Important Information for Clubs

Created August 2022
2021-2022 GSA E-Board

President: J Coley
  They/Them
gsa-president@buffalo.edu

Vice President: Jennifer Schechter
  She/Her
gsa-vicepresident@buffalo.edu

Treasurer: Joshua Joseph
  He/Him
gsa-treasurer@buffalo.edu
GSA Staff

➡ Professional Staff

◆ Director of Operations: Stephanie George (slfrank@buffalo.edu)
◆ Associate Director of Operations: Diane Staly (dstaly@buffalo.edu)

➡ Student Staff

◆ Editorial: Samantha Schichtel-Greenwood, Meghan Connor, Deanna Buley
  • gsa-editorial@buffalo.edu
◆ Mark Diamond Research Fund Director: Courtney Doxbeck
  • gsa-mdrf@buffalo.edu
◆ Programming Coordinator: Jacob Bleasdale
  • gsa-programming@buffalo.edu
Other Important Contacts

➔ Office of Student Engagement  
  ◆ Thomas Vane (tmvane@buffalo.edu)  
  ● Student Government Liaison  
    ○ UBLinked, Club Elections

➔ Office of Student Unions  
  ◆ Liz Hladczuk  
    ● Reservations Coordinator  
      ○ Room Reservations and Event Approvals

➔ Health Promotion  
  ◆ Aaron Maracle (amaracle@buffalo.edu)  
    ● Assistant Violence Prevention Specialist

➔ Equity, Diversity and Inclusion  
  ◆ Jessica Coram (byerly@buffalo.edu)  
    ● Assistant Director

➔ UB Ticket Office  
  ◆ Lorenzo Guzman (lcguzman@buffalo.edu)  
    ● Ticket Office Manager
Club Website Policy

➔ All club websites must be hosted on the University’s server with GSA as an Administrator of the site
➔ Any club whose website is found in violation of this policy will have its budget frozen
➔ Please contact the GSA if you need assistance managing or creating a club website
New Student Orientation

➔ Each Departmental GSA club must hold a new student orientation for all of their members

➔ This meeting should cover GSA services such as:
  ◆ Programming and Events
  ◆ Conference Funding
  ◆ MDRF
  ◆ [Free] Editorial Services
Other Important Information

➔ All events must have ONE accounting agent (usually GSA or your Department). The accounting agent keeps track of all the funding and expenses for the event. Therefore, all co-sponsorship money must be collected by the accounting agent and all bills must be paid by the accounting agent. You cannot split event expenses between various offices/organizations (i.e., have some bills paid by one office/organization and some bills paid by another)

➔ No clubs are allowed to contract with outside organizations directly. All contracts must be signed by a GSA E-Board member, NOT the club officers

➔ Please note that club officers are responsible for forwarding GSA emails to their department/club listservs, as we have limited access to the master graduate student listserv

➔ If you are interested in serving on a GSA committee (Finance, Election, Services, Ethics, etc), please contact the GSA office for more information
More Information

➔ All clubs must complete the University Recognition process by updating their UBLinked page and registering their organization. This MUST be completed by October 15th or your club’s funds will be frozen by Student Engagement for the remainder of the year. NO EXCEPTIONS!

➔ All updated GSA activation paperwork (Officer election, Board of Directors election, New Student Orientation sign-in, etc.) are due by Friday, September 30th or your club’s funds will be frozen!
COVID-19

While we are currently allowed to hold in-person events and such, it’s important to keep checking Federal, State, Local and University guidelines and policies related to COVID-19 for clubs and organizations.

- It can be found [here](#).
- The University's COVID guidelines are found [here](#).
- Note that these guidelines, protocols and policies can change at any time.
Questions?

➔ If you have any questions, please contact the GSA Vice President
   ✦ gsa-vicepresident@buffalo.edu