



## 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)  
(716) 645-2960, Fax: (716) 645-7333, <https://ubwp.buffalo.edu/gsa>

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### MEMORANDUM

To: New International and Special Interest Clubs  
From: Graduate Student Association Executive Committee  
Re: 2023-2024 Application for Club Recognition  
Date: August 1, 2023

According to the mandate of the Graduate Student Association (GSA) Board of Directors, International and Special Interest Clubs must apply for annual recognition. Recognition must take place at one of the **FALL** GSA Board of Directors Meetings (September 6<sup>th</sup>, October 4<sup>th</sup>, November 1<sup>st</sup> or December 6<sup>th</sup>).

In order for your club to be recognized, please follow the deadline schedule below:

**DEADLINE:** August 30<sup>th</sup> for the September 6<sup>th</sup> Board Meeting  
September 27<sup>th</sup> for the October 4<sup>th</sup> Board Meeting  
October 25<sup>th</sup> for the November 1<sup>st</sup> Board Meeting  
November 29<sup>th</sup> for the December 6<sup>th</sup> Board Meeting

A representative from your club must attend the GSA Board of Directors meeting where your recognition is being considered and all future meetings after recognition. All meetings take place at **6:30pm via Zoom for the Fall 2023 semester.**

Please take a few minutes and read the Recognition Policy Guidelines. **Incomplete documentation will result in a delay of club recognition!**

If you have any questions, please contact the GSA office at 645-2960 or email the GSA Vice President at [gsa-vicepresident@buffalo.edu](mailto:gsa-vicepresident@buffalo.edu).

Attachments: Recognition Policy Guidelines  
Club Renewal Form  
Club Data Form  
Officer Election Verification Form  
Board Sheet  
Statement of Purpose Form  
Template By Laws  
Proposed Budget Sheet  
Mission Statement for posting on the GSA Website  
Board of Directors- Cover Letter, Board By-Laws & Verification Form (International Clubs Only)

**\*\*You must also submit copies of the UB IDs of your 4 club officers and 6 club members (for a total of 10 IDs)\*\***