

Important Information for Clubs

Created August 2023



2023-2024 GSA E-Board

President: Isaac Kolding

He/Him

gsa-president@buffalo.edu

Vice President: Sarah MacDougall

She/Her

gsa-vicepresident@buffalo.edu

Treasurer: Melanie March

She/Her

[gsa-
treasurer@buffalo.edu](mailto: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!**

Questions?

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