

Important Information for Clubs

Created August 2024



GRADUATE STUDENT ASSOCIATION

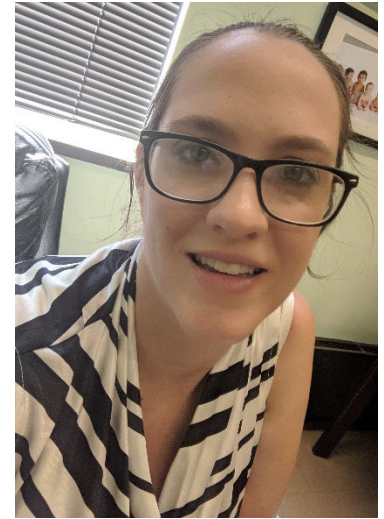
2024-2025 GSA E-Board



President: Isaac Kolding
He/Him
gsa-president@buffalo.edu



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



Treasurer: Tamara Grosso
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, Janie McGlohon, and Caitlin James
 - gsa-editorial@buffalo.edu
- ◆ Mark Diamond Research Fund Director: Courtney Doxbeck
 - gsa-mdrf@buffalo.edu
- ◆ Programming Coordinator: Jamison Garcia Ramirez
 - 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

- ◆ Danielle Coats (dms56@buffalo.edu)
 - Ticket Office Manager

GS Alcohol Policy

- GSA's Alcohol Policy has been recently updated. Please review the full policy on the [Mandatory Officer Training page](#) for more details.
- Clubs are prohibited from directly serving alcohol to event attendees.
 - Clubs are required to use third-party vendors to serve alcohol at all events, both on and off campus. Vendors will be legally responsible for checking identification and monitoring alcohol consumption (i.e., no BYOB allowed).
 - The University requires that Campus Dining and Shops be utilized when serving alcohol at any on campus event.
 - GSA-sponsored events cannot provide more than two drinks per person. Open bar parties are not permitted.

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 email out the new student orientation information to all of their members

- The email should contain the information sheet on 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 (continued)

- 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 Monday, 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