Only: 2 Credits $0.05
   - White Paper Single Sided ONLY Colored Ink: 15 Credits N/A

*** Double Sided Copies are only available in Black Ink ONLY***

*** Color Copies are not available once all copy credits are used ***
2. Posters (11 x 17)
   - White Paper Black Ink Only: 10 Credits  N/A
   - White Paper Colored Ink: 20 Credits N/A

3. Banners (42 x 72)
   - Banners do not cost credits, but the club may receive only one (1) free banner per event and a total of two (2) per academic year.
   - The cost for additional banners will be $35.00 each, taken from the club’s budget.

Clubs may also use the TVs in the Student Union Lobby to post digital banners. These banners must be submitted to the Student Association a week before the event as the content needs to be examined by both the Student Association and Student Union before it will be entered into the rotation.
Coach Policy

Policy Information

Date Established:

Date Last Updated:

Category:

Any sport club who has a coach must annually and upon any change submit their coach’s information to SA prior to any work being completed. This is done by the club having their coach complete either 1. a Coach - Volunteer Agreement or 2. a Coach - Paid Independent Contractor Agreement. Clubs who do not have a coach must annually submit a form and it through the SA website stating such.

In addition, clubs who are intending to have a coach for the next academic year clubs are required to complete the Coach Intention Form on the SA website as an additional step to the club annual registration phase one. Clubs who fail to state their intention will not be allowed to have a coach for the upcoming academic year.

These Agreements will be sent out to the sports clubs annually and must be returned by the end of the first week of classes or whenever a new coach is selected by the club but before the coach can start coaching or performing duties for the club.

In reference to any Club that is looking to use the Paid Coach Agreement all finance policies and procedures governing the encumbrance of funds must be followed before SA will complete the contract and agree to pay the coach. SA does not modify the language in the contract further than filling in the necessary information that is left blank. No Coach may start coaching or performing duties prior to SA receiving and approving the coach’s agreement.

Only SA Officers can sign the contract with the coach. As such SA can cancel the contract with the coach at any time according to the agreement terms.

Clubs who fail to submit one of the coach agreements or complete the no-coach form will not be allowed to practice until one of the forms has been complete.

Two SA Officers one of whom must be the SA President may terminate any paid or volunteer Coach at will.

No clubs other than clubs in the Sports Council may have paid coaches or other paid advisors.