Student Association Emergency Powers Council Meeting Minutes  
August 19, 2018  
Starbucks, The Commons SUNY Buffalo  
520 Lee Entrance, Amherst, NY 14228

Present

Gunnar Haberl (President), Tanahiry Escamilla (Treasurer), Erika Hollis (Proxy for Elisha Jackson Senate Chair), Anyssa Evelyn Vice President, Mitch Smigel (Assembly Speaker)

Absent
None

Guests

Jacob Brown, Chief of Staff

Call to Order

Gunnar Haberl, called the meeting to order at 7:04 PM

Old Business

None

New Business

I. Gunnar Haberl, presents SA Budget Expenditure Adjustment #01 for approval  
Motion to Approve SA Budget Expenditure Adjustment #01 by Tanahiry Escamilla  
Second Anyssa Evelyn  
5 Favor, 0 Against, 0 Abstain  
Conclusion: SA Budget Expenditure Adjustment #01 Approved

II. Gunnar Haberl, presents 2018 - 2019 SA Staff Stipend List for Approval  
Motion to approve 2018-2019 Staff Stipend list by Anyssa Evelyn  
Second Tanahiry Escamilla  
5 Favor, 0 Against, 0 Abstain  
Conclusion: 2018-2019 Staff Stipend List Approved

*7:08 PM Gunnar Haberl Leaves meeting Anyssa Evelyn becomes Chair

III. Anyssa Evelyn, presents 2018 - 2019 SA President Stipend for Approval  
Motion to approve 2018-2019 President Stipend by Tanahiry Escamilla  
Second Mitch Smigel  
4 Favor, 0 Against, 0 Abstain  
Conclusion: 2018-2019 President Stipend Approved

*7:10 PM Gunnar Haberl rejoins the meeting and resumes the role of Chairperson  
*7:10 PM Anyssa Evelyn leaves the meeting

IV. Gunnar Haberl, presents 2018 - 2019 SA Vice President Stipend for Approval  
Motion to approve 2018-2019 SA Vice President Stipend by Tanahiry Escamilla  
Second Mitch Smigel  
4 Favor, 0 Against, 0 Abstain  
Conclusion: 2018-2019 Vice President Stipend Approved

*7:11 PM Anyssa Evelyn rejoins the meeting  
*7:11 PM Tanahiry Escamilla leaves the meeting

University at Buffalo The State University of New York
V. Gunnar Haberl, presents 2018 - 2019 SA Treasurer Stipend for Approval  
Motion to approve 2018-2019 SA Treasurer Stipend by Erika Hollis  
Second Anyssa Evelyn  
4 Favor, 0 Against, 0 Abstain  
Conclusion: 2018-2019 SA Treasurer Stipend Approved

*7:12 PM Tanahiry Escamilla rejoins the meeting

*7:12 PM Mitchel Smigel leaves the meeting

VI. Gunnar Haberl, presents 2018 - 2019 SA Assembly Speaker Stipend for Approval  
Motion to approve 2018-2019 SA Assembly Speaker Stipend by Anyssa Evelyn  
Second Tanahiry Escamilla  
4 Favor, 0 Against, 0 Abstain  
Conclusion: 2018-2019 SA Assembly Speaker Stipend Approved

*7:13 PM Mitchel Smigel rejoins the meeting

*7:13 PM Erika Hollis leaves the meeting

VII. Gunnar Haberl, presents 2018 - 2019 SA Senate Chair Stipend for Approval  
Motion to approve 2018-2019 SA Senate Chair Stipend by Mitch Smigel  
Second Tanahiry Escamilla  
4 Favor, 0 Against, 0 Abstain  
Conclusion: 2018-2019 SA Senate Chair Stipend Approved

*7:14 PM Erika Hollis rejoins the meeting

VIII. Jacob Brown, presents 2018 - 2019 SA Student Staff Handbook for Approval  
Motion to approve 2018-2019 SA Student Staff Handbook by Tanahiry Escamilla  
Second Erika Hollis  
5 Favor, 0 Against, 0 Abstain  
Conclusion: 2018-2019 SA Student Staff Handbook Approved

IX. Gunnar Haberl, presents the updated Contracts Policy for approval  
Motion to approve the updated Contracts Policy by Tanahiry Escamilla  
Second Erika Hollis  
5 Favor, 0 Against, 0 Abstain  
Conclusion: Contracts Policy Approved

X. Anyssa Evelyn, presents 2018 - 2019 SA Club Handbook for Approval  
Motion to approve 2018-2019 SA Club Handbook by Mitch Smigel  
Second Tanahiry Escamilla  
5 Favor, 0 Against, 0 Abstain  
Conclusion: 2018-2019 SA Club Handbook Approved

XI. Tanahiry Escamilla, presents 2018 - 2019 SA Finance Handbook for Approval  
Motion to approve 2018-2019 SA Finance Handbook by Anyssa Evelyn  
Second Erika Hollis  
5 Favor, 0 Against, 0 Abstain  
Conclusion: 2018-2019 SA Finance Handbook Approved

XII. Gunnar Haberl, presents July 5, 2018 EPC Minutes for Approval  
Motion to approve July 5, 2018 EPC Minutes by Anyssa Evelyn  
Second Erika Hollis  
5 Favor, 0 Against, 0 Abstain  
Conclusion: July 5, 2018 EPC Minutes Approved
Adjournment

Motion to adjourn by Anyssa Evelyn
Second Tanahiry Escamilla
Motion passes with unanimous consent
Conclusion: Meeting adjourned at 7:58 PM

Gunnar Haberl and Anyssa Evelyn has taken the minutes of the August 19, 2018 meeting of the Emergency Powers Council.
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**Expendingite Adjustments**

Sunday, August 19, 2015

[Student Association Logo]
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<th>Fall Weekly Amount</th>
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Chapter 1: Guide to SA

What is the Student Association?

The Undergraduate Student Association (sometimes referred to as “Student Association” or “SA”) is the undergraduate student government at the State University of New York at Buffalo (“UB”). SA is the largest student government in the SUNY system. Our Student Association is unique in that we are an autonomous student government. We, the students, run our student government under the guidelines of our Constitution and the SUNY Mandatory Student Activity Fee policies. We are funded by the Mandatory Student Activity Fee, which is voted upon by University at Buffalo Undergraduate students every two years. All services provided by the Student Association are for the students, by the students.

Mandatory Student Activity Fee

In the 1960s-70s, students felt it necessary for the Student Activity Fee to be kept separated from the administration and in the hands of the students. As a result, the Student Activity Fee became the funds for Student Governments across all SUNY campuses.

Currently all undergraduate students pay $104.75 per semester to the Student Association. This money is overseen by the Student Association E-Board and the Senate. The fee makes up the majority of the Student Association’s annual budget and is what provides the money for all of the Student Association’s services, clubs, events, activities, and sponsorships. It is essential that SA continues to educate students on the importance of the Student Activity Fee and its uses. The Mandatory Student Activity Fee is the only funding that students have direct control over by electing their representatives on the SA Executive Board and Senate.

Student Association Mission Statement

SA REPRESENTS the undergraduate students at the State University of New York at Buffalo, as their voice to the University Administration, Faculty and Staff as well as the community in general.

SA SERVES the undergraduate students by sponsoring clubs and offering activities, services and events that facilitate and promote education outside the classroom.

SA ENGAGES the undergraduate students by sponsoring clubs and offering activities, services and events of a recreational, entertaining or social nature.

Student Representation & Advocacy

One of SA’s most important roles is advocating for the needs of all undergraduate students. The Student Association Executive Board, Student Affairs Staff, and the Assembly are tasked with making sure that the voices of the undergraduates are heard here at UB and on a state level through the SUNY Delegates. SA advocates in a wide variety of ways, such as:

• Representing the student body’s stances on university policies
- Addressing academic grievances
- Sharing students' demands with faculty, staff and policy makers
- Representing students by sitting on different committees to help provide better student services

SA Clubs
SA is home to over 150 clubs. There is no limit to the number of clubs a single undergraduate student can join. Some of the many benefits of joining a Student Association club are:
- Participation in entertaining events and programs
- Developing leadership skills
- Doing community service
- Meeting other students who share similar interests

Each club falls into one of seven different club councils: Academic, Engineering, Hobby, International, People of Color (POC), Special Interest, and Sports. To maintain recognition as a SA club, each club is required to complete requirements which include community service, general body meetings, club events and SA participation. Many opportunities to fulfill requirements are organized by the Student Association Staff. SA also encourages clubs to fundraise (subject to rules about fundraising).

Club Councils

**Academic Council**
The Academic Council includes clubs whose activities and purpose relate to an academic field of study. They are often affiliated with a UB academic department and are sometimes affiliated with a national or international organization. Academic clubs allow students to continue their learning outside of the classroom and to network with professors and professionals, while participating in practical or simply fun events and programs that give students a break from their course load. Many Academic clubs often have guest speakers, aid in the preparation for graduate school or provide opportunities that will allow students to gain a competitive edge on their resume. Academic clubs also allow students to explore fields of study they are potentially interested in, helping them define their educational path.

**Engineering Council**
The Engineering Council consists of clubs whose activities and purpose relate to an Engineering field of study. Most Engineering clubs are affiliated with UB's Engineering Department and are often affiliated with a national or international organization. In addition to networking with professors and professionals, Engineering clubs actively carry out research projects, conduct valuable experiments and compete in nationwide competitions and conferences gaining hands-on experience related to material they learn in the classroom.

**Hobby Council**
The Hobby Council represents a wide range of activities for UB students to enjoy. Whether you want to learn a new hobby, or want to continue your passion, this council is the place for you. Hobby clubs range from music, fitness, creating, playing and anything and everything to help you unwind and relax after your academic studies.
International Council
The International Council consists of clubs whose activities and purpose relate to recognized nations or ethnic cultures outside of the United States. Students are given the opportunity to learn about other cultures, lifestyles and traditions, in addition to celebrating these experiences firsthand. Through dance, music, food, art, language, and more, the International Clubs facilitate a welcoming environment for all students to learn about and appreciate cultures from around the globe.

People of Color (POC) Council
The People of Color Council consists of clubs whose activities and purpose relate to socioeconomic, and/or political issues of demographics residing within the United States. POC clubs take a very active role in the Buffalo community; engaging in community service, educating other students inside and outside of UB, and promoting the continuous prosperity of minority populations and their cultures. POC clubs are united with a common goal; to increase representation at the UB, SUNY, and State levels of government. A student does not need to identify with any specific ethnicity or race to join any of the POC clubs. POC clubs are designed to be a home away from home for all students at the University at Buffalo.

Special Interest Council
The Special Interest Council uses an educational, social, cultural or recreational approach to look at various religious, political and social justice issues. It also facilitates the interests of students that want to be involved in community service. These clubs show case their interests through educational meetings, guest speakers, cultural events and social activities. All Special Interest clubs are open to all undergraduate students and welcome people of varying viewpoints to join.

Sports Council
The Sports Council consists of clubs whose activities and purpose relate to competitive team sports as recognized by NIRSA or a collegiate association, otherwise not funded through the University. Our sports clubs provide a great opportunity for student athletes who have chosen not to play on one of UB’s varsity teams, but still desire to play, compete and continue their love of the game. The Sports clubs conduct regular practices, travel to and host competitions and events for their members and the community. Many of the Sports clubs have been successful in ranking state and nationally.

SA Events, Activities & Services
The Student Association hosts and sponsors some of the most recognizable events on Campus. SA organizes events such as, Fall Fest, Spring Fest, and the Comedy Series that all undergraduates have a chance to attend (subject to rules and venue capacity limits) as a part of the mandatory student activity fee. The Student Association also plans annual activities such as Homecoming Carnival, Spirit Week, the Psychic Fair, Winter Gala and Spring Gala. SA is also proud to be able to sponsor campus wide events such as the Distinguished Speakers Series that allows undergraduates to attend each speaker.
Student Association Government Structure

Executive Branch
The Executive Board hires and oversees the student staff, who in turn are tasked with providing the UB community with events, programs and opportunities that make our large university a cohesive community.

Executive Board (sometimes referred to as “E-Board”) 
The Executive Board of SA include the President, Vice-President and Treasurer

Executive Assistants
The Executive Assistants of SA include the Chief of Staff, Elections and Credentials Chair and Transportation Coordinator

Media and Marketing Department
The Media and Marketing Department of SA include the Media and Marketing Director, Public Relations Manager, Head Outreach Coordinator, Outreach Coordinator(s), Photographer(s), Videographer(s) and Graphic Artist(s)

Entertainment Department
The Entertainment Department of SA include the Entertainment Director, Assistant Entertainment Director, Talent Coordinator, Head Event Manager, Event Manager(s), and Hospitality Manager

Production Department
The Production Department of SA include the Production Manager, Technical Director and Sound Tech(s)

Student Affairs Department
The Student Affairs Department of SA include the Director of Student Affairs, Assistant Director of Diversity and Wellness, and Director of Environmental Affairs

Club Services Department
The Club Services Department of SA include the Club Services Director and Assistant Club Services Director

Finance Department 
The Finance Department of SA include the Assistant Treasurer(s), and Bookkeeper(s)

Office Staff
The Office Staff of SA include the Receptionist(s)

Professional Staff (sometimes referred to as “Pro-Staff”)
The Pro-Staff of SA includes the Administrative Director, Associate Administrative Director, Head Bookkeeper, Entertainment Coordinator, and Staff Assistant(s)
SA Legislative Branch

Assembly
The Assembly is the legislative part of the Student Association which enacts resolutions concerning issues of importance to the undergraduate student body in regards to issues of academic policy, student rights, and student welfare. All undergraduate students are encouraged to become voting members of the Assembly. To do this, an eligible undergraduate student must complete the petition process, which includes returning a petition with 40 signatures of undergraduate UB students. Students who are not eligible to become Assembly Members include the SA E-Board, Justices of the Student-Wide Judiciary, Directors of the Student Association, and members of the Senate. The Assembly provides the voice of the undergraduate student population and provides the direction for SA student representatives to support and advocate for the needs of the undergraduate student body. More information about the Assembly can be found in the Student Association Constitution.

Among other powers listed in the SA Constitution, our Student Assembly may:

(i) Enact resolutions concerning issues of importance to the undergraduate student body in regards to issues of academic policy, student rights and student welfare.

(ii) Create ad hoc positions, agencies, task forces and committees to take action on issues of importance to students.

Senate
The SA Senate is a group of elected representatives who oversee the finances of the Student Association, as well as the recognition/de-recognition of SA clubs. The voting members of the senate include twelve elected undergraduate representatives and seven Club Council Coordinators (who have been elected by each club council). The election for the 12 Senators who are elected at large by the undergraduate population takes place annually in the fall semester. More information about the Senate can be found in the SA Constitution.

Student Wide Judiciary (SWJ)
The Student-Wide Judiciary (SWJ) is the student run judicial body of the University at Buffalo. It is a tribunal body whose purpose is to adjudicate violations of non-academic student rules and regulations, including disputes arising from campus elections and actions that violate constitutions of student governments, clubs or organizations. SWJ settles disputes between and involving UB students and has the power to impose penalties against students. For more information about the Judicial Branch, please see Article VI of the SA Constitution.
Chapter 2: SA Student Staff Policies

SA Staff Policies & Expectations:
The following is a non-exclusive list of Student Association policies and expectations for SA’s undergraduate student staff. The Executive Board has the right to change any policy and expectation throughout the year, with the approval of the SA Senate, if it is deemed necessary. All changes in Policies & Expectations will be reviewed during staff meetings and/or emailed via the staff listserv. If you have any questions, please ask an Executive Board Member or the Chief of Staff. Failure to adhere to the outlined policies may be considered in performance review(s).

Applicability
These Student Staff Policies are intended to apply with respect to all of the undergraduate student staff of the Undergraduate Student Association (sometimes referred to as “Student Association” or “SA”) of the State University of New York at Buffalo (“UB”). All of SA’s UB undergraduate student staff are and shall be “at will” employees. Nothing contained herein shall be construed to create a contract or guarantee of employment or of the terms contained in these Student Staff Policies. In the event of any conflict or inconsistency between these Student Staff Policies and any applicable law, the applicable law shall control.

Student Staff Eligibility
All UB undergraduate student staff are required to remain in good academic standing as determined by UB. Any UB undergraduate student staff member who is currently not in good academic standing, or fails to maintain good academic standing, will no longer be eligible to become or remain a staff member of SA.

Always remember that you are a SA Representative
Whether you are at a SA event or out with your friends, people will associate you with the organization. Have fun, but act in a respectable and dignified manner. This includes your virtual/social media presences. Wear your SA polo with pride!

Be Honest
Honesty is expected from every Staff Member. As students we understand that the unexpected happens so be upfront and truthful about everything: reasons for missing meetings or other activities; inability to complete tasks; and other objectives. For required events, SA Event Excuse forms can be found at the SA Front Office Desk. Excuse Forms should be submitted to the Chief of Staff as soon as possible to provide for accurate time for processing.

SA Resources
SA Resources are available for the operations of the Student Association only. Please use them with respect and care. Theft will not be tolerated and will result in immediate termination. There is to be no personal file sharing, printing of personal materials, making personal long-distance phone calls in the office or using office tools/supplies for personal gain. Also, SA computers and other facilities are for staff members only, and not for anyone else. They contain private information and are confidential. We have limited computers, so be aware of other SA staff members that need to use a computer for SA related materials. All computer hardware, software and data contained therein is the sole property of SA and may be used for work related purposes only.
SA Privileges
Privileges may be revoked based on unsatisfactory job performance, and/or if you abuse the privileges given to you. The SA Executive Board reserves the right to revoke all and any staff privileges at any time.

Safety
SA expects its employees to conduct themselves in a safe manner. Please use good judgment and common sense in matters of safety, observe any safety rules posted in various areas, and follow all applicable OSHA and New York State safety regulations, and SUNY and University at Buffalo rules related to safety.

Maintain a clean office
The responsibility to keep a clean office falls on all staff members. SA Offices are visited by many people daily and should be a clean and welcoming environment. This does not mean that staff should only keep their respective office clean, but that they encourage and help others to do so as well.

SA Offices Access
Staff members who receive swipe card access for their offices on their UB ID Card may not allow unauthorized people to use it. Offices and resources in offices are for staff ONLY. The Student Association office, 350 SU, is an open environment for staff members, Club E-Boards/members, and all other students to use during normal business hours. It is prohibited for Staff members to use any Student Association space in the Student Union when the Student Union is closed. If you lose your ID card, please report it immediately to the Associate Administrative Director or the Administrative Director. This will ensure your lost card is deactivated as soon as possible.

Office Hours
While classes are in session during the fall and spring semesters, the Student Association depends on its employees coming to work within a regularly scheduled set of office hours, arriving on time, and leaving on time, not early. Regular and timely attendance is an expected and essential part of every position at SA. Prior notification to a supervisor is required if you are unable to be present for office hours, meetings, etc. All hourly staff members may not be required to hold office hours but rather complete hours as assigned by their supervisors or to complete assignments as assigned by their supervisors. All stipend staff members are required to hold the number of office hours as listed in their job description between 9 a.m. and 5 p.m., Monday through Friday, every week. Stipend staff may not work more than the maximum number of office hours as listed in their job description without prior written authorization from the SA President and Treasurer. All staff are expected to sign in and out using the time clock for all office hours. If you have any questions about payroll, please see the Associate Administrative Director. If you have any questions in regards to your scheduled office hours, please contact the Chief of Staff.

UBmail
You are responsible for checking your UBmail daily. You must check your UB email every day. Not checking is not an excuse for not having the information.
Attend Meetings
As a SA staff member, you are required to attend all staff meetings as well as department meetings, and any extra meetings that have been scheduled. All Directors and Assistant Directors must attend all Directors meetings. All meetings are mandatory and staff members may face disciplinary action for missing meetings without prior approval. Legitimate reasons for absence include classes, doctor’s appointments or family emergencies. Other reasons will be considered on a case-by-case basis. Any questions regarding staff meetings and getting approved for missing meetings should be directed to the Chief of Staff.

You may also be asked to sit on university committees that request student representation. Please pay attention and keep good notes at all of these meetings. Following each meeting, you are required to hand in your notes to the SA President. Missing meetings will reflect poorly on SA and could cost you your job.

Timesheets
All SA employees are responsible for accurately recording their hours worked. All staff must sign-in and out for all office hours. Staff members that have scheduled office hours should be clocking in and out using the timeclock in the SA main office (SU350). Timesheets are due every two weeks online at: timeclock.sa.buffalo.edu.

Meal Breaks
Employees are entitled to a 30-minute lunch break between 11:00 a.m. and 2:00 p.m. for shifts six hours or longer that extend over that period and a 45-minute meal break at the time midway between the beginning and end of the shift for all shifts of more than six hours starting between 1:00 p.m. and 6:00 a.m. All workers are entitled to an additional 20-minute meal break between 5:00 p.m. and 7:00 p.m. for workdays that extend from before 11:00 a.m. to after 7:00 p.m. Such meal periods shall not be counted as “hours worked” and employees shall not be paid for such time. Employees must take, and properly document through SA’s timeclock, the meal breaks described in this Section.

Email Signature
Should you wish to include your staff position with the Student Association in your email signature, you are welcome to do so; however, please follow the guidelines provided to you by the SA Executive Board and Chief of Staff. If your signature does not meet standards deemed appropriate by the SA Executive Board and Chief of Staff, you may be asked to edit or remove it. Please note that having your SA staff position included in your email signature reflects on all of SA. All emails sent from your UB account should be professional and appropriate.

Security/Loss Prevention
All employees should make certain that when they leave work their desk and files are locked if they contain anything valuable, personnel records, meeting minutes, checks, credit/debit cards, petty cash, student records, any confidential records, or any other item designated by the SA Treasurer. To protect any and all valuable equipment from fire, unlawful entry and theft, all offices should be closed unless an employee is present.

Conduct yourself in a Professional Manner
This is a student-run organization; you are expected to act like a responsible and respectful student representative of the organization. Within the office, the following is prohibited: screaming across
the office, throwing items, using profanity, watching inappropriate videos, and doing work other
than SA tasks. If your job involves personal interaction, you may not use headphones or personal
laptops during your office hours. In addition, you are expected to remain fully clothed at all times,
not to engage in any sexual acts in the office, and not to sleep in the office.

Your personal actions outside the office may include: speaking with administrators or University
representatives; posting on social media sites; and conducting yourself professionally at events.
Please help make the Student Association welcoming for all undergraduate students.

**Dress Code**

Each staff member must wear the appropriate SA uniform that is provided to them while
representing SA in the public. SA has a casual dress policy in the office. However, to favorably
impress members of the public, outside professionals and University representatives, it is
important for all employees to present a businesslike appearance subject to the following
guidelines:

- Clothing must not constitute a safety hazard.
- All employees should practice common sense rules of neatness, good taste and comfort.
- Provocative clothing or clothing with offensive writing is not permitted.
- Informal and casual dress is fine when appropriate.

**Ethics**

**Gifts:**

An employee may not receive a gift of more than nominal value if it could reasonably be assumed
that the gift was meant to influence the employee in performing the performance of his or her
duties, for example, a gift of more than nominal value from someone whose business comes before
the employee.

**Communications with Outside Organizations:**

Where a private association, firm or company is appearing or rendering services before any
University recognized Student Association (Student Government) in connection with the purchase,
sale, rental or lease of goods or services, a contract, or any loan, then an employee may not orally
communicate about the merits of the matter with anyone at the outside organization concerned
with the matter except in the normal course of handling such matter and/or in communicating with
SA’s attorney or the Employee’s own personal attorney regarding the handling of such matter.

**Conflicts of Interest:**

An employee 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 his/her duties as an official, representative, or staff member of the
Student Association.

**Confidential Information:**

An employee may not disclose confidential information or use it for the employee’s personal
interests, except as may be required in the course of the employee’s performance of his/her
ordinary job duties. An employee may not use confidential information for his or her own personal interests under any circumstances.

**Misuse of Office:**
An employee may not use his or her official position to secure unwarranted privileges or exemptions for that employee or others.

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

**Violation of Trust:**
An employee must not raise suspicion that her or she is acting in violation of public trust.

**Dealing with Yourself or an Outside Company:**
An employee may not engage in any transaction as an employee of the Student Association with any business entity in which he/she has a financial interest that might tend to conflict with the proper discharge of his/her official duties.

**Investments:**
An employee may not make investments (monetary or other) in enterprises which might be directly involved in decisions to be made by that employee.

**Moonlighting:**
An employee may not take a job which would impact his/her official independence, for example, with a vendor seeking a contract which he/she must review or sign, or a company on which that employee can make a recommendation.

**Reimbursement:**
An employee may not accept honoraria from outside parties related to work performed in his or her capacity as a SA employee without prior approval by the Student Association Senate and Assembly. If the “donor” does business with the Student Association, the Employee cannot accept such payments.

**Political Contributions and Activities:**
SA does not discriminate against employees 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, Employee is not allowed to indicate or imply that he/she is acting as representative of SA while engaging in outside political activities, nor is Employee allowed to engage in political activities while on SA time or with SA resources. Employee may not make decisions during his/her SA job performance based upon personal political beliefs nor use SA resources for the purpose of promoting those beliefs (for example and without limitation, only bringing speakers of a particular political philosophy or refusing to serve a club with an opposing political viewpoint). SA is required to follow viewpoint neutral allocation of resources to student organizations under the law, and Employee may not take any action that would contravene that
requirement or create the appearance that SA was/is not meeting that requirement. More
information about required viewpoint neutrality while performing SA functions is available from
the Administrative Director upon request.

Equal Opportunity Employment
It is the policy of SA to ensure equal employment opportunity without discrimination or
harassment on the basis of race, color, national origin, sex, religion, age, disability, gender,
pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic
characteristics, marital status, familial status, veteran status, military status, domestic violence
victim status, or ex-offender status. SA is committed to compliance with all applicable federal,
state and local fair employment practice statutes.

NEW YORK PAID FAMILY LEAVE BENEFITS
New York’s Paid Family Leave (PFL) program provides job protected leave and wage replacement
to eligible employees when qualifying conditions require a leave of absence.

Eligibility
To be eligible, employees must: regularly work 20 or more hours per week and be employed for
at least 26 consecutive workweeks preceding the first full day family leave is taken; or regularly
work less than 20 hours per week and be employed for at least 175 days preceding the first full
day family leave is taken.

PFL is granted to eligible employees who request time off for the following qualifying events:
1. For the birth, adoption or placement by foster care of a child;
2. To provide care for an employee’s spouse, domestic partner, child, grandchild, parent, parent-
in-law, stepparent, grandparent, legal guardian or other person who stood in loco parentis to
the employee when the employee was a child, who has a serious health condition; or
3. Because of a qualifying exigency arising out of the fact that the employee’s spouse, domestic
partner, child or parent is on active duty (or has been notified of an impending call or order to
active duty) in the armed forces of the United States.

Length of Leave and Benefits
PFL benefits increase in four phases, according to the following schedule:

<table>
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<tr>
<th>Date</th>
<th>Maximum Weeks of Leave</th>
<th>Maximum Pay Recovered*</th>
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<tr>
<td>January 1, 2018</td>
<td>8</td>
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</tr>
<tr>
<td>January 1, 2019</td>
<td>10</td>
<td>55%</td>
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<tr>
<td>January 1, 2020</td>
<td>10</td>
<td>60%</td>
</tr>
<tr>
<td>January 1, 2021</td>
<td>12</td>
<td>67%</td>
</tr>
</tbody>
</table>

*The percent of the employee’s average weekly wage or the percent of the state average weekly
wage, whichever is less. The pay percentage outlined in future years is subject to change and/or
freeze.

Employees who take PFL in weekly increments are eligible for the maximum number of weeks of
leave, as indicated in the above chart, using a 52-week rolling look back period.
Employees who take PFL in daily increments (intermittent leave) are eligible for paid leave based on the average number of days worked per week during a base period.

**Intermittent Use**
Eligible employees may take leave under the PFL on an intermittent basis, in full-day increments. Employees may not take partial-day leave under PFL.

When an employee takes intermittent PFL, the employee must provide notice to the Administrative Director as soon as is practicable before each day of intermittent leave.

**Procedures for Requesting A Leave**
It is the employee's responsibility to request and apply for PFL benefits. All request must be submitted to the Administrative Director. When leave is foreseeable, the employee must give at least 30 days' advance notice of leave. When leave is not foreseeable, the employee must give notice as soon as practical.

When an employee provides notice of a need for leave for a covered reason, the employee will be given a Request for Paid Family Leave form which the employee must then complete and submit to the PFL insurance carrier. The insurance carrier is responsible for reviewing and approving or denying PFL applications.

**Medical/Supporting Certification**
To justify a request for PFL, employees are required to present supporting documentation to the insurance carrier. Employees should see the Administrative Director for forms and additional information.

**Continuation of Benefits During Leave**
Employees are entitled to continue group health benefits under the same terms and conditions as if they were on the job during PFL. Employees are required to pay their portion of the premium by the end of each month. Coverage will cease if an employee's premium payment is more than 30 days late.

If group health plan benefits lapse because an employee has not made the required premium payments, then upon the employee's return from PFL, the employee will be restored to coverage/benefits equivalent to those the employee would have had if paid family leave had not been taken and premium payment(s) had not been missed, including family or dependent coverage.

If an employee chooses not to retain group health plan coverage during PFL, then upon the employee's return from leave, the employee shall be reinstated into the health plan on the same terms the employee had prior to taking leave.

An employee's use of PFL leave will not result in the loss of any employment benefits that accrued prior to the start of an employee's PFL leave (unless such accrued benefits, such as sick leave, were used during PFL leave). The employee, however, will not accrue any additional benefits or seniority during any period of PFL leave that is not paid through use of accrued leave benefits, except in the case of intermittent leave, or unless otherwise required by law.

**Concurrence With Other Leave Types**
Employees may choose to supplant PFL with applicable sick, vacation, and/or PTO to receive full salary.

If an employee takes PFL leave for an event that also qualifies as leave under the FMLA, the employee’s PFL leave will run concurrently with available FMLA leave. Employees cannot use PFL and short-term disability benefits at the same time, but can use them consecutively.

**Cost**
The cost of state-mandated PFL benefits is paid for entirely by the employee and is deducted from the employee’s paycheck on an after-tax basis. The deduction amount is set annually by the Department of Financial Services.

**Waiver Option**
A full-time employee whose regular work schedule is less than 26 weeks, or a part-time employee whose regular work schedule is less than 175 days in a 52-consecutive-week period, may file a written waiver to be exempted from PFL benefits and the obligation to make wage deductions. However, if the employee’s schedule changes to the eligibility threshold, the waiver is automatically deemed revoked within eight (8) weeks of such change, and the employee will be required to begin making premium contributions and to pay any retroactive premiums from date of hire.

**Periodic Status Reports and Return From Leave**
The Undergraduate Student Association of the State University of New York at Buffalo (“SA”) may require an employee on PFL leave to report periodically on the employee’s status and intent to return to work.

If an employee is able to return to work at or before the end of the applicable PFL leave period, an employee will be entitled to return to the same position the employee held when leave began, or to an equivalent position with equivalent pay and other terms and conditions of employment.

**Additional Information**
SA will not restrain, interfere with, or deny the exercise of any employee rights provided under the PFL. SA will not discriminate or retaliate against any employee who exercises any rights under PFL or makes a complaint related to PFL. Employees who have questions regarding this policy should contact the Administrative Director.

**Fraternization**
Employees must demonstrate good judgment in their relationships with co-workers and supervisors, and must ensure that those relationships do not negatively impact present or future job performance. It is required that all staff members continue to act in a professional manner and not let any relationships interfere with the operations of the Student Association.

Occasionally social relationships may develop at work. While you have a right to say yes, you also have an absolute right to say no. Consequently, if you feel any unwelcome pressure to become involved with any supervisor, manager, co-worker, or non-employee with whom you do business, we urge you to use the complaint procedure discussed below.
Discrimination and Harassment

"Discrimination" refers to different treatment of an individual or group based upon a factor prohibited by law, including race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, familial status, veteran status, military status, domestic violence victim status, and ex-offender status, that adversely affects the individual's or group's employment or access to SA programs and activities.

"Harassment" refers to conduct that is unwelcome, severe, pervasive, or persistent enough to interfere with an individual's employment or access to SA programs and activities, and that is targeted toward an individual or group based on a protected factor, including race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, familial status, veteran status, military status, domestic violence victim status, and ex-offender status; harassment is a form of discrimination. Sex discrimination also includes, but is not limited to sexual harassment, sexual assault, and sexual violence.

Any SA employee who engages in "Discrimination" and/or "Harassment" as defined above shall be subject to disciplinary action up to and including discharge.

Any employee who believes he/she has been harassed by a co-worker, supervisor, customer or vendor should bring the matter to the attention of his/her supervisor or the SA Administrative Director immediately.

In fulfilling their obligation to maintain a positive and productive work environment, supervisors are expected to halt any harassment or discrimination of which they become aware. Supervisors are also responsible for reporting all complaints of discrimination or harassment, and any knowledge related to any incidents of discrimination or harassment, to the SA Administrative Director.

All complaints of harassment or discrimination will be investigated fully and fairly, and remedied, where necessary, by appropriate disciplinary action up to and including termination. Any employee who, in good faith, reports harassment or discrimination will be absolutely protected from retaliation or reprisal. If an employee believes he or she has been subject to retaliation, he or she is expected to notify the SA Administrative Director so that appropriate action may be taken.

SA will keep the situation confidential, except as needed to investigate and resolve your claim, and so long as keeping such information confidential would not cause SA to violate any law or UB policy.

In the event that a complaint pertains to the Administrative Director, references in this section to "Administrative Director" shall be deemed to mean "Associate Administrative Director" for such complaint.
The Student Association shall follow the University at Buffalo Discrimination and Harassment Policy or any applicable successor policy adopted by the University at Buffalo. More information and the policy may be found at:
http://www.buffalo.edu/administrative-services/policy1/ub-policy-lib/discrimination-harassment.html

In addition to any complaint procedures to SA outlined hereunder, you may also file a complaint through the University at Buffalo Office of Equity, Diversity and Inclusion. The procedures for doing so are set forth in the University at Buffalo Discrimination and Harassment Policy.

Internal Complaint Procedures:

The Student Association provides an internal complaint procedure for any employee who believes that a violation of policies has occurred. The reporting procedure can be used for any matter a staff member wishes to bring to the attention of the Executive Board, including matters such as abuse of SA privileges, staff dishonesty, theft, workplace violence, harassment, violation of any law or SA policy, or any other issue(s).

No SA employee who in good faith reports any action or suspected action taken by or within SA that is illegal, fraudulent or in violation of any adopted policy of SA shall suffer intimidation, harassment, discrimination or other retaliation or adverse employment consequence due to such report.

Any member of staff may submit a complaint in writing to any Executive Board member, Chief of Staff, or Pro-Staff member.

All complaints will be reviewed by the individual that received the complaint and then brought to the attention of the Executive Board, Chief of Staff, Administrative Director and/or Associate Administrative Director. If the complaint is about any member(s) of the group listed, such person(s) shall not be involved in conducting the investigation of such complaint, except that he/she may be questioned about the same.

SA will keep your complaint confidential, except as needed to investigate and resolve your claim, and so long as keeping such information confidential would not cause SA to violate any law or UB policy. At any time any member of the Executive Board, Pro-Staff or Chief of Staff may share and/or discuss your complaint with SA’s attorney(s), HR consultant(s) and/or State University of New York at Buffalo official(s), except that any person who is a subject of such complaint shall not be involved in conducting the investigation of the complaint, though he/she may be questioned about the same.

UB Policies

SA staff are required to follow all applicable UB Policies, which may be found on UB’s website, or can be obtained from the SA Administrative Director or Associate Administrative Director upon request.
Disciplinary Procedures
While no employer wishes to have problems with their employees, there are times when there are organizational misunderstandings or a staff member fails to meet the expectations of their job. A disciplinary procedure may take place if the situation warrants it.

Our intent is to offer constructive feedback when reasonably possible and to identify specific areas of performance that need improvement to help quickly resolve these issues and ensure that SA's overall interests are met.

The following are the steps that we will generally follow for disciplinary actions, when reasonably possible under the circumstances.

Step One:
The Chief of Staff and/or an E-Board member will hold a meeting with the employee to:
1. Discuss the issue, review expectations and if needed review the job description.
2. Acknowledge the employee's strengths and weaknesses.
3. Discuss steps to improve employee performance, including an expected timeframe for improvement.
4. Inform the employee that failure to meet expectations may or will result in dismissal.
5. Issue a formal, written, warning letter to the employee.

Step Two:
If employee fails to improve or correct the behavior, the employee may be removed by 2 out of 3 SA Officers (one of whom must be the President). Any Member of the E-Board or the Chief of Staff may inform the employee of any such decision.

Notwithstanding the above, the Student Association reserves the right, in its discretion, to discipline or terminate employment of any staff member for any reason without resort to the above procedure.

Personnel Files
SA in conjunction with Sub-Board I, Inc. maintains up-to-date personnel files on all employees. These records must be updated in a timely fashion. Personnel files will be kept confidential to the extent required by applicable law and University and SUNY policies. An Employee must notify the Associate Administrative Director and the payroll clerk at Sub-Board I, Inc. if there are any changes in:
   a) Home address
   b) Telephone number
   c) Number of dependents
   d) Military status
   e) Marital Status
   f) Emergency Contact Information
Employees may review their personnel file by contacting the payroll clerk and arranging a time to do so. Personnel files remain the sole property of SA at all times. Documents contained in the personnel file may not be copied without prior written authorization by the Associate Administrative Director or the Administrative Director.
STAFF EXCUSE FORM

Name: ____________________________________________________________

Phone #: __________________________________________________________

Email: ____________________________________________________________

SA Job: ____________________________________________________________

Today’s Date: ______________________________________________________

Event You Will Be Missing: __________________________________________

Date/Time of Event You Will Be Missing: _________________________________

Reason for Absence:

____________________________________________________________________

____________________________________________________________________

Signature: ___________________________________________________________

____________________________________________________________________

To be completed by approving official. Notice is to be sent to staff member no later than one week from excuse form submission:

Submission Status: ________________________________________________

Name of Approving Official: __________________________________________

Signature of Approving Official: ______________________________________

Date: _____________________________________________________________

Additional Comments:
Internal Complaint Form

Name: ________________________________

Phone #: ________________________________

Email: ________________________________

SA Job: ________________________________

Today’s Date: ________________________________

Date/Time of Occurrence: ________________________________

Location of Occurrence: ________________________________

All Parties Involved: ________________________________

Summary of ALL Events (attach additional sheets as necessary):

Signature: ________________________________
STAFF HANDBOOK STATEMENT OF UNDERSTANDING

I have received a copy of the Student Staff Handbook (including Student Staff Policies) of the Undergraduate Student Association ("SA") of the State University of New York at Buffalo ("UB"), and I acknowledge my obligation to read its contents. I understand that the Student Staff Policies are intended to provide a general overview of SA's policies, benefits and rules, and does not necessarily represent all such policies in force. I have been notified that if I have any questions concerning the content of the Student Staff Policies that I can contact the SA President or Administrative Director at 716-645-2950 during normal business hours. I understand that I am an employee at will. I acknowledge and agree that nothing in this Student Staff Handbook is a guarantee or assurance of employment for any specific period of time. SA may terminate my employment at any time, either with or without cause. I am similarly free to resign at any time for any reason. I also understand that this handbook is not intended to be an express or implied contract and does not create any type of contractual relationship between myself and SA or UB. I acknowledge that I have received and read this manual by signing and returning this page to the SA Associate Administrative Director.

Signature: ________________________________ Date: __________________

Print Name: _______________________________

SA Job Title: ______________________________

UB Email Address: _________________________

UB ID Number: _____________________________
Contracts Policy Resolution

Upon recommendation of the President and Treasurer, it is hereby resolved that the attached Contracts Policy is hereby adopted as the contracts policy of the Undergraduate Student Association of the State University of New York at Buffalo, and shall amend and replace the section entitled "Contracts" (only) of the Student Association Accounting and Financial Policies and Procedures manual, upon approval by the University President's Designee.

Gunnar Haberl, President

Tanahiry Escamilla, Treasurer

Approved by EPC

President's Designee
Contracts Policy

1. **Applicability.** This Contracts Policy shall apply to the Student Association and all clubs recognized by SA. As used in this Contracts Policy, the term “contract” shall be interpreted to include agreements of any nature and promises of any kind (whether or not the word contract appears), including but not limited to agreements that do not involve the exchange of money.

2. **Signing Authority.**
   a. Clubs may not enter into contracts or undertake legal obligations; only SA itself may enter into contracts.
   b. No one shall have a right to execute any contract on behalf of a club or undertake any legal obligation on behalf of a club by virtue of his/her position as an officer, member, advisor or coach of such club.
   c. A contract may be executed on behalf of SA only if such contract is executed by the SA Treasurer (or designee appointed by the Treasurer in writing) and either the SA President or the SA Vice President. No SA Officer shall ever be required to approve any contract, and no term of this policy shall be construed to require approval of any contract.
   d. Contracts must be reviewed by the University President’s designee, when so required by applicable University policy(ies).
   e. The pre-encumbrance process must also be followed with respect to any expenditure before SA may commit to such expenditure in a contract.

3. **Legal Compliance.** No contract entered into by SA may violate, or cause anyone to violate, any applicable federal, state or local law or regulation, State University of New York at Buffalo policy, or SA policy.

4. **Reasonableness.** All terms of each contract must be reasonable under the circumstances.

5. **Standard Contract Forms.** SA shall utilize, review from time to time, and modify as appropriate, standard form contracts to be used in various situations, including but not limited to the engagement of performing artists, venues and caterers. Use of SA’s standard forms is strongly preferred but not required by this policy, though the SA Officers may require any such form be used as a condition of their approval of any agreement.

6. **Vendor-Supplied Contracts.** Vendor-supplied contracts must not violate any of the rules of this policy. Further, the following rules shall apply to vendor-supplied contracts:
   a. **All Essential Terms.** The contract must contain all the terms that are essential components of the deal (for example, and without limitation, a full description of goods or services, price, length of performance, and dates and times for performance or delivery).
b. **Deposits.** Contracts may not require SA to pay advanced deposits or (full or partial) pre-payments.

c. **Breach.** Each contract entered into by SA should state that in the event the other party alleges a breach by SA, SA must be provided with written notice of the alleged breach and a reasonable opportunity to cure the alleged breach.

d. **Notice.** If the contract contains a provision providing for notice, it should state that notice will be sent to the SA Office (350 Student Union) or SA Entertainment (363 Student Union). If the contract provides for email notice, the contract may allow such notice to be sent to the official UB email address of a SA Officer or member of SA’s professional staff.

e. **Governing Law and Venue.** Each contract entered into by SA should state that it is governed by the laws of the State of New York, and should designate that the sole and exclusive proper venue for any dispute arising out of the contract shall be located in Erie County, New York.

f. **Confidentiality Clauses.** No contract may contain any confidentiality provision that would require SA to violate any law.

g. **UB is NOT a party.** The contract must not state or imply that UB is a party to the contract. SA (rather than the club) should be listed as the party to the contract.

h. **No Unreasonable Limitations on Vendor’s Liability.** The contract must not contain unreasonable limitations on the vendor’s liability for negligence, breach of contract or other wrongful act or omission.

i. **Indemnification Clauses.** The contract must not contain any unreasonable indemnification clause binding upon SA. The SA Officers may require the Vendor to indemnify, hold harmless and/or defend SA, the club, the State University of New York at Buffalo, and their respective officers, directors, employees and agents.

j. **Insurance.** As a condition of approval, the SA Officers may insist that the contract require the vendor to provide a certificate of insurance in a reasonable amount listing as additional insureds: SA, the State University of New York at Buffalo, and any other affiliates of either of them as the SA Officers deem reasonably appropriate under the circumstances.

k. **Term.** Contracts and fiscal commitments may not be for a term longer than one (1) year, unless SA shall have the right to terminate the contract (without penalty) upon reasonable notice to the other party at any time thereafter.

7. **Method and Dates of Submission.** Clubs should submit contracts for review via the following website: [www.sa.buffalo.edu/form/contracts](http://www.sa.buffalo.edu/form/contracts). Contracts should be submitted for review at least two (2) weeks prior to the applicable event/activity, whenever reasonably possible.
8. **Exceptions.** Subject to Sections 3 and 4 of this Contracts Policy, the SA Officers may grant exceptions to Sections 6(b), 6(c), 6(d) and 6(e) of this Contracts Policy if (1) required as a condition of a contract with a league or other recognizing body for clubs engaged in intercollegiate competitions, or (2) necessary or prudent in order to obtain goods or services at a better value (either lower price or higher quality) than would otherwise be available, after reasonable consideration of all risks. The exceptions allowed under this paragraph may be granted by the authorized SA Officers' execution of the applicable contract. The Officers shall never be required to grant an exception.

9. **Role of Professional Staff in Review Process.** All proposed contracts shall first be reviewed by the SA Administrative Director (or another Professional staff member designated by the Administrative Director), Associate Administrative Director or Entertainment Coordinator prior to execution. All proposed contracts may be submitted for attorney review in the reasonable discretion of any SA Officer or any member of the Professional Staff. If a member of the Professional Staff has concerns about a proposed contract, he/she shall communicate those concerns to the SA Officers, and if a member of the Professional Staff has concerns that a proposed contract presents significant risk to the Student Association, he/she may communicate those concerns to the University President's Designee, as well.

10. **Waiver of Liability Agreements.** The SA Officers may require participants in SA and club activities to sign waiver of liability agreements as a requirement of participation in such activity(ies). SA shall develop, and may modify from time to time as appropriate, standard form(s) to be used for such purpose.
*University at Buffalo, the State University of New York will be hereinafter referred to as the "University at Buffalo" or "UB."

*The Undergraduate Student Association of the University at Buffalo will be hereinafter referred to as the "Student Association" or "SA."

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General Information

Definitions

Club Handbook - The working non-financial policy document detailing the rules, regulations, and requirements of all Student Association clubs.

Club Applicant - An undergraduate student, or group of undergraduate students, who wish to form an organization under the Student Association.

Prospective Club - An organization which has submitted the Start a Club packet, has written, or is editing and revising its constitution, and may also be waiting on logistical and insurance matters before official recognition can be granted.

Temporary Club - An organization that has satisfactorily completed the Start a Club Packet and written a club constitution, both of which have been approved, and is now recognized under the Student Association for a temporary amount of time pursuant to the "Timeline" portion located under "Being a Temporary Club." Temporary clubs must meet all temporary club requirements, rules, and regulations, as stated in this Club Policy Handbook.

Permanent Club - An organization that has met all temporary club requirements prior to being recognized as a permanent club, and has been approved by the Student Association Senate for permanent recognition pursuant to the "Becoming a Permanent Club" portion of the Club Policy Handbook. Permanent clubs must meet all permanent club requirements as stated in the club operating policy.

Probation - A club may be put on probation for a specific semester if the club did not meet all requirements of the previous semester as stated under the "Temporary Club Requirements" or "Permanent Club Requirements" sections located in this Club Policy Handbook. While on probation, the club must meet all requirements for that semester, in addition to completing all missed requirements from the previous semester. If both current requirements, and missed requirements from the previous semester are met, the club shall be taken off of probation. If both of those requirements are not met, it is at the discretion of the respective council coordinator and Student Association Vice President to determine what action should be taken. Such action can include, but is
not limited to, freezing of the club’s budget, suspending the club, being put before the Student Association Senate for de-recognition (if the club has permanent status), or being de-recognized by the respective council coordinator and the Student Association Vice President (if the club has temporary status). Clubs may also be placed on probation for violating policies of the Student Association, if placed on probation for violating policies a meeting with the club will be held by the Council Coordinator and/or the Student Association Vice President to explain the probation and the criteria to return to good standing. Any club placed on probation for any reason will receive a letter from the Student Association explaining the violations, the probation and what it means to the club, and how the club can return to good standing with the time frame for any club actions to be taken.

**Suspension** - A Permanent club who is suspended loses all privileges of being a club recognized by the Student Association, and the club’s budget will be frozen, yet maintains their affiliation with the Student Association until the Student Association Senate determines any further course of action. A Temporary club who is at the point of suspension will be evaluated by the prospective council coordinator in addition to the vice president for DE-recognition. Only a member of the Student Association Executive Board may put a Student Association club on suspension.

**De-recognition** - When a club loses its affiliation with the Student Association, ergo losing all privileges of being a Student Association club. For permanent clubs, the Student Association Senate must vote to de-recognize a club, and the Student Association Vice President must sign off on de-recognition. For temporary clubs, the respective council coordinator and Student Association Vice President must sign off on de-recognition.

**SA Participation Event** - The Student Association will give regular updates on SA Participation opportunities. Aside from events specifically hosted by the Student Association for the purpose of providing SA Participation credit, any joint meeting with a recognized Student Association club from a different council will count as a SA Participation event.

**Community Service Participation** - The Student Association will give regular updates on community service participation opportunities. Any opportunities other than those specifically hosted by the Student Association for the purpose of community service, must be approved by the Student Association Vice President.

**Club Event** - Any meeting of club members that involves more than just discussion and/or giving out information. For clubs who compete, any competition is considered a club event.

**Club Meeting** - Any general meeting of club members for information and/or discussion. For any clubs who compete, whether athletically or non-athletically, any practice for competition is considered a club meeting.

**Rollover** - What is left of a club’s fundraised money after the conclusion of the academic year. Any new money made by a club is fundraising. If the club satisfactorily
meets all rules, requirements, and regulations rollover will be given to a club for the following academic year.

**Student Association Departments and Office Personnel**

**Finance** - All club accounts are with the finance department, and no club is allowed to have any budget of any type outside of the finance department. The finance department processes all monetary-based requests of clubs, and all money fundraised by a club must be handed in to the finance department. For more on the financial policies of the Student Association, please see the Student Association Financial Handbook.

**Club Services** - Plans several different Community Service and Student Association Participation events for clubs to participate in. The department also helps with individual club fundraisers and hosts informational workshops for clubs.

**Entertainment and Production** - Aside from running all Student Association entertainment events, the department can also help clubs bring in talent as well as find and book a venue for an event or show. They can also help contact agents and review contracts (clubs cannot individually sign contracts). The Production staff can provide sound and technical equipment to the Student Association and all clubs, and a staff member will be present at the club event if the requested equipment requires her/him to be.

Equipment must be reserved ahead of time by filling out a production request form in the Student Association office. For a complete list of equipment that may be rented out, please see the production request form in the Student Association office.

**Media and Marketing** - Can help market and promote upcoming club events/club market event by putting [3 Per Academic year] events on the SA Calendar upon proper request. Within the department, there are photographers and videographers that may be booked to take pictures at and record club events, copies of which will then be given to the club(s). Graphic Artists are also available to make marketing materials for clubs. There is no limit to how many items may be designed for a club. For more on flyer and banner policy, please see the "Campus Posting Policies" and "Copy, Print, and Move Copy Policy" located within this handbook.

**Elections and Credentials** - Helps the Student Association and its clubs run elections, and resolves election disputes.

**Office Staff** - The Office Staff can help with mailing, faxing, copying, printing, and help set up appointments with the professional staff and Executive Board. For more on the copying/printing policy, please see the "Copy, Print, and Move Copy Policy" Policy located within this document.

**Club Councils of the Student Association**

Each club will be placed in one of the following 7 councils based on the constitutional purpose of each club:
Rules, Regulations, and Requirements for All Recognized Student Association Clubs

Rules and Regulations
All Student Association clubs at every status must comply with the following:
1. Follow all Student Association, University at Buffalo, SUNY, New York State, and Federal laws, policies, rules, and regulations.
2. Maintain an active membership of at least ten (10) undergraduate students at all times.
   a. Members must have attended at least 2 meetings per semester and sign in and/or as specified in your club constitution.
3. Only full-time or part-time undergraduate students of the University at Buffalo are allowed to hold an executive board position within any Student Association club.

4. All clubs must have, at minimum, a President, Vice President, and Treasurer.

5. Each Student Association club must maintain a current and approved constitution of the club on record in the Student Association office.

6. All constitutional changes to Student Association club constitutions must not be in contradiction with any Student Association, University at Buffalo, SUNY, New York State, and Federal laws, policies, rules, and regulations, and must be submitted in writing to the Student Association with meeting minutes and vote counts on the constitutional changes. Constitutional changes will only go into effect once approved by the respective Council Coordinator and the Student Association Vice President.

7. Must complete a monthly track sheet on SA website. Due dates are at the discretion of the respective Council coordinator.

8. Must submit a Club Officer Update Form via the Student Association website each time there is a change within the President, Vice President, Treasurer, or Secretary of the club, and at the end of each spring semester.

9. Must hold club elections for all executive board positions within the club before the last day of classes of each spring semester following the club's constitution.

10. Must attend club orientation each fall semester, and in the spring semester if a club orientation is held. The club representatives at club orientation must sign the Statement of Knowledge and Understanding of the Club Handbook and Finance Handbook received at club orientation.

   a. All top 4 members must be in attendance for this club orientation.

   b. If the club fails to attend, repercussions for the club will follow which will be at the discretion of the Vice President.

11. Must, upon request of the Student Association, have an equipment inventory list submitted at the end of each spring semester listing all equipment that will be stored the following academic year. All equipment must be stored on a University at Buffalo campus and accessible to the Student Association, unless proof of other accommodations which do not conflict with Student Association, University at Buffalo, SUNY, New York State, and Federal laws, policies, rules, and regulations can be shown.

**Temporary Club Requirements**

- 2 Club Meetings per semester
- 2 Club Events per semester
- 2 Student Association Event Participations per semester
- 2 Community Service Events per semester
- 2 Fundraising Events per semester
Permanent Club Requirements
2 Club Meetings per semester
2 Club Events per semester
2 Student Association Event Participations per semester
2 Community Service Events per semester
Fundraise at least 50% of the club's allocated budget for the academic year, excluding royalty.

***Please note, no events or meetings a club partakes in over summer may count towards any club requirements, unless explicitly approved by the Student Association Vice President well in advance.

Club Status and Privileges

Club Applicants and Prospective Clubs
If a University at Buffalo undergraduate student, or group of undergraduate students, desires to start a recognized Student Association club, they must fill out the "Recognition Application" on the Student Association website, "Start a Club" packet and write a constitution for the proposed club. This is the club applicant stage.

Once the completed materials are submitted and reviewed by the Student Association Vice President, the status has changed to Prospective Club. Prospective clubs are not recognized organizations under the Student Association and have no privileges given to Temporary Clubs or Permanent Clubs.

Becoming a Temporary Club
All Prospective Club "Start a Club Recognition Application" packets and constitutions must be reviewed by the Student Association Vice President, the council coordinator whose council the Prospective Club will be part of should they become recognized, and either the Student Association's Administrative Director or the Student Association's Associate Administrative Director. In order to change status from Prospective Club, application to be reviewed to Temporary Club, the Prospective Club must be comprised of at least ten (10) University at Buffalo undergraduate students, cannot duplicate purposes or services of other recognized Student Association clubs, must not be in violation of, and will not be in violation of Mandatory Student Activity Fee guidelines, Student Association, University at Buffalo, SUNY, New York State, or Federal laws, regulations, and policies. Additionally, the Prospective Club's "Start a Club Recognition Application" packet and proposed constitution must be satisfactorily completed and
approved by the Student Association Vice President and the council coordinator.
whose council the Prospective Club will be part of before moving on the constitution
phase. The application of approved Prospective Club’s coordinator will work
with the club to create a club constitution. To help student’s write a constitution SA has
developed a constitution template that all prospective clubs are encouraged to use.
Once the club has submitted their constitution it must be reviewed and by the Student
Association Vice President, the council coordinator whose council the Prospective Club
will be part of should they become recognized, and either the Student Association’s
Administrative Director or the Student Association’s Associate Administrative Director.
Once the prospective club’s constitution has been approved by the Student
Association Vice President, the council coordinator whose council the Prospective Club
will be part of should they become recognized the club will be invited to attend a “new
club orientation” where the VP (or Coordinator) will
over the policies, rules, regulation and requirements of being a club. Once the has
attended the orientation, the Vice President and Coordinator will sign the Club
Recognition and Summary form officially making the club a Temporary Club of the
Student Association.

Temporary Club Status

Being a Temporary Club

Rules, Regulations, and Requirements
Temporary Clubs must meet the rules, regulations, and requirements expressed in the
"Rules, Regulations, and Requirements for All Recognized Student Association Clubs" of
this document.

Privileges of Temporary Clubs

1. Club Mailbox - All club mailboxes are located in 350 Student Union. The Student
   Association and other organizations will regularly leave mail in club mailboxes to
distribute information. All mail will be received and distributed by the Finance
department located in 350 Student Union. Clubs can also receive mail, which
should be addressed as follows:

   (Club Name)
   Student Association
   350 Student Union
   Buffalo, NY 14260

   Additionally, any receipts or other financial-related items that need to be delivered to
   the Student Association Finance Department should be addressed to the same address
   with the added line “Attn: Finance Department”.
2. Flyer and Banner Copying/Printing - All recognized Student Association clubs have access to Student Association staff who will design a club logo, flyer, or banner as well as print and copy such materials. For more information regarding this policy, please see the "Campus Posting Policies" and "Banner Policy Copies Services Policy," located within this handbook.

3. Access to Fax Machine and Phones - Recognized Student Association clubs may use the Student Association's phones and fax machine for club business.
   The Student Association Fax Number is 716-645-2112. Please ensure all faxes received by the club will include "Attn: (Club Name)." All club faxes received will be put in the respective club's mailbox.
   The Student Association phone number is 716-645-2950. If expecting a call or message, please ensure that the caller brings attention to the club he or she is trying to contact. Office Personnel will e-mail a member of the respective club's executive board with information about the call or message.

4. Postage Stamps for Official Club Business - All recognized Student Association Clubs may use the Student Association's postage machine in order to send official club mail. For more information, please see the professional staff in the Student Association Office.

5. Access to the Services of all Student Association Departments - Clubs may use the resources and services provided by all Student Association departments so long as the services and resources provided by that department are able help further that club's recognized aims, goals, and purpose(s). For more information on all Student Association Departments, see the Club Information Guide. Student Association departments and office personnel section included within this document.

6. Room and Space Reservations - Student Association recognized clubs are able to reserve rooms and space for use of meetings and events throughout North and South Campus. This includes the ability for the club to table in the Student Union lobby. For more information on reserving rooms and space please see the Student Union Room Reservation Policy and the Student Campus Website/Student Union Web Policy.
   Reservations can be made by logging onto UBlinked and creating an event for the club.

7. Club Website - Permanent Clubs use UBlinked to access a club website where they may advertise their purpose and events to UB undergraduate students. For questions/concerns with UBlinked, please contact the office of student engagement.

Maintaining Temporary Status
All temporary clubs must follow and obey the rules, regulations, and requirements set forth throughout this document for temporary clubs in order to maintain temporary status.
Timeline
Temporary clubs must have been in compliance with all rules, regulations, and requirements set forth in this document for two full, consecutive semesters in order to appear before the Student Association Senate in an attempt to gain permanent status.

Any club who has not been in compliance with all rules, regulations, and requirements set forth in this document for two full, consecutive semesters, may be granted a third semester of temporary recognition at the discretion of the Vice President and respective council coordinator. A meeting must also occur before a decision is made about whether or not the club will receive a third semester. After three semesters, if a temporary club has not met all rules, regulations, and requirements for two consecutive semesters, regardless of previous status, they will be derecognized.

Becoming a Permanent Club
In order to appear before the Student Association Senate to seek permanent status, a temporary club must meet the rules, regulations, and requirements of temporary clubs as stated in the “Rules, Regulations, and Requirements for All Recognized Student Association Clubs” located within this document. In addition a club should be able to prove its sustainability.

Senate Recognition Process

1. The meeting must be a properly called meeting of the Student Association Senate where quorum is met.
2. The club shall present to the Student Association Senate detailing its purpose, activities, and why it should gain permanent status.
3. The Student Association Senate may have a question and answer session with the temporary club.
4. Following the question and answer session, the club will exit the meeting, and will be made aware of the Student Association Senate’s decision once it has been rendered.

The Student Association Senate may either choose to move the temporary club to permanent status, at which time all permanent status rules, regulations, and requirements apply immediately, or may choose to keep the temporary club at temporary status, and there will be no change in the rules, regulations, and requirements temporary club must comply with. If Senate chooses to keep a club, temporarily the Student Association Vice President and respective Club Coordinator may decide to derecognize the club or set a new timeline for the club before they can go back to the senate to seek permanent recognition.
Permanent Club Status

Being a Permanent Club

Rules, Regulations, and Requirements
Permanent Clubs must meet the rules, regulations, and requirements expressed in "Rules, Regulations, and Requirements for All Recognized Student Association Clubs," of this document.

Privileges of Permanent Clubs
All permanent clubs are granted the privileges given to temporary clubs as expressed in the "Privileges of Temporary Clubs" located within this document in addition to the following privileges:

1. Access to Student Association Vehicles for Official Club Business - The Student Association maintains vehicles for permanent clubs to use for official club business. For further information on reservation and rental policy, please see the "Vehicle Policy" located within this handbook.

2. Ability to Apply for a Club Office through Student-Campus - Every year the Department of Student Unions allows permanent SA clubs to apply for office space. More information is made available by the Department of Student Unions each spring semester.

3. Ability to submit an Alcohol Request for Club Events - Permanent clubs may apply to have a cash bar at their club events. For more on this policy please see the "Alcohol Policy" located within this handbook.

4. Club Budget - The Student Association allows permanent clubs to apply for a club budget. Budget packets will be made available in the spring semester and allow permanent clubs to apply for a budget for the following academic year. The process will be announced and handled through the Student Association Treasurer.

5. Club Listserv - Permanent clubs are eligible to receive access to a club listserv for distributing club information on a bulk level. For more information and assistance, please speak to the professional staff in the Student Association Office.

6. Club Website - Permanent Clubs may apply for a club website through the Student Association by speaking to one of the professional staff in the Student Association office to get access to UBIT. UBIT offers traditional static webpages via WINGS. Additional steps are required to access the UBIT Content Management System Template (CMS).

Maintaining Permanent Status
All permanent clubs must follow and obey the rules, regulations, and requirements set forth throughout this document for permanent clubs in order to maintain permanent status.
Consequences of Non-Compliance with Student Association Policy
All clubs which fail to comply with all rules, regulations, and requirements set forth may lead to the club being put on probation at the discretion of the respective council coordinator or Student Association Vice President; being suspended by any of the Student Association Executive Board members; being investigated, and/or financially sanctioned by the Student Association Senate; being financially sanctioned by any of the Student Association Executive Board members; and/or being de-recognized by the Student Association Senate and Vice President for permanent clubs or the Student Association Vice President and the respective council coordinator, together, for temporary clubs.

Additionally, the Student Association Executive Board and the respective council coordinator reserve the right to freeze the budget line(s) of any club, or place any club on probation which fail to comply with any rule, regulation, or requirement set forth by the Student Association.

Title IX Policy for Student Association Clubs

Title IX
Title IX prohibits discrimination on the basis of sex in any educational program or activity that receives federal financial assistance. Both men and women have a right to equal access under Title IX. Title IX is commonly associated with equity in athletic facilities and opportunities. While Title IX covers these areas, it also protects both men and women against gender-based discrimination in any school program or activity. It also requires schools to take appropriate action in cases of sexual harassment and sexual assault.

Mandated Reporting as Student Leaders
As club executive board members, you are student leaders who represent the Student Association and the UB at all times. As such, you have a responsibility to report instances of sexual harassment and assault. The Student Association wants to ensure that you are prepared to appropriately and properly handle this responsibility. Although SA encourages all executive board members to be trained, only the top four members of all club executive boards will be required to complete a Systander Intervention Training which will be planned by a Student Association staff member. This will be complete at a club council meeting within the first two months of school. All four executive board members must complete the training by December 9, 2016.

Commented [J2]: rel requirements to the senate. Move to temp club section because they also get...
Commented [J22]: mp club section because they
• Request a special training for your club: you must have more than twenty participants to request your own Bystander Intervention Training.
  o To request a training: complete Wellness Education Services Program Request Form online; https://www.buffalo.edu/studentlife/who-we-are/forms/request-a-workshop/health-workshop.html#title_1979227926 https://www.student-affairs.buffalo.edu/shs/wes/wshoform.php and select Bystander Intervention Training.

Your attendance will be confirmed by your UB Card at the training. **Failure to complete the mandatory training will result in a frozen budget and inability to use any services from Student Campus Life.**

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**Vehicle Policy**

**To Reserve a Vehicle**

1. **Must be a club in Good Standing**
2. **Drivers must pass a van test by the Transportation Manager or their designee.**
   - To schedule an appointment for a van test, you must visit the SA website and fill out the corresponding forms. The transportation coordinator will email you to schedule an appointment after it is determined that you have met all requirements.
3. **Drivers must be at least 21 years of age and hold a valid NYS Drivers License and fill out permanent driver form.**
4. **Drivers will be subject to a DMV check.** SA performs this check through the NYS Lens Program. No potential driver will be allowed to drive other than for the vehicle test until the Lens report has been received and checked by the SA office (receiving the report may take up to a week). If a Lens report comes back with four (4) or more points on their license, driving privileges will not be given to that individual.
5. **SA receives updates to the Lens reports any time a driver incurs charges.** If at any point an update makes an approved driver ineligible their driving privileges will be revoked immediately. **These reports are confidential and may only be viewed upon written request by the individual whose name is on the Lens report.**
6. **Must have a PO Number before the reservation is made**
The Request
All Requests must be made at least fourteen (14) days in advance and no more than a semester in advance. Request, are to be submitted to the Transportation Coordinator via their mailbox in 350 Student Union. There are five request forms, 2 for vans, 2 for trucks and one for cargo vans. Van forms are broken down into 2 requests, one is within a 100 miles; the other is, outside 100 miles. The same is true for the truck requests. There is only one request form for the cargo vans because they are not allowed outside the greater Buffalo area. A FORM MUST BE FILLED OUT FOR EVERY VEHICLE YOU ARE REQUESTING EVEN IF IT IS FOR THE SAME TRIP. Example if you want 5 vans you need to fill out 5 van forms.

The Form
1. Form must be filled out completely, legibly, and correctly or it will be denied
2. A list of all students travelling in the vehicle must be filled out with their names, person number and their cell number (a person cannot be listed in multiple vehicles)
3. Proper documentation must be attached. This documentation must include proof of event, event time and location at the very least. SA may at any time request more information or different documentation.
4. All requests require that you attach a map / directions of where you are going and the estimated mileage for the trip.
   a. Please note: Feel free to use recourse on the internet such as google maps or any online travel planner to print out your map and other travel requirements.
5. You must include all locations that you will be traveling to.
   a. Example: Your club is travelling to North Caroline and you are going to stay at Ted’s house along the way. Ted’s house is 50 miles off of the estimated directions. List that additional mileage to get to and from Ted’s house and the reason for the extra mileage.
   b. If you are staying at a hotel and must drive to a different location for your event estimate the distance and list the additional mileage and reasons
   c. If you plan on driving to dinner or to see any sight list the estimated additional mileage and reasons
6. Form(s) must be turned in to Transportation Coordinator
7. Form(s) will go through the approval process
   a. The Transportation Coordinator and SA E-Board approve all requests
   b. Vehicles going outside a hundred miles are subject to approval by university officials in addition to the SA E-Board.
8. You will receive a notification by email for whether you have been approved or denied for the vehicle.

Trucks and Cargo Vans
The trucks and cargo vans follow all of the above stated policies and procedures. To reserve either a truck or cargo van you must pass an additional vehicle test for the respective vehicle. If you do not pass you will not be eligible to reserve or drive trucks or cargo vans.

The trucks and cargo vans can only be reserved for specific purposes and are not available to all clubs for use unless the use falls within those purposes. The Cargo vans may only travel the greater Buffalo area (roughly within 20 miles of the school). Please contact the Transportation Coordinator with any specific cargo van questions.

Picking up a Truck or the Cargo Van
If you have been approved for a vehicle:

1. The driver(s) of the vehicle(s) must come to the SA Office, 350 SU, and speak to the Transportation Coordinator, Administrative Director, or Associate Administrative Director by 4:00pm and;
2. Sign out Vehicle
3. Pick up keys
4. Pick up a Vehicle Return Form
5. Check the vehicle to see if there are any problems let Transportation Coordinator, Administrative Director, or Associate Administrative Director know before you take the vehicle out of the parking lot
6. Make sure the gas tank is full. If it is not let the Transportation Coordinator, Administrative Director, or Associate Administrative Director know before you leave.
7. If you do not you will NOT be reimbursed for the first tank of gas.
8. All vehicles must be signed out using the correct procedure. If a vehicle is taken out without being signed out by the Transportation Coordinator, Administrative Director, or Associate Administrative Director the vehicle will be reported stolen and you may face criminal charges.

Returning a Truck or Cargo Van

Before you return the Vehicle

1. Make sure your gas tank is full
   a. If you don't fill the gas tank your club will be charged $100
   b. Do not return the vehicle at the level of gas that you received it if it is not full. Your club will be charged $100.
2. Check your vehicle for any scratches, dents, etc...
   a. All damage must be reported.
3. Clean your vehicle
   a. If vehicle is not clean, your club will be charged $100.
   b. If a vehicle is returned with open alcohol bottles/cans or smelling of alcohol, your club will lose its vehicle privileges for the remainder of the year. (i.e., A van is returned in September smelling of beer. Your club will be charged the cost of cleaning the van until it is clean (no longer smells). You will also not be eligible to take an SA van out again until the next school year.
4. Fill out vehicle return form completely.
5. Vehicles must be parked in a SA spot in Jarvis Lot or there will be a $100 charge.

Please Note: you club can incur up to $1,000 in charges for incorrectly returning vans.

Returning the Vehicle
1. **Keys must be turned in before noon on the day it is due to be returned**
   a. There will be a charge of $100 a day for any vehicle not turned in on time.
2. Bring Vehicle Return Form and keys to office and turn into the Transportation Coordinator, Administrative Director, or Associate Administrative Director.
   a. If Vehicle Return Form is not filled out or returned with the key, there will be a $100 charge.
3. Your vehicle will then be checked by the Transportation Coordinator or their designee.
   a. The cost of repairs for any damages a vehicle sustains while signed out to your club will come out of your budget. If we need to use our insurance because of an accident, the club will be responsible for paying the insurance deductible.
   b. In case of an emergency where you think you may arrive later than noon, please email Amanda Johnson (aj7@buffalo.edu)

Other Penalties
1. If you lose the vehicle keys
   a. Your club will be charged $100 or the cost of replacement whichever one is greater.
2. Any traffic or parking tickets incurred are the responsibility of the driver. There will be $100 charge per month for every month the driver who is responsible for getting the ticket paid does not do so.
   a. Proof that the ticket has been paid must be brought to the SA office and kept on file.
3. The SA vehicles have the office phone number on the side of them. If we receive two or more reports of bad or dangerous driving your driver privileges will be suspended.
4. All mileage for any trip will be checked for reasonableness. Your club is responsible for accounting for all mileage placed on the vehicle. On the back of the Vehicle Return Form you will find places to enter information about your mileage usage. SA will allow for a reasonableness threshold of 10% of the total mileage used. Clubs who go over this threshold without approval or explanation your club will be charged a dollar for every mile traveled beyond the threshold.

In Case of an Accident
You will find an envelope in the glove compartment of the vehicle that will have all the documents you need and the phone numbers to call in the event of an accident.

1. Call 911 Immediately
2. Call SA Office
   a. If on a weekend call Transportation Coordinator or an SA E-Board Member (Numbers will be listed on the front of the emergency envelope.)
3. Call AAA (If car is not drivable or needs repairs)
   a. SA has AAA there will be a copy of it in the vehicle’s glove compartment
   b. Get information about where the vehicle is being taken.
4. Before you leave the accident scene get a police report
5. If the accident is found to be your fault your club will be charged the cost of the repairs and the driver will lose driving privileges. (IF YOU GET A POLICE REPORT)
6. Any club that gets into an accident and does not bring in a police report the entire club will lose vehicle privileges.

Any accidents/or damage must be reported to SA IMMEDIATELY.

Any accident must also be reported to the police immediately.

DO NOT LEAVE THE SCENE OF AN ACCIDENT UNTIL THE POLICE HAVE GIVEN YOU A POLICE REPORT!!!!

In Case of Breakdown
If your vehicle has broken down call AAA
1. SA has AAA there will be a copy of it in the vehicle's glove compartment inside the emergency envelope
2. Call the SA Office
   a. If weekend Call Transportation Coordinator or a SA E-Board Member
   b. The phone numbers can be found on the outside of the emergency envelope

Vans
SA does not own its own van fleet. We do however have B vans on permanent rental from Enterprise for club use. Because we do not own the vehicles clubs must go to the enterprise location to pick them up.

Picking up a Van
Due to the fact that SA does not own the vehicles clubs must go to the enterprise location to pick them up. We also need to schedule the pickup times. The following is the procedure for picking up an Enterprise van.

1. When you receive the email stating your club is approved you will also have to sign up for a van pick up time.
2. The Enterprise where our rentals are kept is not staffed all day. You MUST sign up for a pick up time or you will not be able to pick up the vehicle.
3. If for any reason you must change your pick up time you must inform the Transportation Coordinator immediately.
4. When you get to Enterprise at the predetermined time you will work with the Enterprise agent to sign out the van.
5. The Enterprise agent will give you a vehicle return form

How to get to Enterprise
1. You can either drive yourself and leave your vehicle at enterprise
2. Drive with a friend and take both the vehicle and the van or
3. Get a ride from the transportation manager.

Returning the Van

Before you return the Vehicle
1. Make sure your gas tank is full
   a. If you don't fill the gas tank your club will be charged $100
   b. Do not return the vehicle at the level of gas that you received it if it is not full. Your club will be charged $100.
2. Check your vehicle for any scratches dents etc...
   a. All Damage must be reported
3. Clean your vehicle
a. If vehicle is not clean your club will charged $100
b. If a vehicle is returned with open Alcohol bottles/cans or smelling of Alcohol, your club will lose its vehicle privileges for the remainder of the year. I.e. A van is returned in September smelling of beer. Your club will be charged the cost of cleaning the van until it is clean (no longer smells). You will also not be eligible to take an SA van out again until the next school year.
4. Fill out vehicle return form completely

Returning the Van
1. **KEYS MUST BE TURNED IN BEFORE NOON ON THE DAY IT IS DUE TO BE RETURNED**
   a. There will be a charge of $100 a day for any vehicle not turned in on time
2. Vans must be returned to the Enterprise where they were pick up.
3. Vehicle Return Forms must be returned to the SA office and turn into the Transportation Coordinator, Administrative Director, or Associate Administrative Director.

Other Penalties
1. If Vehicle Return form is not filled out or returned with the Key there will be a $100 charge.
2. Your vehicle will be check an Enterprise Agent who will report to SA the status of the van.
   1. The cost of repairs for any damages a vehicle sustains while signed out to your club will come out of your budget.
3. If you lose the vehicle keys
   1. Your club will be charged $100 or the cost of replacement whichever one is greater.
4. Any traffic or parking tickets incurred are the responsibility of the driver. There will be $100 charge per month for every month the driver who is responsible for getting the ticket paid does not do so.
   1. Proof that the ticket has been paid must be brought to the SA office and kept on file.

In Case of an Accident
You will find an envelope in the glove compartment of the vehicle that will have all the documents you need and the phone numbers to call in the event of an accident.

1. Call 911 immediately
2. Call SA Office
   a. If a weekend call Transportation Coordinator or an SA E-Board Member (Numbers will be listed on the front of the emergency envelope.)
3. Call Enterprise Rent A Car
a. If it is during business hours call the Enterprise Branch listed on the envelope
b. If it is after business hours call 1-800-Rent-A-Car for help
c. Enterprise will walk you through the steps you need to take

4. Before you leave the accident scene get a police report
   a. If the accident is found to be your fault your club will be charged the cost of the repairs and the driver will lose driving privileges. (IF YOU GET A POLICE REPORT)
   b. Any club that gets into an accident and does not bring in a police report the entire club will lose vehicle privileges.

Any accidents/or damage must be reported to SA IMMEDIATELY.

Any accident must also be reported to the police immediately.

DO NOT LEAVE THE SCENE OF AN ACCIDENT UNTIL THE POLICE HAVE GIVEN YOU A POLICE REPORT!!!!

SA Bus Rental Policy

The Student Association and SA recognized club’s/student organizations (collectively referred to as “SA”) may hire a company to provide bus transportation services (a “Company”) only in compliance with this policy.

Any motor vehicle with the capability of seating more than 7 people shall be deemed a “bus” within the meaning of the policy. All Companies shall be independent contractors; this policy shall not be construed as creating an employer-employee relationship between SA and anyone.

Documentation to be Provided by Bus Company Doing Business With SA

Any Company that SA hires the services of to provide bus transportation must upon request provide the SA Administrative Director with the following at least 4 weeks prior to the trip (and current updates of the same, upon request):
1. Insurance certificate evidencing that the Company has a minimum of $5 million U.S. in applicable liability insurance coverage;
2. U.S. DOT number, and any state DOT number, as may be applicable, and proof of license/authority to operate wherever the Company will be providing services to SA;
3. Copies of the Commercial Driver’s Licenses of all drivers who will/might be providing services to SA, and a schedule of who will be driving when;
4. Contact information for a responsible person(s) at the Company (other than the bus drivers) accessible 24/7 for handling contingencies and emergencies;
5. The Company’s pre-trip safety briefing policy (upon request of any SA Officer);
6. Proof of annual inspection of any vehicle that will be used (upon request of any SA Officer);
7. A copy of the Company’s driver drug and alcohol testing program (upon request of any SA Officer);
8. Three credible positive references (preferably from other university or not-for-profit groups), to be verified by the SA Officers (or their designee), if SA has not done business with the Company in the preceding 3 years; and
9. All of the above related to anyone/any other company that the Company will subcontract with for equipment or drivers for services that will be provided to SA.

A Company that has done business with SA in the preceding 3 years does not have to re-submit information/proof that they have already provided (so long as the information remains current and accurate), unless an SA Officer requests that the Company do so in order for the Officer to determine whether such information/proof is current.

The SA Officers may waive these requirements in contracting with the University at Buffalo itself or any UB department to provide bussing or transportation services.

**Decision-Making Regarding Whether to Allow a Particular Expenditure**

Expenditures relating to a bus or busses may be approved on behalf of SA by (1) the SA Treasurer (or designee), and (2) either the SA President or Vice President. Each of the SA Officers may review and consider any of the following in determining whether to allow (or not allow) an expenditure for hiring the services of a bus or busses, in addition to the requirements listed in Section A, and in addition to the documentation regularly requested for other expenditures:
Travel Policy

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 UB's North Campus and involving SA or an SA recognized club/organization. Clubs that encourage or require one 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 Senate and may include: (1) fines to the club or de-recognition of the club, and/or (2) loss of van privileges to the club or travelers involved in the violation, and/or (3) prohibition on violating students traveling to future SA or SA club events, and/or (4) personal liability on the part of the violator.

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 be used at all times. Maximum passenger capacity in vehicles shall be the amount of people who can fit in the vehicle with each having his/her own seat belt.

3. People traveling to and from activities or events covered under this policy should have a minimum of six (6) hours sleep before driving and drive no more than six hundred (600) miles/hours of driving 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 travelling by air and other modes of commercial transportation must comply with all laws applicable thereto.

**Legal Requirements**

1. Any club trip must be approved by the SA Treasurer and either the SA President or Vice President; this approval shall be evidenced by their signature on the pre-encumbrance form for the expenses related to the trip.

2. Anyone going on a club trip must 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.

3. 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.

4. 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.

5. The following information must be provided to the SA Administrative Director in writing and certified by the club president at least 2 business days prior to any trip: destination and itinerary, documentation of the allowable purpose of the trip, list of traveler (including name, date of birth, address, phone number of traveler and phone number of emergency contact), and detailed information about any privately owned vehicle that will be used in the trip (including copy of registration and proof of insurance). This includes if you are flying someone in from elsewhere.

**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 in order for it to be deemed a club event for which Student Activity Fee funds may be used.

2. There is no limitation on the amount of funds a club can fundraise in support of a trip.
3. Any portion of the trip not paid for by the club shall be paid by the traveler directly in advance. The SA Treasurer may set reasonable rules concerning the collection of any student contribution.

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

5. Clubs may pay for recreational activities for a portion thereof if attended by all travelers and if directly related to the purpose of the club.

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

7. Only actual, necessary and reasonable business expenses will be paid for. A common carrier (train, bus, plane) usually results in the most economical method of transportation. The most economical method should be used unless there are circumstances that would make this unreasonable.

8. When choosing the method of transportation, SA Participants should consider several factors, such as distance traveled, time of travel, distance of travel, number of travelers, number of locations to be visited, and what type of transportation may be available. Many airlines offer saver rates whenever possible. If a savings is realized, To obtain the lower airfare, there may be additional lodging and other expenses. A cost comparison should be done to determine cost effectiveness (show airfare savings exceed the costs incurred).

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 in order to enter the country. It is the traveler's responsibility to determine whether he/she 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 offered 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 these costs.

3. Each traveler at his/her own expense must acquire medical insurance and medical evacuation/repatriation insurance that will cover him/her 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. According to the U.S. Department of State, “Travel Warnings are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government’s ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.”

5. The U.S. Department of State also lists “Travel Alerts” on its website. “Travel Alerts are issued to disseminate information about short-term conditions, either transnational or within a particular country, that pose significant risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.” 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.

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Alcohol Policy

1. The only events at which alcohol may be served are formal and semi-formal dances and receptions.

2. Further, these events will only take place at banquet facilities where the bulk of the revenue/marketing does not involve alcohol (i.e., no bar parties or nightclub parties of any kind). Our objective is not to make alcohol the mainstay of events.

3. SA will have a safety plan on file that will be available, upon request, at the SA office.

4. SA will provide for any resources which Student Affairs/Engagement reasonably deems necessary to make the events safer (for example: extra security, bussing, taxis, etc.).

5. Student Affairs/Engagement and SA officials shall have the right to inspect any event at which alcohol is served to ensure sufficient security measures.

6. SA will work with Student Affairs/Engagement and SA officials shall have the right to inspect any event at which alcohol is served to ensure sufficient security measures. Please refer to the preferred vendors list that is located within the SAFR system of SA on the SA website.
3.7. No Student Activity Fees will be used to purchase alcohol, and all events will be "cash bar" only (except for Holiday Winter Gala, Spring Gala and Commencement Gala, Commencement Celebration, and Fall Food Festival).

4.8. "After parties" for any SA event will not be endorsed or supported by SA or any SA clubs. Sanctions for any club violating this rule will be significant.

   a. After parties/after celebrations/anything along those lines for any SA event will not be endorsed or supported by SA or any SA clubs. Sanctions for any club violating this rule will be significant.

How SA Will Determine Which Clubs Should Be Allowed to Host Formal or Semi-Formal Events at Which Cash Bars May Exist:

1. How Clubs Will Be Selected/Approved:
   - Forms for proposals will be available starting May 1 and will be due to SA on the 2nd week of October. Alcohol Request Forms are available on the Student Association Website.
   - The SA Officers will make recommendations regarding the appropriate clubs to host such events based upon the criteria below, after seeking the input of the club's council coordinators. The Request will be reviewed by the Student Association Vice President and respective Club Coordinator. Revisions may be required to be completed by the club before their request will be approved.
   - Before the university administration will review the written Safety and Security Plan for each event, the administration has a check to make sure that only clubs with a history of responsible operations may utilize this privilege. Once approved by the Student Association the request will be submitted to the Office of Student Engagement for review and approval. More revisions may be required before the request is fully approved.

2. Criteria for Events:
   - The club must be permanently recognized by SA.
   - The club must show a successful past with events not relating to alcohol.
   - A club must demonstrate that they serve a significant amount of the UB undergraduate student body.
   - The event must be semi-formal or formal.
   - The event must be held for a legitimate purpose that helps the club follow the objectives of its mission statement/purpose and achieve club goals within SA.
   - Traditional Events (events held annually for at least 3 years) with a successful past will be considered stronger candidates than newer events. Long-standing events will be prioritized.
   - The club requesting the event must have NO recent history of wrongdoing in regards to SA regulations or university policies.
   - Please refer to the event planning guide which is located on the SA website.
Copies Services Policy

**What we offer:**
The Student Association (SA) provides black-and-white copying services for clubs to promote their events.
Flyers can be copied onto colored paper, or be color copies. SA color paper selection is as follows: White, Blue, Green, Pink, Yellow, and Goldenrod.

**To receive copies:**
Fill out a Copy Request Form from the reception desk in 350 Student Union, attach the original flyer, and return to the receptionist. The flyer will be reviewed for compliance with the requirements listed below. If approved, the copies will be made and placed in your club’s mailbox. If the flyer is rejected, it will be placed back in your club mailbox with a reason attached to it. Your club then has the opportunity to revise and re-submit the flyer.

**Content Requirements:**
Flyers must contain the following:
- Club Name
- Name of Event
- The time, date and location of the event
- The SA logo (digital versions are provided on the SA website www.sa.buffalo.edu)
- Less than 50% Ink Coverage
- Vulgar or pornographic, content is not permitted
- All content is required in English:
  - Non-English languages may be allowed if a complete English translation is included in the flyer
Translations that cannot be confirmed by SA will result in the rejection of the flyer.

**Format Requirements:**
- For flyers or originals must be printed on 8 1/2" x 11" sheets of white paper with a 1/2" border on all sides and submitted to the front desk of the Student Association.
- Originals will be copied as they are received.
- Quarter sheets must be designed and handed in as quarter sheets to be copied as such.
- For Posters (11" x 17") a jpeg or pdf must be emailed to ubso@buffalo.edu for printing.

**Time Requirements:**
SA does not guarantee same day printing on any flyers submitted. Please allow at least 2 full business days from the end of the business day that the flyer was submitted for copy completion.

**The Credit System**
Each copy or print cost the club credits. Each club gets only 3000 credits for the year. It is important to keep track of how many credits are being used so that we can plan paper and ink orders appropriately for the year. If a club uses its allotment of credits they may buy copies from their budget.

Below please find what each copy/print cost in credits and monies:

Flyers (8 1/2 x 11)
- White or Colored Paper Single Sided Black Ink Only: 1 Credit $0.03
- White or Colored 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 ***

Posters (11 x 17)
- White Paper Black Ink Only: 10 Credits N/A
- White Paper Colored Ink: 20 Credits N/A

Banners (42 x 72)
Banners do not cost credits but the club may receive only ONE (1) free banner per event but two (2) a year a semester. The cost for additional banners will be $35.00 each to be taken from the club’s budget. Banners can be designed by submitting a Club Graphic Request Form. To have a banner printed a jpeg or pdf must be emailed to ubsa.buffalo.edu.

**Campus Posting Policies:**
- Posting is limited to one flyer on a public bulletin board as per UB’s posting policy. Visit [https://www.buffalo.edu/studentlife/who-we-are/departments/campuslife/guidelines-and-policies.html](https://www.buffalo.edu/studentlife/who-we-are/departments/campuslife/guidelines-and-policies.html) [http://www.buffalo.edu/content/dam/www/studentlife/units/uls/student-conduct/ub-student-code-of-conduct.pdf](http://www.buffalo.edu/content/dam/www/studentlife/units/uls/student-conduct/ub-student-code-of-conduct.pdf) [www.student-affairs.buffalo.edu/student-unions/policies.php](http://www.student-affairs.buffalo.edu/student-unions/policies.php) for the complete posting policy.
- Violation of campus posting policies may result in penalization of the offending club as per UB’s posting policy.
- Posting in the Residence Halls is forbidden without RHA approval.

**Sport Club Participation Agreements**

In certain instance SA may require your club members to complete waivers for events or activities your club has planned. All members of sport clubs are required to complete sport club participation waivers before they may partake in any physical activity of the club.

**Event-Based Insurance Policy**

The Student Association provides General Liability insurance to cover most of your club’s activities. However, if your club holds an event involving any of the following activities, the details must be submitted to our Insurance Company 30 days prior in order to obtain approval:

- Events having a parade.
- Events involving aircraft or hot air balloons.
- Motorcycle runs or Automobile rallies.
- Fireworks.
- Firearms.
- Animals (other than house pets).
- Carnivals with mechanical amusement rides.
- Rock, Hip-Hop or Rap concerts with attendance greater than 500.
- Events involving contact sports.
- Rodeos.
• Political Rallies.
• Events lasting more than 5 days.
• Events with more than 500 people in attendance at any one time.
• Any activity by third party telemarketing, direct mail or internet advertising firms.
• Any event where the venue requires your organization to name them as an Additional Insured.

Please inform the Student Association with details of any events involving any of the aforementioned activities at least 45 days beforehand. This will ensure that we are able to properly document and process all the information needed in order to get insurance for your event.

Club Insurance Policy

Sports Clubs
Sports Clubs are automatically insured through NIRSA/NACDA, the national insurance company for intercollegiate club sports. Before official recognition is granted by the Student Association, the prospective club sport must be added to the insurance list.

Non-Sports Clubs
If a club participates in a physical activity, but is not a sports club, insurance must be obtained. The club will need to give all required information and details to the Student Association, in order for the Student Association to file an Insurance application on the club’s behalf. This is a process that must be done through the Student Association, and meet the Student Association’s internal insurance standards. If the club desires to change the amount of physical activity offered, or the specific offerings of physical activities, the Student Association must be immediately notified so the insurance application can be updated. Any club that does not follow this policy will face disciplinary action at the discretion of the Student Association Executive Board, with the possibility of de-recognition.

Safety (Risk) Assessment Policy
What Risk Assessment Is
Risk Assessment highlights areas where there are safety concerns and helps you create plans, precautions or procedures to be put in place to prevent foreseeable harm.

Although it seems like a massive job, assessments aren’t really that hard to work through and complete.

When Risk Assessment Needs to be Done
Anytime there is an event that:

- Needs the input of the University’s Major Event Committee.
- Requires purchasing additional insurance.
- You have concerns about safety or someone’s well-being.
- SA has concerns about the event you are planning.
- When the event capacity exceeds 100 expected attendees.

Why Risk Assessment Needs to be Done
- Creates an awareness of hazards and risks.
- To keep people (members, event attendees, visitors, etc.) safe.
- Most importantly, it helps make your event run smoothly which in turn makes life easier for you.

How to Do Risk Assessment
In general, to do an assessment, you should:

- Figure out what can be hazardous (meaning a problem).
- Evaluate the likelihood of an injury or illness occurring, and its severity.
- Check the history of the event with former E-board(s).
- Monitor to confirm the risk is minimized or controlled during the event.
- Evaluate & adjust procedures as needed.
- Keep any documentation or records that may be necessary. Documentation may include detailing the process used to assess the risk, outlining any evaluations, or detailing how conclusions were made.
- This should be done in a comprehensive document that can be shared and edited when necessary with any of the SA executive board or professional staff.
SA is Available to Help
If you don't know where to start, need additional help or your former E-board isn't available to get the history of your event, come see RP or Amanda in the SA office for help or to get more insight on how your event was previously planned.

Consequences for not Doing Risk Assessment
Depending on the severity of the occurrence, your club can face having its budget frozen, be put on probation/suspension or in some circumstances club de-recognition.

Risk Assessment Step by Step Procedure

Step One - List all event activities or concerns.

Step Two - Identify risks associated with each activity.

Step Three - Use the Matrix to determine the level of risk before applying any Risk Management strategies.

Step Four - Brainstorm methods to manage risks. See if you can reduce the probability that something will go wrong.

Step Five - Submit Risk Management & Insurance Matrix with Activity Proposal to SA.

Step 1 - Identify the Hazards
Consider the events that are likely to result in harm.

Risks could be considered with the following categories:

- Equipment maintenance, usage or appropriateness
- Transportation
- Personal Accidents
- Manual Handling (setup or breakdown of event)
• Lack of “hand on deck” for large events. (Executive board to club members ratio, either too many or not enough)

You should consider all possible sources of injury or accident, for example: loading equipment to trailers, use of minibuses, activity and skill level of participants, social activities, etc.

Risk Assessment should only include what you could reasonably be expected to know - you are not expected to anticipate unforeseeable risks (bus showing up late/not at all, fight, capacity being reached, etc.).

**Step 2 - Determine Who Might Be Harmed**
Consider everyone who could be affected by any hazards. This will not only include club members but also members of the public, coaches/officials or other activity participants.

**Step 3 - Determine How High the Risk Is**
Before assessing whether controls are adequate, it is necessary to evaluate how great the risk is. Depending on the level of risk, controls and precautions may be adequate or insufficient. (either use the simplified scale within the table, giving a risk a high, medium or low probability)
OR

Assume: Risk Factor = Seriousness of Outcome × Probability

Injuries range from 1 to 5 (one being nearly fatal while cuts and bruises would be five).
Probability ranges from 1 to 4 (one being possible but unlikely and four being very likely.

**Step 4 - Create and Implement a Plan**
Plan actions that will reduce the risk of harm.
- What precautions can you implement against the risks from hazards listed?
- Can you provide information, training or instruction?
- Are there adequate systems and procedures in place?
- Do the existing precautions represent good practice and reduce risk as far as is reasonably practical?

If the answer to these questions is yes, then risks are suitably controlled.

If the answer to these questions is no, then what else can you do to adequately control the risks?

- Remove the risk completely
- Try something less risky
- Issue protective equipment

If there are a number of inadequately controlled risks, you may wish to talk to SA for help and ideas on what can be done to limit the risks of harm to anyone, thing, or place at your event.

**Step 5 — Review, Review and Revise**

An essential part of a Risk Assessment is reviewing your action plan after the event. Documenting what you did and how well it worked can help your club's future E-board prepare and plan for the events of the club. You should review, suggest revisions, and note anything that happened that you did not plan for that happened. Everyone’s goal is to make sure that all students and participants of events have a safe and enjoyable time at our events. Completing the Risk Assessment before your event and reviewing and revising it after your event helps ensure that we meet these goals every time.

Remember SA is here to help you every step of the way.

**Gift Policy**

Items or services bought exclusively for the personal use and ownership of club E-Board members shall not exceed $25.00 in value unless express permission is granted by the SA Executive Board.
Recognition by Outside Entities

Student Association clubs may be recognized by an outside organization with the approval of the Student Association. All rules, regulations, and requirements of the Undergraduate Student Association have priority before any rules and regulations of any other entity.

Dues

Clubs may not enact or vote on mandated dues under any circumstance. Any club that desires to charge dues must make them voluntary. Dues may not be used as a criterion for voting membership.

Collaborations with outside clubs and organization

This requires extensive review before any agreement is made, by the Student Association Executive board, professional staff and council coordinators and should be handled on a case by case basis.
Club Handbook Statement of Understanding

Date: __________________________

We have been given, read, and understand the Student Association Club Handbook. We understand that as an E-board member of ________________, a club recognized through the Student Association that we are required to uphold all the rules, regulations, and policies outlined in the handbook. I understand that not following the rules in the 2018-2019 Club Handbook could lead to my club being placed on probation, suspension or ultimately de-recognized. By signing below, we swear to do our utmost to follow all rules, regulations, and policies for the betterment of our club and the Student Association.

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<tr>
<th></th>
<th>Signature: __________________________</th>
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<tr>
<td><strong>President</strong></td>
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<td><strong>Treasurer</strong></td>
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<td><strong>Secretary</strong></td>
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Print Name: __________________________

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Finance Handbook
2018 - 2019

Tanahiry V. Escamilla
TREASURER- UB STUDENT ASSOCIATION
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Section 1: General Information

Definitions
The first step in successfully managing your budget is being able to understand the financial terms used throughout the process.

Advance: An advance is a check drawn prior to receipt of goods/services. Advances are used for situations in which a vendor will not accept a PO number.

Club Budget: The amount of money set aside in SA’s accounts and records specifically for one club’s use. Also referred to as a club line.

Expenditure: Any money spent from the club’s budget through the encumbrance process.

Fiscal Year: Refers to the budget year. SA’s fiscal year is August 1 to July 31.

Fundraised Money: Any new, non-SA transferred monies that a club collects or raises for the club’s use.

General Ledger: Shows SA’s entire starting budget by lines, including clubs’ budgets, and any changes including expenses, fundraising, co-sponsorships etc. made to each line throughout the year. The general ledger can be found at https://safc.sa.buffalo.edu/general-ledger.

Net Profit: Net profit is used when a club wants to use a fundraising event to donate funds to a legitimate not-for-profit organization. It is calculated by subtracting the total expenses from total revenue of the event, thus showing what has been earned (or lost) at a given event. Any revenue remaining after expenses are subtracted from the revenue is net profit, only net profit may be donated.

Non-Charitable Contribution: Money is considered a non-charitable contribution when the money is given to a club and nothing is received in return.

Pre-Encumber: SA uses a pre-encumbrance system. The system verifies that the money is available and proper approval is received before the actual purchase is made. All payments for goods/services need to be pre-encumbered (or requested beforehand) or they will not be paid by the SA accounts.

Purchase Order (PO): A PO is a guarantee of payment given to a vendor in place of payment at the time of purchases.

Receipts/Invoice: Is proof of purchase or proof that goods were provided by the vendor, in other words a transaction has occurred.

Reimbursement: A reimbursement is repaying an individual when they spend their personal money on club business. Just like any other expense, prior approval is required.
Revenue: New money that comes into a club’s account from an outside source. This can be money collected through ticket/event sales through the SBI Ticket Office, non-charitable contributions, or bake sale money deposited through the SA Finance Department.

Services Performed / Provided: This type of expenditure occurs when you are paying someone for their services.

Starting Budget: The budget approved for the club’s use by the Student Association Senate for use during the fiscal year it was allocated. This excludes any rollover a club may receive.

Student Association: May be abbreviated as SA.

Sub-Board I Inc: May be abbreviated as SBI.

Tax Exempt: The Student Association is a tax-exempt organization, meaning that we do not pay New York sales tax.

Concepts
Management of Club’s Funds
All recognized clubs of the Student Association are assigned unique budget lines. All of the club’s money must be deposited and stored within the Student Association accounts. Any money received must be brought to the Student Association Finance Department (350 Student Union) or SBI Ticket Office (221 Student Union).

The Pre-Encumbrance Process
1. The Club President or Treasurer goes into SAFE and enters the request for the goods/service. It will say “New” when it is submitted.
2. The Status will change from “New” to “In Process” once a SA bookkeeper reviews the new request and if all necessary information has been provided the bookkeeper transfers the information from SAFE into KVS (the SBI accounting software).
   a. SA Pro-staff reviews and approves
   b. SA Treasurer reviews and approves
   c. Student Engagement reviews and approves
   d. Sub Board releases the PO, this generates a PO number and prints a paper copy
   e. Sub Board sends paperwork to SA
   f. SA Eboard gives final approval (President or Vice President)
   g. SA bookkeepers update status to “PO Ready” in SAFE
3. The club may move forward and purchase the item unless the vendor is among a select few such as Amazon or Red Roof (see later for complete list).

Rollover
Rollover is fundraised money that is left over from the previous fiscal year that may be added to the clubs account the following fiscal year, provided requirements are met. Note that rollover from the previous year does not count as fundraised money for the current year and must be used within the fiscal year it is awarded to the club.

Rollover is calculated based on the remaining final balance in a club’s budget and the total amount fundraised at the end of the fiscal year.
A Permanent Club will receive rollover if they complete the following criteria:

1. Satisfied club requirements for the preceding fall and spring semesters.
   a. Requirements for permanent clubs are 2 club meetings, 2 club events, 2 SA participations, and 2 community service, per semester
2. Fundraised a minimum of 50% of the club’s starting budget.
   a. This percentage can be reduced through the completion of additional SA Participation, club events, and community service (excluding any requirements that are required of the club by the SA Vice President or Council Coordinator to return a club to good standing).
   b. Each additional event takes 1% off of the required initial 50%.
   c. A maximum of 3 additional requirements from each category will be used for the maximum total reduction of 12% of the initial 50% requirement
   a. Any Permanent Club that misses a 2-2-2-2 requirement in either semester, but make it up to have a sum total of 4-4-4-4 for the year, and fundraises 50% of their budget, are eligible for a maximum of 50% of their rollover.
   b. A maximum total reduction of 12% of the initial 50% requirement can be earned.

A Temporary Club will receive rollover if they complete the following criteria:

1. Satisfied club requirements for the preceding fall and spring semesters.
   a. Requirements for Temporary Clubs are 2 club meetings, 2 Club events, 2 SA participations, 2 community service, and 2 fundraising events, per semester
   c. Any Temporary Club that miss a 2-2-2-2 requirement in either semester, but make it up to have a sum total of 4-4-4-4 for the year, are eligible for a maximum of 50% of their rollover.

**Note that Rollover is calculated based on the prior year’s track sheets, so it crucial to accurately complete monthly track sheets in order to ensure that all requirements are completed and are properly documented. Edits more than a month after the initial submission of a track sheets will not be accepted.

**Fundraised Money
Any and all money your club fundraises in the name of the club or with club resources must be deposited at the SBI Ticket Office or the Student Association Finance Department. Clubs are not allowed to keep petty cash accounts or any money outside of their SA Club Budget. Money must be turned in within 2 business days of a fundraiser.

**Keeping Track of Your Club’s Account Balance
The general ledger contains all the transactions that your club makes. It takes time for the general ledger to accurately reflect any status changes. The Treasurer for each club is encouraged to keep track of expenses independently in order to have the most up-to-date information as well as ensure there are no discrepancies with the general ledger.

**Budget Appeals
The SA Constitution outlines the Budgetary Process for clubs. The SA Treasurer will inform all clubs of the full process at the beginning of the spring semester each year.

**Summer Budget Access
All club budgets are frozen from the last day of classes each spring semester until the satisfactory completion of club orientation each fall semester. Each year the SA Treasurer will inform clubs of the process to have summer budget access.

**Frozen Budgets
The SA Executive board and SA Council Coordinators have the ability to hold or “freeze” club budgets at any time, if the club fails to meet or fulfill the requirements set forth by their Council Constitution, the
Student Association requirements, and/or violation of any policy. The budget will remain frozen until the reason for the freeze has been sufficiently satisfied. The club executive board will be notified through email when their budget is frozen by the SA Treasurer or Council Coordinator.

**Equipment Rental Fines**

More information regarding equipment rental can be found in the club handbook. If equipment is returned after 12 pm on the due date, the following consequences will occur:

1. **1st occurrence of lateness:** Club will receive a warning and club budget will be frozen until the equipment is returned.
2. **2nd and beyond occurrences of lateness:** Club will receive a $75 fine for everyday it is not returned.
3. **A large number of late returns may result in the club’s ineligibility of the use of production equipment.**

When checking out equipment, please verify condition of each piece of equipment with the SA staff member processing the equipment. Clubs are responsible for everything that comes with each rental, including equipment, cables, stands, etc. At the time of return condition of equipment will again be checked by a SA staff member and the club will be made aware of this condition report.

If equipment is returned damaged, broken, or missing any parts, the club will be financially responsible for the cost of each item broken/missing.

**Section 2: Finance Procedures and Processes**

**How to Read the General Ledger?**

On the top of the page is the name of the line (club or departments name) proceeded by the club or department’s account number.

<table>
<thead>
<tr>
<th>Title:</th>
<th>This is the descriptor given in the request for funds that appears as the main identifier.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Breakdown of purchases from description mention on SAFE.</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>The date that the encumbrance was recorded in SAFE.</td>
</tr>
<tr>
<td><strong>Budget Adjustment:</strong></td>
<td>Change to the balance of a club account including fundraising, co-sponsorships, fines, or basically any monetary changes that are not processed by a check.</td>
</tr>
<tr>
<td><strong>Amount:</strong></td>
<td>The amount that the transfer / encumbrance was entered for.</td>
</tr>
<tr>
<td><strong>Balance:</strong></td>
<td>The amount of money that is left in the club’s budget after taking into account budget adjustments, encumbrances and any monetary expenses.</td>
</tr>
</tbody>
</table>

**Requesting Funds**

In accordance with the State University of New York Fiscal and Accounting Procedure for Mandatory Student Activity Fee Programs, we, the Student Association, have set up and use an encumbrance approval
system. In accordance with this system all transactions must have prior approval by the SA President and Treasurer and Campus Designee before any money is spent.

How to log into SAFE?
Only club presidents and treasurers can access SAFE at https://safe.sa.buffalo.edu/.

Completing the Form on SAFE

Club Event: This is a pull-down menu. If you are putting in a PO for an event with other PO requests, select your event. If this is a new event, select “None” in the pull-down menu.

Title: This is the descriptor for the request you are putting in. Don’t submit the same title for 6 different requests for the same event. That doesn’t help anyone (don’t list all titles as “Event Name” instead be more specific “Event Name, Event Date – Venue”, “Event Name, Event Date- Busing”, etc.) This assists both the club and Finance Department in location of requests.

Description: Please list who, what, where, when, and why. A complete list of what is being purchased must be given.

Account: If you have access to more than one account, please select which account line you are requesting funds from.

Enc. Date: This is the date the encumbrance was recorded in SAFE when entered by club president or club treasurer. It is automatically recorded when the request is submitted.

Amount: Please enter the amount requested.

Vendor: The pull-down menu shows a list of preferred vendors. Use the “Custom” option if you are not using a preferred vendor.

Pay To: If the vendor is not listed in the pull-down menu, input the vendor name. This has to be the name that will be printed on the check.

Address: The vendor’s address that the check needs to be mailed to.

City: City the check needs to be mailed to.

State/Province: The pull-down menu shows a list of states. Select the state the check needs to be mailed to.

Zip: Enter the zip code the check needs to be mailed to.

Questions: Must choose “Yes” or “No” to the following questions.

1. Do you need this check in advance?
2. Is this a reimbursement?
3. Delivery Method (Must choose “Hold” or “Mail”)

**Supporting Documentation:**
Documentation must be uploaded. Required documentation is a flyer for the event (with the SA logo) or proof that the event is happening (e.g., email to the club listserve, Facebook post on the club’s page, UBLinked event).

**Save and Upload:**
Click the blue button on the bottom right corner to submit your request.

You MUST include a flyer or event documentation with the request form for EVERY encumbrance. Please allow at least 3-5 business days for your request to be approved.

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Section 3: Making Purchases

**Payment Types**
These are some of the different types of expenditures you may incur when making a request to purchase a good or service.

**Purchase Order**
Every approved request for funds is assigned a Purchase Order (PO) that has a PO number. Each transaction, whether they are directly through PO’s, advances, or reimbursements have a unique PO number.

This number is also used for purchases in place of a different type of payment. However, not all businesses or vendors will accept a PO. If the vendor is not a preferred vendor then it is prudent to check with the vendor to see whether or not they accept purchase orders before requesting funds in SAPE. This is the simplest way to make a purchase and clubs will be encouraged to use vendors that accept PO’s. When making a purchase with a business using a PO, give the vendor the PO number and/or a copy of the PO in place of payment at the time of the purchase. The vendor should, in return, give you the goods/services requested and an acceptable receipt or invoice for your purchase. The receipt/invoice must be brought to or mailed to the SA Finance Department in order for the vendor to be paid.

Purchase Orders should be paid within 30 days of receipt of goods/services. Do not just give a vendor a PO and forget about it. You must immediately return your acceptable invoice or receipt to the SA Finance Department for processing. If the vendor does not issue an invoice or receipt at the time of purchase it is the responsibility of the club to ensure an invoice or receipt is mailed or received in a timely manner. Your club budget may be frozen or have other actions taken against it if this is not done.

If a PO is not used, please notify the SA Finance Department promptly so that we may cancel it in our system. If an unused PO remains in the account, the club will not be able to use the encumbered funds until it is voided. Be aware the process to void a PO is can take up to a week or more.

**Advance Check**
This type of expenditure is when a check is given to a vendor before goods or services have been received. The Finance Department requires at least 2 weeks to a month for an advance check to be processed. A quote or contract signed by the SA Eboard is required to process an advance check.

After the check is received by the vendor and the goods or services are provided, documentation must be acquired from the vendor to settle the advance. Examples of required documentation may be a paid in full...
invoice or a contract signed by the artist/vendor in original ink. For events, proof of attendance may be required (as well results from a tournament, conference booklet, etc.). Required documentation is due to the SA Finance Department within 10 days of receipt of goods or services, and failure to provide this documentation will result in the freezing of the club’s account.

In the case of performers, advances should only be processed for those over $1000 and should never be mailed out prior to the event. The check should be given to the performer only after their have completed their performance (e.g. at the event but after the performers services are finished).

Reimbursement
The only time reimbursement should be done is after all other avenues have been exhausted. Reimbursements will not be processed for preferred vendors or for goods/services that could be reasonably provided by a preferred vendor. Reimbursements need to be set up for the individual that is actually making the purchase, if multiple people are making purchases multiple reimbursements need to be requested. Include the name and email of the payee (person who is getting the reimbursement) in the “Description” box when entering it into SAFE. At no time should a reimbursement be put in because of laziness or forgetfulness of a club members. Prior approval is required meaning reimbursements follow the same encumbrance process as any other purchase, verbal approval does not satisfy this. The Student Association is a tax-exempt organization, therefore New York State sales tax will not be reimbursed. In order to avoid being charged NYS Tax for club purchases in the first place, you must obtain a tax-exempt form from the SBI Corporate office (341 SU) prior to your purchase.

Reimbursements will not be honored if you paid with cash (e.g. you can’t pay for gas with cash and expect to be reimbursed, even if you had it approved properly in SAFE).

SA will void out any reimbursements 30 days after the date of the event, if proper documentation has not been turned in.

Once a reimbursement is voided there is no guarantee that it will be approved again.

Documentation Required for Reimbursements
1. Itemized/Vendor Specific Receipt/Invoice (must be original receipt – no copies).
2. If paid by personal check, copy of front and back of cashed check (this can be obtained from your bank).
3. If paid by credit/debit card a Card statement is required. All information may be blacked out except:
   i. Last four digits of card number
   ii. Name of cardholder – must match name of person being reimbursed
   iii. Charge(s) being reimbursed

   AND/OR
   b. A Copy of the Credit Card that made the purchase. All information may be blacked out except:
      i. Last four digits of card number
      ii. Name of cardholder – must match name of person being reimbursed
      iii. Required documentation is dependent on the information that is printed on the receipt/invoice*

Receipts and Invoices
Most receipts are provided when you purchase goods while in a store and are generated by the register. Paper receipts will also be given to the club for money deposited in the SA Finance Department. Invoices
generally are provided when you purchase a good or service from a vendor not while in their store. Invoices are an itemized bill showing the details of the purchase. Invoices and receipts need specific information on them for the documentation to be acceptable. Receipts should be original and should at minimum include: Detailed description of purchase (vendor name/information, itemized purchase, date of transaction, etc.) and show the transaction was completed (paid) as well as what payment method was used.

**Only vendor specific, itemized receipts/invoices are accepted!**

Essentially, vendor specific itemized receipts/invoices include the vendor name printed or stamped (not handwritten or a business card stapled to) on the receipt/invoice. They should also break down the purchase item-by-item. In other words, instead of listing only the total cost, it lists every item purchased and their corresponding price. Make sure you always ask for an itemized receipt, especially from small, family-owned, local establishments. Original receipts only, copies will not be accepted.

This means you will NOT be reimbursed and/or payment to a vendor will not be processed if you do not provide a vendor specific itemized receipt/invoice.

**Preferred Vendors**

SA has preferred vendors that can be found on the drop-down list in the vendor section of SAFE if it is not found within the list you must manually enter a legitimate business/organization.

Here is a list of some preferred vendors we have:

AC Moore
Amazon
Al-Ross Screen Printing and Embroidery
Alicia Travel
Ball Toilets & Septic Service
Buffalo Party Rental
Campus Tees
Center for the Arts
Enterprise Rent-a-Car
Franco’s Pizza
Grand Tours/Ridge Road Express
Home Depot
McMaster-Carr Supply Co.
Metal Supermarkets
Party City
Red Roof Inns
Robot Market Place
Staples
The UPS Store
Walmart
Wegmans

Once you have requested a PO and have received prior approval, clubs may request the following cards for purchases:

- AC Moore
- Wegman's
- Home Depot
- Walmart

SA has vendors in which the SA Staff will place the orders or make the reservations for the club:

- Alidi Travel (for flights)
- Red Roof Inn
- Enterprise Rent-A-Car
- Staples
- Amazon
For Aldi, Red Roof, and Enterprise there is a form on the SA Website that you must fill out and submit so the reservation can be made. Once SA makes the reservation for the club the details will be emailed to the club president and treasurer.

For Staples and Amazon set up the request through SAFE like any other transaction but make sure to take a screen shot of the shopping cart which shows what the club wants to order. Also make sure to include the standard shipping amount with the request. Once the purchase order is ready a SA representative will place the clubs order in a reasonable amount of time using the attached shopping cart. If there are any questions the club will be contacted.

**Party City**
To purchase from Party City a club puts in the request normally. The club will then need to come into the SA Office to pick up a copy of the PO and ask the bookkeepers for a Party City request form. Fill this form out, have it signed by a bookkeeper, assistant treasurer, or SA treasurer and bring it to the 1565 Niagara Falls Blvd Party City (this is only Party City that takes our purchase orders) to make your purchase.

**Hotels**
It is recommended to submit Hotel requests at least 4 weeks in advance of your hotel stay.
Most hotels will require an advance check, so follow the advance check procedure. We will need an accurate quote from the hotel including all taxes (if outside of NY State) and fees. Be sure to ask when the check needs to be given to the hotel, this could range from the checkout date to 30 days before the stay.

**Red Roof**
We have an account with Red Roof Inn and encourage clubs to stay at one of their locations to make the process easier. These are the following steps to reserve rooms at Red Roof using SA’s account.

1. Put in a request for funds as you would for any other expenditure request
2. Fill out additional Red Roof form found on the SA website.
3. Once the status is PO ready, the finance staff will make your reservations using the information you have provided on the Red Roof form. The club DOES NOT make the reservation themselves.

The reservation confirmation will be emailed to the club once completed.

**Hotel Charges**
Clubs can only pay for the base rate of the hotel charge when they travel out of their club budget. Any additional charges are the responsibility of the individual club members. If the club incurs additional charges while staying at a hotel and SA receives a bill for the additional charges, SA will freeze the club’s budget until deposit(s) have been made into the club’s line to cover the charges.

**Third Party Rental Sites**
Third party rental sites such as AirBnB and Home Away are not to be used by any clubs because of the inconsistency in the level of services provided (bed bugs, fire escapes, insurance etc....)

**Flights**
Club members must fill out the flight request form on the SA website to begin the process.
The form requires the following information:
1. Full Names of the individuals traveling (as it appears on the individual’s ID middle names included)
2. The gender for each of the individuals traveling
3. The date of birth for each of the individuals traveling
4. The destination
5. The date
6. Any needed arrival times (example your conference starts at 6pm so you need to fly in before that)
7. Reason for travel

Once the flight request form is filled out properly SA Pro-staff will give you a price quote either through email or by a club member coming into the SA office to ask for an update on the procedure. Price quotes are generally only good for 2 days and may fluctuate after that, so time is of the essence.

Once the club has a price quote they can put in a request for funds in SAFE. The request for must be filled out for the vendor Alidi Travel (listed in vendor pull down list). Itinerary details of (why, who, where and when) travel must be attached to the request for funds in order for the request to be processed.

Once the PO is ready a club member must come into the SA office and sit down with the SA staff member of the club they got them a quote from and book the flights. Please note that no flights will be booked unless the PO amount is equal to or more than the cost of the flights. At this time final flight times will be decided (if there are options) and the final list of club members traveling will be given to the travel agent. Once the flights are booked there is no way to cancel the flights so you must make sure that you have the final list of ALL people traveling.

Any airline ticket purchases outside of SA will not be reimbursed.

All flights being paid using the club’s budget must be booked through Alidi Travel by SA Pro-Stuff. SAI will not pay for additional charges incurred including baggage fees and cancellation fees. If we receive an invoice that includes any additional charges, SAI will freeze your club’s budget until deposit(s) have been made into the club’s line to cover the charges.

Co-Sponsorships and Prizes

Co-Sponsorships
This type of expenditure occurs when your club transfers funds to another SA Club. Remember, all Student Association clubs have their own unique account number. Transferring money between clubs is done by completing a co-sponsorship form found in the SA Office. All co-sponsorships must be approved by the SA Treasurer and are processed through a budget adjustment that takes about 2 weeks to complete or longer depending on the time of year.

If a club feels it needs additional funding, money can be requested through the SA Senate. The club should fill out a Senate Co-Sponsorship request and speak with their coordinator in order to be put onto the agenda for a Senate Meeting.

All requests for co-sponsorships must be made to the SA Treasurer at least 14 days prior to the needed funds being made available on SAFE. Please allow additional time to submit a request through SAFE after funds become available.

Prizes / Awards
All prizes, must be pre-approved. No advertisement for prizes or awards can be put up unless approved by the SA Treasurer with an approved request in SAFE. For the winners to collect their prizes the prize awarded form and W-9 must be filled out.

There will be no cash or check prizes given out! Also, pre-paid Visa cards are not allowed as prizes.
How to give awards:

1. First decide what type of prize you want to give for the event. The best sort of prize is a vendor-specific gift card or a physical item.

2. Put in a request for funds requesting the prizes that you want to give out.

3. The club should then follow the progress of the request for funds. Once the request has reached the stage PO ready then the prizes can be advertised. At this time if the club needs to purchase prizes from the store the club should follow the normal purchasing process.

4. Clubs should stop by the SA office to pick up the Prize Awarded Form and W9 form for goods given away. This form must be signed and filled out (with full name and permanent address) by the winner and turned into the Finance department. All forms not turned in within 2 days of events may result in the club being fined and account frozen.
   a. There may be Tax implications on winnings depending on who the recipient is and the value of the prize awarded.

Spending Restrictions
Clubs may generally use their discretion when purchasing items for use in furthering the group’s purpose / holding events but the SA Treasurer reserves the right to reject any expenditure that is not a responsible use of the club’s funds or reasonably within their club purpose. Additionally, some items may never, under any circumstances, be purchased, and some expenditures can only be made with fundraised net-profit rather than with SA-budgeted funds.

Unacceptable Expenditures
Here is a list of some general unacceptable expenditures:

**Alcohol**
Your Club budget cannot and will not be used to reimburse or pay for the purchase of any alcohol under any circumstances.

In accordance with the Alcohol Policy, clubs will be allowed to have cash bars at pre-approved events, but no Mandatory Student Activity Fee money can be used for the purchase of alcohol.

**Personal Property**
Clubs cannot purchase item(s) for exclusive use by an individual (jerseys, costumes, helmets, gear, apparel, gear, etc.). All items purchased by Club must be securely stored by the Club at large.

**Scholarship & Tuition**
The student activity fee, and/or revenue generated there from, cannot be utilized to grant scholarships or tuition assistance.

**Sizeable E-Board Gifts**
Items or services bought exclusively for the personal use and ownership of club E-Board members shall not exceed $25.00 in value. Complimentary tickets are restricted to the e-board of the club hosting the event. Clubs are encouraged to speak with the SA Treasurer for additional information.

**Club Apparel**
If you club plans on purchasing any kind of club apparel (t-shirts, sweatshirts, hoodies, uniforms etc.) you must have the Student Association Logo visible. This is mandatory whether or not you use your club
budget because you are still representing the SA sponsored club. Failure to do so will result in sanctions that will reflect negatively on your clubs’ finances for budgetary hearings.

In addition, a merchandise sale is required and the club budget cannot be used to purchase merchandise for club members. The only exception are uniforms which inventory will be required and checked at the beginning and end of each semester. In addition, clubs can purchase new uniforms every 3 years.

Tax Exempt
The Student Association is exempt from New York State Sales Tax.

In some instances, a vendor within New York State will require proof that we are a tax-exempt organization. This proof can be acquired from the SBI Office (341 SU). To receive the proper form, you must complete the following:

1. Bring the Purchase Order number and the vendor’s name and address with you to the SBI office.
2. Ask for the tax-exempt form and give them the required information.
3. SBI will complete the rest of the form for you.
4. Take the form you receive with you when you go to make your purchase of goods or services, and present it prior to purchase.

Tax Exempt forms can be used for approved reimbursement and advance check purchases from vendors in New York State.

Section 4: Contracts

Contracts Policy
1. Applicability. This Contracts Policy shall apply to the Student Association and all clubs recognized by SA. As used in this Contracts Policy, the term “contract” shall be interpreted to include agreements of any nature and promises of any kind (whether or not the word contract appears), including but not limited to agreements that do not involve the exchange of money.

2. Signing Authority.
   a. Clubs may not enter into contracts or undertake legal obligations; only SA itself may enter into contracts.
   b. No one shall have a right to execute any contract on behalf of a club or undertake any legal obligation on behalf of a club by virtue of his/her position as an officer, member, advisor or coach of such club.
   c. A contract may be executed on behalf of SA only if such contract is executed by the SA Treasurer (or designee appointed by the Treasurer in writing) and either the SA President or the SA Vice President. No SA Officer shall ever be required to approve any contract, and no term of this policy shall be construed to require approval of any contract.
   d. Contracts must be reviewed by the University President’s designee, when so required by applicable University policy(ies). The pre-encumbrance process must also be followed with respect to any expenditure before SA may commit to such expenditure in a contract.
3. **Legal Compliance.** No contract entered into by SA may violate, or cause anyone to violate, any applicable federal, state or local law or regulation, State University of New York at Buffalo policy, or SA policy.

4. **Reasonableness.** All terms of each contract must be reasonable under the circumstances.

5. **Standard Contract Forms.** SA shall utilize, review from time to time, and modify as appropriate, standard form contracts to be used in various situations, including but not limited to the engagement of performing artists, venues and caterers. Use of SA’s standard forms is strongly preferred but not required by this policy, though the SA Officers may require any such form be used as a condition of their approval of any agreement.

6. **Vendor-Supplied Contracts.** Vendor-supplied contracts must not violate any of the rules of this policy. Further, the following rules shall apply to vendor-supplied contracts:
   a. **All Essential Terms.** The contract must contain all the terms that are essential components of the deal (for example, and without limitation, a full description of goods or services, price, length of performance, and dates and times for performance or delivery).
   b. **Deposits.** Contracts may not require SA to pay advanced deposits or (full or partial) pre-payments.
   c. **Breach.** Each contract entered into by SA should state that in the event the other party alleges a breach by SA, SA must be provided with written notice of the alleged breach and a reasonable opportunity to cure the alleged breach.
   d. **Notice.** If the contract contains a provision providing for notice, it should state that notice will be sent to the SA Office (350 Student Union) or SA Entertainment (363 Student Union). If the contract provides for email notice, the contract may allow such notice to be sent to the official UB email address of a SA Officer or member of SA’s professional staff.
   e. **Governing Law and Venue.** Each contract entered into by SA should state that it is governed by the laws of the State of New York, and should designate that the sole and exclusive proper venue for any dispute arising out of the contract shall be located in Erie County, New York.
   f. **Confidentiality Clauses.** No contract may contain any confidentiality provision that would require SA to violate any law.
   g. **UB is NOT a party.** The contract must not state or imply that UB is a party to the contract. SA (rather than the club) should be listed as the party to the contract.
   h. **No Unreasonable Limitations on Vendor’s Liability.** The contract must not contain unreasonable limitations on the vendor’s liability for negligence, breach of contract or other wrongful act or omission.
   i. **Indemnification Clauses.** The contract must not contain any unreasonable indemnification clause binding upon SA. The SA Officers may require the Vendor to indemnify, hold harmless and/or defend SA, the club, the State University of New York at Buffalo, and their respective officers, directors, employees and agents.
   j. **Insurance.** As a condition of approval, the SA Officers may insist that the contract require the vendor to provide a certificate of insurance in a reasonable amount listing as additional insureds: SA, the State University of New York at Buffalo, and any other affiliates of either of them as the SA Officers deem reasonably appropriate under the circumstances.
   k. **Term.** Contracts and fiscal commitments may not be for a term longer than one (1) year, unless SA shall have the right to terminate the contract (without penalty) upon reasonable notice to the other party at any time thereafter.

7. **Method and Dates of Submission.** Clubs should submit contracts for review via the following website: [www.sa.buffalo.edu/form/contracts](http://www.sa.buffalo.edu/form/contracts). Contracts should be submitted for review at least two (2) weeks prior to the applicable event/activity, whenever reasonably possible.
8. **Exceptions.** Subject to Sections 3 and 4 of this Contracts Policy, the SA Officers may grant exceptions to Sections 6(b), 6(c), 6(d) and 6(e) of this Contracts Policy if (1) required as a condition of a contract with a league or other recognizing body for clubs engaged in intercollegiate competitions, or (2) necessary or prudent in order to obtain goods or services at a better value (either lower price or higher quality) than would otherwise be available, after reasonable consideration of all risks. The exceptions allowed under this paragraph may be granted by the authorized SA Officers’ execution of the applicable contract. The Officers shall never be required to grant an exception.

9. **Role of Professional Staff in Review Process.** All proposed contracts shall first be reviewed by the SA Administrative Director (or another Professional staff member designated by the Administrative Director), Associate Administrative Director or Entertainment Coordinator prior to execution. All proposed contracts may be submitted for attorney review in the reasonable discretion of any SA Officer or any member of the Professional Staff. If a member of the Professional Staff has concerns about a proposed contract, he/she shall communicate those concerns to the SA Officers, and if a member of the Professional Staff has concerns that a proposed contract presents significant risk to the Student Association, he/she may communicate those concerns to the University President’s Designee, as well.

10. **Waiver of Liability Agreements.** The SA Officers may require participants in SA and club activities to sign waiver of liability agreements as a requirement of participation in such activity(ies). SA shall develop, and may modify from time to time as appropriate, standard form(s) to be used for such purpose.

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**Section 5: Fundraising and Charitable/Non-Charitable Contributions**

**Fundraising**

All fundraising must be deposited with the Finance Department or the Ticket Office. Some examples of fundraising are:

- Charitable Contributions
- Non-Charitable Contributions
- Sales though the Ticket Office
- Bake Sales
- Working at SA events, such as concerts, elections, carnivals, etc., This is the only exception to the non-SA money rule

If your event (apparel sale, banquet, trip, etc.) is cancelled, buyers may seek refunds for 30 days following the date of the proposed event. For example, if a banquet is scheduled for April 10th, and the event is canceled April 8th, buyers may seek refunds for 30 days following April 10th.

Things that do not count towards fundraising are: co-sponsorships from coordinators, co-sponsorships from other clubs, Senate co-sponsorships, SBI grants, money that was never deposited, etc.
All new fundraising ideas should be brought to the Finance Department to make sure that they do not violate any policies, laws, or university rules and regulations.

Some fundraising is not allowed to be done on campus. Check prizes or 50/50s are not allowed.

If you are planning on fundraising through the sale of foods, you may need to obtain a proper food permit while reserving the space for your event, and it cannot be in conflict with something that FSA (Faculty Student Association) also called CIDS produces for sale. For example, you cannot sell pizza because FSA sells pizza.

Fundraising Events
Note that this is only relevant for temporary clubs.

In some cases when a club fundraises, it will not be considered a fundraising event (e.g. receiving a monetary donation or collecting practice fees is fundraising but not a fundraising event). A temp club needs 2 fundraising events per semester where documentation will be required confirming the event took place (such as a room reservation confirmation).

If multiple fundraisers are in 1 event it will count as one fundraising event. An example of this is ticket sales at the door and raffles sales at the same event.

Charitable/Non-Charitable Contributions
Any non-charitable contribution must have a SA non-charitable contribution agreement form and in some cases the SBI verification form when submitted to the SA Finance Department. Non-charitable contributions turned into SA are not tax deductible, this is spelled out on the non-charitable contribution agreement the contributing party signs. If the contributor wants to claim a donation on their taxes as a charitable contribution there is a process through the SBI office; to learn about this process please go to 341 Student Union.

Giving a Non-Charitable Contribution
The club can only donate the net-profit of a fundraising event. This means that once the total cost of the event is subtracted from the total revenue that was made from the fundraising event, the remaining amount (the net-profit) can then be donated to a not-for-profit organization.

\[
\text{Total cost} - \text{total revenue} = \text{net profit}
\]

If the net profit is calculated at a loss than the club will not be able to donate.

If it is calculated that the club has made a net profit they must enter a request in SAFE in order to give the donation. In addition, a donation agreement to a charitable organization form that must be filled out and signed by the receiving organization. Never verbally agree to donate money If you are planning on donating money you must have your advertising materials approved by SA before you start marketing your event. The advertising materials must specify where any net-profits will be donated.

The Mandatory Student Activity Fee allocated to your club as the club's budget may not be donated under any circumstance.

If you advertise that you are raising money to donate to an approved organization and make a net profit you must make the donation in accordance with your advertising.
Donation of Goods
This is where an organization/company donates goods to your club to help better the quality of the club.
Examples: books, equipment, tools, materials

A material donation will not count as a fundraising event or towards the 50% fundraising requirement. For the club to receive a donation of goods the appropriate forms must be filled and submitted to the SA Finance Department before the receipt of goods.

Section 6: Undergraduate Student Association Financial Policies
It is against Mandatory Student Activity Fee guidelines for any Undergraduate Student Association constituent to maintain an outside bank account, or to perform any other financial transactions outside of their established club or department account.

1. All club budgets and budget adjustments must be approved by the Senate as a whole (or EPC) and the SA Treasurer must approve all budgets and budgetary matters.
2. Contracts: Anytime someone or some company is brought to any event by a SA club to do something, and money is involved, a contract between that party and the SA is required. Example – Performance artists (speaker, bands, DJs, etc.). Contracts or a request for a contract must be submitted through the SA website.
3. Club officers or members CANNOT sign ANY contracts. All contracts must be submitted through the SA website for review and approval by the SA Executive Board. Any club who enters into a contract be it VERBAL OR OTHERWISE will be subject to a fine, the loss of the remainder of their budget, and or other sanctions that may include the de-recognition of the club.
   Only the officers of the Undergraduate Student Association, (the SA President, SA Vice President, and SA Treasurer) may make commitments or sign contracts on behalf of the Student Association or any of its clubs or departments.
4. All club expenditures must be pre-encumbered for through SAFE and approved BEFORE the date of purchase or before the date the services are provided. If a club makes a purchase that was not pre-encumbered the Student Association is not responsible for the expenditure, therefore making the purchaser solely responsible for the expense.
5. Clubs putting in for a PO must allow at least 3-5 business days advanced notice from the date the PO is needed. The 3-5 business day time period does not begin until the request is entered correctly and all necessary documentation is included. If the request is incomplete in any way it will not be processed. The 3-5 business day timeframe can be subject to change if additional information is needed, high volume of requests is being processed, or the server is down.
6. The Student Association Treasurer and Finance Department hold the right to void any Purchase Order at any time.
7. Any preferred vendor card (Wegmans, Walmart, Home Depot, etc.) and receipt that is not returned by a club by noon within 2 business days following the date of receiving the card (at noon on the second day) will be subject to a $50 per day fine out of your club budget. Ex: If a card is out on Monday we need it back before noon on Wednesday.
8. Details regarding Equipment Rentals can be found in the Club Handbook.
9. If invoices, receipts, and/or any required documentation for reimbursements are not brought in to the Finance Department within 30 days of the event and/or purchase, the request will be voided out.
10. All clubs and departments must give receipts for any money received. Free receipt books may be obtained in the Sub-Board I Office (341 Student Union).

11. All income must be deposited in the Undergraduate Student Association office or the SBI Ticket Office. If a fundraising event is held, the funds raised must be turned in to the Finance department no later than the 2 business days.

12. All property purchased with SA funds is the property of the Undergraduate Student Association. The SA Treasurer will keep an inventory of all Capital Equipment, items over $500.

13. Food may be ordered for club meetings in proportion to the members attending the meeting. An attendance record may be requested by the SA Finance Department to ensure that there is no abuse of this privilege.

14. Ticket sales must be overseen by the SBI Ticket Office. See the SBI Ticket Office rules for all guidelines.

15. Student Association Logo: All signs and publications made by organizations must have the Student Association Logo or the words, “Paid for by your Mandatory Student Activity Fee” clearly printed.

16. Club Apparel: If your club intends to purchase either club uniforms or any kind of club apparel (t-shirts, sweatshirts, hoodies, etc.) you must have the Student Association Logo visible on those items in a location that is visible while they are worn. This is mandatory whether or not you use your club budget because you are still representing the SA sponsored club.

17. As per SUNY Mandatory Activity Fee Guidelines, the Student Association is not allowed to fund any organization whose membership is not open to its constituency; therefore no exclusive organization can be recognized or receive funding of any kind through the Student Association. Meaning all clubs/organizations must be open for full participation of all undergraduate University at Buffalo Students.

18. The SA Executive board and SA Council Coordinators have the ability to freeze club budgets at any time, if the club fails to meet or fulfill the requirements set forth by their Council Constitution, the Student Association requirements, and/or violation of policy. The club e-board will be notified and the budget will remain frozen until the reason for the freeze has been sufficiently satisfied.

19. No money from your club’s account may be used to purchase alcohol or pay bar tabs. Open bars are not allowed at any club events. Please see the alcohol policy for more information.

20. After parties/after celebrations/anything along those lines for any SA event will not be endorsed or supported by SA or any SA clubs. Sanctions for any club violating this rule will be significant.

21. A club cannot use “GoFundMe” or similar money-raising tactics (kickstarter, indiegogo, venmo, etc...) for exceeding your requested amount.

22. Do not spend more than the PO is approved for. There will be fines and/or penalties for exceeding your requested amount.
Finance Statement of Understanding

Date: __________

We have been given, read, and understand the Finance Club Handbook. We understand that as an E-board member of

_________________________

a club recognized through the Student Association, we are required to uphold all the rules, regulations, and policies outlined in the handbook. I understand that not following the rules in the 2018-2019 Finance Handbook could lead to my club being placed on probation, suspension or ultimately de-recognized. By signing below, we swear to do our utmost to follow all rules, regulations, and policies for the betterment of our club and the Student Association.

President:
Signature: __________________________ Date: __________
Print Name: __________________________

Vice President:
Signature: __________________________ Date: __________
Print Name: __________________________

Treasurer:
Signature: __________________________ Date: __________
Print Name: __________________________

Secretary
Signature: __________________________ Date: __________
Print Name: __________________________

RETURN TO THE SA FINANCE DEPARTEMNT BY SEPTEMBER 7TH, 2018