

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 (lczuzman@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