Important Information for Clubs

Created August 2023
2023-2024 GSA E-Board

President: Isaac Kolding
   He/Him
 gsapresident@buffalo.edu

Vice President: Sarah MacDougall
   She/Her
 gsa-vicepresident@buffalo.edu

Treasurer: Melanie March
   She/Her
 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 Greenwood, Deanna Buley, Amy Greer
    ● gsa-editorial@buffalo.edu
  ◆ Mark Diamond Research Fund Director: Courtney Doxbeck
    ● gsa-mdrf@buffalo.edu
  ◆ Programming Coordinator: Emily Novak
    ● 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
  ◆ TBA (studenttickets@buffalo.edu)
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

→ The University has recently updated their Alcohol Policy for on campus events. The new campus policy states “When alcohol is provided at a hosted event, it must be served by a provider licensed to serve alcohol. Proof of use of a licensed provider is required at the time of approval; exceptions are not allowed and will not be processed when alcohol is served without a licensed provider.” Please contact Campus Dining and Shops if you wish to serve alcohol at your event, as they are the only licensed provider available on campus.

→ 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 paperwork (Officer election, Board of Directors election, etc.) are due by Friday, September 30th or your club’s funds will be frozen!
Questions?

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