



UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.

310 Student Union, Box 602100, Buffalo, NY 14260-2100
(716) 645-2960, Fax: (716) 645-7333, <https://ubwp.buffalo.edu/gsa>

MEMORANDUM

To: Presidents and Treasurers of International Clubs

From: Graduate Student Association Executive Committee

Re: 2025-2026 Renewal Recognition for International Clubs

Date: August 1, 2025

According to the mandate of the Graduate Student Association (GSA) Board of Directors, International Clubs must apply for annual recognition. Recognition must take place at one of the **FALL** GSA Board of Directors Meetings (September 3rd, October 1st, November 5th or December 3rd).

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

DEADLINE: August 27th for the September 3rd Board Meeting
September 24th for the October 1st Board Meeting
October 29th for the November 5th Board Meeting
November 25th for the December 3rd 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 for the Fall 2025 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.

Attachments: Recognition Policy Guidelines
Club Renewal Form
Club Data Form
Officer Election Verification Form (Include UBLINKED Election Results)
Board Sheet
Statement of Purpose Form
Proposed Budget Sheet
Board of Directors-Cover Letter, Board By-Laws & Election Verification Form (Include UBLINKED Election Results)

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