



## UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.

310 Student Union, Box 602100, Buffalo, NY 14260-2100  
South Campus Satellite Office: 302 Abbott Hall (Tuesdays 9am – 4pm)  
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### GSA WEBSITE POLICY

All GSA club websites, which include Departmental, Special Interest, and International Clubs, are property of the Graduate Student Association. In the best interest of graduate students and the Association, all club websites must be hosted on the UBWP domain, and will be monitored by the GSA. The GSA will grant ownership to clubs to publish on their designated site, but will maintain administrative control over the site. Sanctions will be imposed of those who violate the policy.

All GSA Clubs are eligible for space on the University's server. Please ask the GSA to request space from UBIT for your club and get the pertinent details on how to access and maintain it. No GSA clubs should create a website without approval from GSA.

#### Club Webmasters

1. Clubs may have their own volunteer webmaster to design and update their sites, but authorization to launch the site and the monitoring of content, only as it pertains to GSA policy, will be under the purview of the GSA and UBIT.
2. The GSA is not responsible for designing club websites.
3. It should be noted that clubs may not purchase services of a webmaster, as this is in violation of Budgetary Guidelines.
4. In the Fall of each year every club that has a GSA Website must inform the GSA who the club webmaster will be for the year so that proper access can be granted/terminated as necessary.

#### GSA Websites

1. All websites should start with [ubwp.buffalo.edu/](https://ubwp.buffalo.edu/) (this is usually followed by the club's name or acronym).
2. Sites should relate directly to the purpose of the club, and should not contain personal views or content that is otherwise inappropriate, personal, political, or religious. Academic, cultural, educational, recreational and social information is suitable.
3. All types of advertising on GSA websites are strictly prohibited.
4. Websites cannot simply link through the University's server; they must be directly hosted on the University's server.
5. Departments may link the GSA club website to their own website, but cannot host the site directly.
6. Any GSA Website that has not been updated for more than a year may be deleted.
7. Inappropriate content will be determined by the GSA E-board, in collaboration with UBIT.

#### Other Acceptable Web Presence

1. GSA must be aware of any other web presence and be able to monitor the space.
2. If a club maintains a social media page, such as Facebook and Twitter, they must inform the GSA. Almost all social media sites will be allowed, but it is up to the discretion of the GSA to decide whether the site is acceptable. Decisions will be based on transparency and appropriateness.

3. Departmental Clubs may maintain a research database that is accessible to all graduate students in the department, such as a LimeSurvey site.
4. As social media evolves the GSA may deem other sites acceptable. All sites must be approved and are subject to monitoring by the GSA.