

Student Association Senate Meeting

Senate Meeting Minutes

March 29th, 2022

Present

Nicholas Singh, President; Montana Desabio, Vice President; Austin Wolfgang, Treasurer; Tyler Herman, Senate Chair; Josephina Nimarko, Student Affairs Director; Nathen Cottom, Academic Coordinator; Emma Elliot, Engineering Coordinator; Cassandra Ramsay, International Coordinator; Afreen Tanisha**, Special Interest Coordinator; Justin Barnes, Sports Coordinator; Jason Li, Hobby Coordinator; Fatou Diop, Senator; Madison Nitsche, Senator; Astha Pandey, Senator; Krish Thakkar, Senator; Fatoumata Camara, Senator**; Ian Roma, Senator**

Absent

Lyric Lewis, POC Coordinator; Khan Yasin, Senator;

Guests

Josh Korman, SA Attorney; Will Eaton, SA Chief-of-Staff; Alexander Podvezko, President AIAA; Jessica Ellis, Senate Nominee; Olivia Ogunlowo, President ASA; Joy Ouma, Secretary ASA; Eric Weinman, Guest

Call to Order

Tyler Herman, Senate Chair, calls the meeting to order at 7:17pm

Approval of Minutes

- I. Tyler Herman, Senate Chair, presents the Senate Meeting Minutes for February 22nd 2022, for approval

- A. Motion to approve Senate Meeting Minutes for February 22nd 2022, by Krish Thakkar

Second by Austin Wolfgang

Without objection, the motion passes by unanimous consent

Conclusion: The Senate Meeting Minutes for February 22nd, 2022, approved

- II. Tyler Herman, Senate Chair, presents the Senate Minutes March 8th, 2022, for approval

- A. Motion to approve Senate Minutes March 8th, 2022, by Justin Barnes

Second by Madison Nitsche

Without objection, the motion passes by unanimous consent

Conclusion: The Senate Meeting Minutes for March 8th, 2022, approved

Minutes for Review

- I. Executive Committee Minutes March 23rd, 2022
- II. Tyler Herman, Senate Chair, presents the Executive Committee Minutes March 23rd, 2022, for approval
 - A. Motion to approve Senate Meeting Minutes for February 22nd 2022, by Austin Wolfgang

Second by Josephina Nimarko

Without objection, the motion passes by unanimous consent

Conclusion: The Executive Committee Minutes March 23rd, 2022, approved

Old Business

- I. Tyler Herman, Senate Chair, presents Old Business to the Senate for consideration
 - A. Motion to come back to Old Business item 1 after closed business by Nathen Cottom

Second by Austin Wolfgang

Without objection, the motion passes by unanimous consent

Conclusion: Motion to come back and table Old Business, approved

New Business

- I. Tyler Herman, Senate Chair, presents the appointment of Ian Roma to the Senate to fill a vacancy for consideration
 - A. Motion to approve Ian Roma as a new Senator by Nicholas Singh,

Second by Nathen Cottom

Nicholas Singh	Yes
Montana Desabio	Yes
Austin Wolfgang	Yes
Josephina Nimarko	Yes
Nathan Cottom	Yes

Emma Elliot	Yes
Cassandra Ramsay	Yes
Afreen Tanisha	Yes
Justin Barnes	Yes
Jason Li	Yes
Fatou Diop	Yes
Madison Nitsche	Yes
Astha Pandey	Yes
Krish Thakkar	Yes
Fatoumata Camara	Yes
Tyler Herman	Abstain

15 Favor, 0 Against, 1 Abstain

Conclusion: Ian Roma approved as a New Senator

**** Ian Roma becomes a voting member of the Senate**

II. Tyler Herman, Senate Chair, presents African Student Association Supplemental Funding Request for \$5,000.00 for consideration

**** Afreen Tanisha leaves the meeting**

**** Afreen Tanisha re-enters the meeting**

A. Motion to move all Supplemental Funding Requests to after budget adjustments by Nicholas Singh

Second by Nathen Cottom

Without objection, the motion passes by unanimous consent

Conclusion: Motion to move all Supplemental Funding Requests to after budget adjustments, approved

**** Fatoumata Camara leaves the meeting**

III. Tyler Herman, Senate Chair, presents Budget Adjustment #09 to the Senate for consideration

A. Motion to amend Budget Adjustment #09 to include a transfer of \$9000 from the Conferences/Development to Senate Supplemental Funding line by Austin Wolfgang

Second by Nicholas Singh

Without objection, the motion passes by unanimous consent

Conclusion: The amendment to Budget Adjustment #09, approved

B. Motion to approve Budget Adjustment #09 as amended by Austin Wolfgang

Second by Nicholas Singh

Without objection, the motion passes by unanimous consent

Conclusion: Budget Adjustment #09, approved

IV. Tyler Herman, Senate Chair, presents African Student Association Supplemental Funding Request for \$5,000.00 for consideration

A. Motion to approve African Student Association Supplemental Funding Request for \$5,000.00 by Nicholas Singh

Second by Josephina Nimarko

Without objection, the motion passes by unanimous consent

Conclusion: African Student Association Supplemental Funding Request for \$5,000.00, approved

V. Tyler Herman, Senate Chair, presents American Institute of Aeronautics and Astronautics Supplemental Funding Request Funding Request for \$1600.00 to \$3000.00 for consideration

A. Motion to amend American Institute of Aeronautics and Astronautics Supplemental Funding Request to \$3000.00 by Nicholas Singh

Second by Josephina Nimarko

Without objection, the motion passes by unanimous consent

Conclusion: Motion to Amend American Institute of Aeronautics and Astronautics Supplemental Funding Request to \$3000.00, approved

B. Motion to approve American Institute of Aeronautics and Astronautics Funding Request for \$3000.00 by Nicholas Singh

Second by Austin Wolfgang

Without objection, the motion passes by unanimous consent

Conclusion: American Institute of Aeronautics and Astronautics Supplemental Funding Request for \$3000.00, approved

Motion for a 5 minute recess by Austin Wolfgang.

Second by Krish Thakkar.

Without objection, the motion passes by unanimous consent

Conclusion: Senate enters a 5-minute recess

Tyler Herman, Senate Chair calls the meeting back to order at 8:31 pm

VI. Tyler Herman, Senate Chair, presents the Internal Control Program Resolution, for consideration

A. Motion to approve Internal Control Program Resolution, by Nicholas Singh

Second by Krish Thakkar

Nicholas Singh	Yes
Montana Desabio	Yes
Austin Wolfgang	Yes
Josephina Nimarko	Yes
Nathan Cottom	Yes
Emma Elliot	Yes
Cassandra Ramsay	Yes
Afreen Tanisha	Yes
Justin Barnes	Yes
Jason Li	Yes
Fatou Diop	Yes
Madison Nitsche	Yes
Astha Pandey	Yes
Krish Thakkar	Yes
Ian Roma	Yes
Tyler Herman	Abstain

15 Favor, 0 Against, 1 Abstain

Conclusion: Internal Control Program Resolution, approved

3 Officers recommended Internal Controls Program Resolution and Student Association and Clubs Policies Resolution.

VII. Tyler Herman, Senate Chair, presents the Student Association and Club Policies Resolution, for consideration

A. Motion to approve Student Association and Club Policies Resolution, by Montana Desabio

Second by Nicholas Singh

Nicholas Singh	Yes
Montana Desabio	Yes
Austin Wolfgang	Yes
Josephina Nimarko	Yes
Nathan Cottom	Yes
Emma Elliot	Yes
Cassandra Ramsay	Yes
Afreen Tanisha	Yes
Justin Barnes	Yes
Jason Li	Yes
Fatou Diop	Yes
Madison Nitsche	Yes
Astha Pandey	Yes
Krish Thakkar	Yes
Ian Roma	Yes
Tyler Herman	Abstain

15 Favor, 0 Against, 1 Abstain

Conclusion: Student Association and Club Policies Resolution, approved

**** Afreen Tanisha leaves the meeting**

VIII. Tyler Herman, Senate Chair, presents the Bylaws Amendment Resolutions for consideration

A. Motion to amend Bylaws Amendment Resolutions to remove amendment referencing 5.02(e)(iii), by Austin Wolfgang

Second by Montana Desabio

Nicholas Singh	No
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Montana Desabio	Yes
Austin Wolfgang	Yes
Josephina Nimarko	Abstain
Nathan Cottom	Yes
Emma Elliot	Yes
Cassandra Ramsay	Abstain
Justin Barnes	Abstain
Jason Li	Yes
Fatou Diop	No
Madison Nitsche	Abstain
Astha Pandey	Abstain
Krish Thakkar	Abstain
Ian Roma	Yes
Tyler Herman	Abstain

6 Favor, 2 Against, 7 Abstain

Conclusion: Bylaws Amendment Resolutions remains unchanged, resolutions fails

B. Motion to table Bylaws Amendment Resolutions, by Austin Wolfgang

Second by Montana Desabio

Nicholas Singh	Yes
Montana Desabio	Yes
Austin Wolfgang	Yes
Josephina Nimarko	Yes
Nathan Cottom	Yes
Emma Elliot	Yes
Cassandra Ramsay	Yes
Justin Barnes	Yes
Jason Li	Yes
Fatou Diop	Yes
Madison Nitsche	Yes

Astha Pandey	Yes
Krish Thakkar	Yes
Ian Roma	Yes
Tyler Herman	Abstain

14 Favor, 0 Against, 1 Abstain

Conclusion: Bylaws Amendment Resolution tabled to next agenda

Adjournment

I. Motion to Adjourn meeting by Josephina Nimarko

Second by Krish Thakkar

Without objection, the motion passes by unanimous consent

Conclusion: Meeting of the Senate Committee Adjourned at 9:59pm

**Undergraduate Student Association
Budget Adjustment**

<u>Account Number:</u>	<u>Account Description</u>	<u>Current Budget Amount</u>	<u>Adjustment Amount</u>	<u>Adjusted Budget</u>	
002-1900-4120	Sports Club Supplemental Funding	4,250.00	(2,850.00)	1,400.00	Sports Club Supplemental Funding
002-1900-4480	Bassmasters	9,639.60	1,000.00	10,639.60	Sports Club Supplemental Funding
002-1900-4246	Women's Lacrosse	8,824.72	1,000.00	9,824.72	Sports Club Supplemental Funding
002-1900-4281	Ultimate Frisbee	12,124.36	850.00	12,974.36	Sports Club Supplemental Funding
002-1100-4111	Conference/Development	9,695.00	(9,000.00)	695.00	Money to Senate Supplemental Funding
002-1251-4120	Senate Supplemental Funding	8,850.00	3,305.33	12,155.33	Senate Supplemental Funding
002-1401-4922	Pilots	4,954.82	2,000.00	6,954.82	Senate Supplemental Funding
002-1401-4668	Sikh	5,290.57	2,000.00	7,290.57	Senate Supplemental Funding
002-1500-4759	Political Science	750.00	750.00	1,500.00	Senate Supplemental Funding
002-1500-4604	Pre Dental	2,104.50	494.67	2,599.17	Senate Supplemental Funding
0002-1500-4728	French	350.00	450.00	800.00	Senate Supplemental Funding
				-	

Treasurer: **Name (please print)** Austin Wolfgang

Signature _____ **Date** 28-Mar

Officer: **Name (please print)** Nicholas Singh

Signature _____ **Date** 28-Mar

Campus designee: **Name (please print)** _____

Signature _____ **Date** _____



Supplemental Funding Request Information

Each year clubs have an opportunity to apply for Supplemental Funding from their Council Coordinator or the SA Board of Directors. Paperwork and guidelines are on the following pages.

1. The requesting club must be recognized by the Student Association and must meet all criteria to be in good standing. (Criteria for good standing can be found in the Club Handbook.)
2. All Clubs are required to submit the Supplemental Funding Request Form.
 - a. A club must be able to produce proof of the current account balance and fund-raising totals upon request; this information can be obtained from the club's general ledger or requesting help from the finance department in the SA Office.
 - b. The club must indicate the goals and purpose of the activity being sponsored and how the activity will benefit the UB Undergraduates.
 - c. All sources of income for the activity must be listed.
3. The funds allocated to a club must be used only for the purpose outlined on the application submitted, and proof of this must be submitted to the Council Coordinator or SA Board of Directors upon request.
4. Clubs may be asked to make an oral presentation to the Board of Directors. Persons making the presentation must be able to answer all pertinent questions the Board may have.
5. All funding requests must be submitted to the club's Council Coordinator. Supplemental Funding Requests from the Council Coordinator will be submitted to the SA Treasurer for review and if approved will be added to the next Budget Adjustment. Supplemental Funding Requests from the SA Board of Directors should be submitted to the Council Coordinator to be added to the Board of Director's agenda for approval.
 - a. The approval of a supplemental funding request and the transfer of funds may not occur in the same meeting, be prepared for this delay.

Please note that the Council Coordinator and/or Board of Directors reserve the right to provide all, some, or none of the funds requested based on the objective analysis of the Club's needs, past activities, completion of criteria, and availability of funds.

Please note that Supplemental Funding money does not count as fundraising or a fundraising event, and is NOT eligible for rollover.

Please note that the Council Coordinator and/or Board of Directors reserve the right to:

- Take back any money given in supplemental funding that was not spent on the event stated
- Take back all monies given to the club if the club cancels the event
- Fines and other penalties may be applied to a club that uses supplemental funding money for anything other than the event that they applied for. Penalties may include de-recognition.

It may take up to three weeks for a club to receive into their budget any monies given to the club by the Council Coordinator and/or Board of Directors. All financial rules apply to supplemental funding monies including pre-approval through the SAFE system before money can be spent.

To be considered for Supplemental Funding by the Council Coordinator, a club representative must be able to meet with the Council Coordinator to answer any questions upon request. To be considered for Supplemental Funding by the Board of Directors, a club representative must be at the scheduled Board of Directors meeting in order to present the request. Forms must be legible, complete, including a full budget and the club must meet the criteria to receive the funding. Funding for events with pre-set days should be submitted at least four weeks prior to the event in order to ensure a timely response and processing time for the money into the clubs account for spending. Request should be handed in to the Club's Council Coordinator for review and submission to the correct party.



Supplemental Funding Request Form

Club Information:

Club Name: African Student Association

Representative Name: Cassandra Ramsay Title: Treasurer

Event: Afrofest

Event Date: May 7th, 2022 Start Time: 6:00pm End Time: 10:00pm

Description of Event:

Afrofest is the African Student Association's annual music and arts gala. At this event we will be showcasing and speaking towards the african diaspora and the cultural behind the beautiful continent.

Benefits of the Event to UB Undergrads:

The benefits of this event is provide amazing cultural talents and art to the UB Undergrad student body. We will be providing an experience as well as knowledge to the general public and student body that will bring the light of Africa as a whole.

Purpose of this Event:

The purpose of this event is to showcase student talent to UB Undergraduate student body through African culture. We would like to be able to match other African Organizations in the country with larger scale events through this event. Many of our student body members have requested for an

[Itemized list of how supplemental funds will be used:](#)

Item:	Dollar Amount:
Venue	\$ 3,500.00
Decorations	\$ 750.00
DJ	\$ 750.00
	\$
	\$
Total being requested:	\$ 5,000.00

Club Budget Information:

Current balance of club budget: \$ 13,167.73

Expenditures already encumbered (requested) for this event:

Item:	Dollar Amount:
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Other Monies being requested or has been granted for this event:

Item:	Dollar Amount:
	\$
	\$
	\$

Ticket Sales Information:

Will there be ticket sales for this event: Yes

	Price:
Patron Type: First 50 tickets	\$ 7.00
Patron Type: Second Batch	\$ 12.00
Patron Type: Third Batch	\$ 15.00
Patron Type: Fourth Batch	\$ 20.00
Patron Type: Fifth Batch	\$ 25.00
Total Ticket Sale Revenue:	\$ 79.00

Other Information that you want the Council Coordinator and/or Board of Directors to know:
Now we would like to proceed with presenting our slideshow! Thank you!

Supplemental Funding Approval Signature Page

To be completed by the Council Coordinator or Chair of the Board of Directors before submission to the SA Treasurer. The completed supplemental funding request that was presented to the Coordinator or Board for consideration must be attached for the club to receive any monies into their account.

Club Name: African Student Association

Council: _____

Amount of Money: _____

Event Money is to be used for: _____

Date of Event: May 7th, 2022

Type of Supplemental Funding Request:

_____ Board of Directors

Chair of Board of Directors Signature: _____

Print Name: _____ Date: _____

Meeting Date that the Funding Request was voted on: _____

_____ Coordinator

Coordinator Signature: _____

Council Name: _____

Print Name: _____ Date: _____

Final Approval to be added to a Budget Adjustment

SA Treasurer Signature: _____

Print Name: _____ Date: _____

Monies to be transferred to club as part of Budget Adjustment: _____



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 - b. The club must indicate the goals and purpose of the activity being sponsored and how the activity will benefit the UB Undergraduates.
 - c. All sources of income for the activity must be listed.
3. The funds allocated to a club must be used only for the purpose outlined on the application submitted, and proof of this must be submitted to the Council Coordinator or SA Board of Directors upon request.
4. Clubs may be asked to make an oral presentation to the Board of Directors. Persons making the presentation must be able to answer all pertinent questions the Board may have.
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Supplemental Funding Request Form

Club Information:

Club Name: American Institute of Aeronautics and Astronautics

Representative Name: Alexander Podvezko Title: President

Event: AIAA Design Build Fly Competition

Event Date: 4-20-22 through 4-24-222 Start Time: 10 am on 4-21-22 End Time: 5 pm on 4-24-22

Description of Event:

UB AIAA has 2 competitive build teams, one of these build teams, DBF (design build fly) made the cut for the 2022 DBF Competition in Wichita, Kansas at hosted at Textron Aviation in Wichita, Kansas. Over these 4 days teams from all over the country and from all over the world will be bringing their custom-built RC aircraft to determine who has the best vaccine-delivery plane, all while networking with dozens of companies that are likely to hire these students in the future.

Benefits of the Event to UB Undergrads:

This year AIAA has had more attendance than ever, and our attending members have been highly motivated in all aspects of the club, learning, building, fundraising, community engagement, and more. We are bringing more members this year than ever before because they all worked hard for it. There will be lots of networking, in the past some students were hired on the spot. Seeing how other teams design their planes, as well as learning what companies look for in future employees.

Purpose of this Event:

Competition, learning about different engineering and building techniques, visiting Aerospace company booths and networking, bringing glory to UB, UB SA, and UB SEAS, potentially being hired or landing an internship or co-op

Itemized list of how supplemental funds will be used:

Item:	Dollar Amount:
2 7-passenger minivan rentals for 5 days, \$754 each, x2, because we are taking 14 people	\$ 1,508.00
rounded up to nearest hundred in case if price goes up (according to the news, Ukraine-Russian conflict may have an impact)	\$ 92.00
	\$
	\$
	\$
	\$
Total being requested:	\$ 1,600.00

Club Budget Information:

Current balance of club budget: \$ 14,274.49

Expenditures already encumbered (requested) for this event:

Item:	Dollar Amount:
building materials	\$ 702.62
equipment	\$ 389.77
current estimate for flights (may go up due to Ukrainian-Russian Conflict) + shipping plane to Wichita	\$ 5,300.00
current estimate for AirBNB	\$ 2,335.40
other pending building material aquisitions	\$ 414.80
other pending equipment aquisitions	\$ 1,158.91
micro-G build team budget	\$ 1,500.00
total	\$ 11,801.50

Other Monies being requested or has been granted for this event:

Item:	Dollar Amount:
composite materials for building, granted through Engineering partnership grant	\$ 1,700.00
computer for performing ANSYS simulations, engineering partnership grant	\$ 1,000.00
laser cutter maintainance and upgrades, through AIAA Niagara Frontier Section	\$ 614.00

Ticket Sales Information:

Will there be ticket sales for this event: No

	Price:
Patron Type:	\$
Patron Type:	\$
Patron Type:	\$
Patron Type:	\$
Patron Type:	\$
Total Ticket Sale Revenue:	\$ 0.00

Other Information that you want the Council Coordinator and/or Board of Directors to know:

The main concern is, the closer we get to April 20, flights go up in price as they naturally do, while SA processes our flight requests. Also the news relating to to Ukrainian-Russian conflict projects that flights can increase due to sanctions on Russian fuel. In the meantime, AirBNB's will continue to be booked by other AIAA teams traveling to Wichita, the better deals may be picked up by other teams, and it is possible that the AirBNB price can grow a bit as well. After a discussion with RP, he advised that Ubers may be in short supply due to the size of the event, and rental cars is the more reliable option. Also our plane is big, reliable access to a large vehicle for transport is important.

Supplemental Funding Approval Signature Page

To be completed by the Council Coordinator or Chair of the Board of Directors before submission to the SA Treasurer. The completed supplemental funding request that was presented to the Coordinator or Board for consideration must be attached for the club to receive any monies into their account.

Club Name: American Institute of Aeronautics and Astronautics

Council: _____

Amount of Money: _____

Event Money is to be used for: _____

Date of Event: 4-20-22 through 4-24-22

Type of Supplemental Funding Request:

_____ Board of Directors

Chair of Board of Directors Signature: _____

Print Name: _____ Date: _____

Meeting Date that the Funding Request was voted on: _____

_____ Coordinator

Coordinator Signature: _____

Council Name: _____

Print Name: _____ Date: _____

Final Approval to be added to a Budget Adjustment

SA Treasurer Signature: _____

Print Name: _____ Date: _____

Monies to be transferred to club as part of Budget Adjustment: _____



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Internal Controls Program Resolution

Be it resolved that University at Buffalo Student Association Inc. adopt and implement the following financial policies as part of the SA's internal control program.

1. Internal Controls Policy
2. Safeguarding Cash and Cash Equivalents Policy
3. Encumbrance and Expenditure Policy
4. Budget Policy
5. Reserve Funds and Long-term Planning Policy
6. Fundraising, Revenue and Rollover Policy
7. Contracts Policy
8. Capital Equipment and Disposal Policy
9. Inventory Policy
10. Ticketing and Merchandise Sales Policy

This resolution will take effect upon University approval of the Internal Control Program. Then, the existing Contracts policy will be replaced in its entirety and this resolution shall supersede the University at Buffalo Student Association Inc. Finance Handbook.



Internal Controls Policy

Policy Information

Date Established:

Date Last Updated:

Category: Student Association

Summary

This policy establishes a framework for a system of internal controls and communicates the Student Association's internal control objectives.

Policy Statement

University at Buffalo Student Association Inc. (Student Association, SA) is committed to a strong system of internal controls focused on accountability and oversight of operations and reasonably assure SA:

- Meets its mission
- Promotes performance leading to effective accomplishment of objectives and goals
- Safeguards assets
- Provides accurate and reliable financial and other key data
- Promotes operational efficiency and economy
- Encourages adherence to applicable laws, regulations, policies, and practices

Best Practices

An effective system of internal controls is supported by best practices including, but not limited to:

- **Segregation of Duties** - To prevent the occurrence of undetected errors or fraud, responsibilities must be divided so that one individual does not control all aspects of a transaction.
- **Safeguarding Assets** - Assets and records must be kept secure at all times to prevent unauthorized access, loss or damage. Security of assets and records is essential for accurate operations.
- **Safeguarding Confidential information** - Ensure the security and confidentiality of personal and private information, protect against any anticipated threats to its security or integrity, and guard against unauthorized access and use.
- **Review and Approval** - Review and approval of internal processes should be obtained from a knowledgeable and independent party.
- **Timeliness** - Make all efforts to meet prescribed deadlines and prioritize critical work to avoid fines and negative impacts on operational processes.
- **Documentation** - Provide evidence for transactions to support accuracy and consistency

Internal Control Program

The Student Association's internal control program is a system of accountability and included all the plans and actions that assure reasonable control over SA's operations. Control activities, which occur throughout the organization at all levels and function, help ensure that necessary actions are taken to address risk while achieving SA's objectives. Internal controls are owned by the individual performing SA's operations and every employee is responsible for ensuring that the program is effective in

achieving SA's mission. Employee competence and professional integrity are essential components of a sound internal control program.

While internal controls themselves are owned by the employees responsible for the control, along with their managers or supervisors, the internal control program is supported at the highest levels of SA's management. The SA Executive Board and Professional Staff provides guidance and the resources to maintain a successful program. The internal control program is enforced through thoughtful, risk-based assessments.

Background

The Student Association has adopted this policy in accordance with the State University of New York Student Activity Fee Programs - Mandatory, Fiscal and Accounting Procedures for, Document Number: 3900.

An effective internal control system provides reasonable assurance that the Student Association will achieve its mission. Reasonable assurance is a concept that recognizes the cost of internal controls should not exceed the benefits. Managers must use judgment and estimates to assess cost, benefit, and risk and develop controls that support achievement of department goals and adequately safeguard assets, provide reliable information, and meet compliance requirements.

Applicability

This policy applies to all Student Association entities.

Definitions

Effective Control

Management-directed-authorized and monitored performance, which includes periodically comparing actual with planned performance, and documenting these actions to provide reasonable assurance that organizational goals will be achieved.

Internal control

The integration of the activities, plans, attitudes, policies, and efforts of the people of a department working together to provide reasonable assurance that the organization will achieve its objectives and mission.

Professional Integrity

Demonstrate behaviors that show a commitment to consistent and willing adherence to guidelines and policies as well as to ethical conduct in support of the mission of the university.

Reasonable Assurance

Errors and other deviations are kept to a tolerable level; for example, in the normal course of their assigned duties, employees will prevent errors of improper acts and will detect and correct them within a reasonable time, thereby mitigating their detrimental effects.

Risk

A probability or threat of damage, injury, liability, loss or any other negative occurrence that is caused by external or internal vulnerabilities and that may be avoided through preemptive action.

Responsibility

Executive Board

- Promote a culture that embraces an effective internal control program.
- Support the internal control program by providing necessary resources.
- Champion the organization-wide effort to establish, implement, and maintain a system of internal controls and program of internal control review within their areas of responsibility. Collaborate with Professional Staff members as appropriate.
- From time to time or at the suggestion of a professional staff member review, evaluate and potential update the aspects of the internal control program and perform risk assessments for applicability to the Student Association's strategic objectives.
- After working in conjunction with the Professional Staff to create any updates to SA's internal control program, as the Internal Control Officers of the organization, the Executive Board has the responsibility of presenting the changes to both the Senate and the University's Designee for approval.

Professional Staff

- Suggest to the Executive Board that aspects of the internal control program should be reviewed and potentially updated to ensure that the program remains applicable to the Student Association's strategic objectives and stay up to date business practices.
- Work in-conjunction with the Executive Board to draft the updates to any for the internal control program before it is presented to the Senate and University's Designee for approval.

Administrative Director

- In addition to the responsibilities of all professional staff, to perform an audit or review of the internal control program instituted by the Associate Administrative Director.

Associate Administrative Director

- Coordinate and communicate all aspects of the Student Association's internal control program.
- Facilitate documenting an inventory of internal controls in the Student Association
- Develop and coordinate all policy related to the internal control program
- Implement an on-going training process for all employees
- Periodically review and report on the adequacy of internal controls for functions of SA that are not directly their area of responsibility.

Departmental Directors

- Create a control environment that encourages compliance with SA policies and procedures.
- Coordinate with the Administrative Director or Associate Administrative Director to periodically review and test the system of internal controls.
- Identify and implement appropriate corrective actions.

All Employees

- Fulfill the duties and responsibilities established in their performance program.
- Monitor their work to ensure it is done properly and that errors are corrected promptly and accurately.
- Follow Student Association and department policies and procedures.
- Safeguard resources against waste, loss, unauthorized use, and misappropriation.
- Report breakdowns in internal control systems to the Administrative Director or Associate Administrative Director.



Safeguarding Cash and Cash Equivalents Policy

Policy Information

Date Established:

Date Last Updated:

Category: Finance

University at Buffalo Student Association Inc. (Student Association or SA) is committed to strong controls over the collection of cash and cash equivalents. It is also SA's objective to minimize handling cash and cash equivalents to reduce risk and prevent theft, loss, or misappropriation of funds. Whenever practical, acceptance of cash and checks should be avoided. SA's preferred method for receiving payments, including checks, is via the Ticket Office. All checks received in the mail due to fundraising that have been approved for certain vendors will be processed through the Finance department.

Cash and cash equivalents are defined as currency, coin, checks, money orders and other negotiable instruments easily converted to cash. Cash and cash equivalents must be submitted to the Ticket Office or Finance Department and deposited with the Fiscal Agent or at an approved bank location promptly after collection to secure them against the possibility of loss or misappropriation. Access to cash or cash equivalents received by SA are limited to as few individuals as possible, including finance student staff, professional staff, and the SA Treasurer. All individuals who handle cash and cash equivalents are adequately bonded.

When the Student Association Finance Department does receive cash and cash equivalents, they must be deposited intact. Under no circumstance should cash disbursements or payments be made from undeposited cash or cash equivalents. Cash disbursements can only be made through the encumbrance process established by the Student Association.

Any SA club or department which desires to bring in funds must do so through the Ticket Office. All sales must be done according to any Ticket Office policies and procedures in addition to any SA policies and procedures.

Violation of This Policy

The following is the schedule of penalties that will be assessed to clubs who are found to have violated this policy so far as they collected money and given the money to the finance department intact.

1. The first offence will result in the club E-Board being required to attend an orientation style meeting with the Student Association Treasurer or their designee where all relevant financial policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting.
2. In the event of a second violation of this policy the club E-board will again be required to attend an orientation style meeting with the Student Association Treasurer or their designee where all relevant financial policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting. In addition, the club will be assessed a fine of 50% of the club's deposit. This fine will be transferred from the club's budget to Senate Supplemental Funding Line following all budget adjustment rules and procedures.
3. In the event of a third violation of this policy the club's budget will be frozen and the club may be derecognized in accordance with the Club Derecognition Policy.

Clubs who are found to violate this policy so far as they collected money and is found to have not given the money to the finance department or the money was given not intact will face the following schedule of penalties.

1. The first offence will result in the club E-Board being required to attend an orientation style meeting with the Student Association Treasurer or their designee where all relevant financial policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains to the topics covered by the meeting. In addition, the club will be assessed a fine of 50% of what the club's intact deposit would have been. This fine will be transferred from the club's budget to Senate Supplemental Funding Line following all budget adjustment rules and procedures.
2. In the event of a second violation of this policy the club's budget will be frozen, and the club may be derecognized in accordance with the Club Derecognition Policy.

Employees who have been found to violate this policy will be reported to the Chief of Staff and President and will be reviewed under the corrective counseling procedures as outlined in the appropriate staff handbook.



Encumbrance and Expenditures Policy

Policy Information

Date Established:

Date Last Updated:

Category: Finance

Encumbrances

An encumbrance is a special type of accounting transaction that anticipates a future expenditure. Funds are encumbered, or set aside, in a particular budgetary account for a specific future purchase. Encumbrance is the first part of a three-part process for purchasing and paying for goods or services. An encumbrance system requires that proper authorization must be obtained before a purchase takes place and before a financial commitment occurs. An encumbrance approval system is proactive rather than reactive since the officers can approve, question, or if necessary, pre-empt a potential commitment of funds from taking place before a legal liability is incurred.

The Student Association uses an encumbrance system for purchasing. All expenditures must be encumbered for and approved by the following parties before a financial commitment occurs or before a purchase takes place:

1. A Finance Professional Staff Member or Treasurer
2. The SA Treasurer or designee
3. Either the SA President or Vice President
4. The Campus President or their Designee

Each of these parties are reviewing for different items. Level One is reviewing for:

1. That the encumbrance is coming out of the correct budget line
2. That there are enough funds available in the requested line for the expenditure
3. That all required documents are attached
4. That the encumbrance is in line with all SA and SUNY policies
5. That any directives given to the requestor have been followed
6. That, if applicable, any contracts have been submitted for review through the SA website
7. That, if applicable, ticket office forms have been submitted for merchandise and event ticket sales
8. That, if applicable, merchandise being ordered matches the sales form from the pre-sale
9. That there is a reasonable amount of time to allow for all approvals to be granted before the purchase needs to be made
10. That there is enough time for ordered items to arrive by the date the items are needed
11. That, if applicable, additional insurance has been requested
12. That other miscellaneous items have been covered and requested so that a purchase can be made
13. That there is storage for the appropriate items according to the Capital Equipment and Disposal Policy and the Inventory Policy

The Treasurer or designee is reviewing the requests for:

1. That all required documents are attached, reviewing them for compliance and consistency with the request
2. That the encumbrance is reasonable and is in line with all SA and SUNY policies and officer's fiduciary obligations
3. That any directives given to the requestor or club have been followed
4. That the purchase is in line with the club's purpose

5. That there is a reasonable amount of time to allow for all approvals to be granted before the purchase needs to be made

The President or Vice President are reviewing the request for:

1. That the encumbrance is reasonable and is in line with all SA and SUNY policies and officer's fiduciary obligations
2. That any directives given to the requestor or club have been followed
3. That the purchase is in line with the club's purpose
4. That there is a reasonable amount of time to allow for all approvals to be granted before the purchase needs to be made

The Campus President or their Designee reviews the requests for compliance with SUNY and University at Buffalo Policies and Procedures.

Proper documentation proving the expenditure relates to a club event and the club's purpose is required to be attached to all requests.

Checks will not be processed without

1. All proper documentation being submitted
2. Available funds to cover the expense within the appropriate expense account
3. Submission and approval through the University at Buffalo Student Association Inc.'s encumbrance system

The SA Officers and Campus Designee have the right to deny an expenditure request if it does not meet the criteria listed. They are responsible for reviewing for accuracy and compliance.

Club Budget Pauses

During certain times of the fiscal year additional restrictions may be placed on budget line spending. Typically, this tends to happen during the summer and winter sessions. Club budgets will be paused pending they meet the criteria set by the Treasurer or Student Association Officers for their budgets to be opened and used. These criteria will be the same for all clubs. This is done to help limit overspending, to encourage clubs to spend the bulk of their budgets when the most students are on campus, and to allow one budget year to close and the next to open with as few outstanding expenditures that must be transferred from one budget to the next as possible. After the new budget opens on August 1, club budgets will remain paused until they have received the annual SA Treasurer-designated finance training.

Tax Exempt

SA is a tax-exempt entity. Therefore, no New York State sales tax is to be paid on purchases made by SA, or any state that recognizes our NYS Tax Exempt status. The person purchasing goods or services may request for SA to send a tax-exempt form to the vendor (unless the vendor already has one on file). SA will not pay any NYS sales tax, and in the case of a reimbursement, any NYS sales tax paid will not be reimbursed, excluding those not covered by our NYS Tax Exempt status.

Advances

Advances shall be limited to the reasonable amounts necessary to fulfill the stated purposes, with no other preferred payment option available. All expenses for the advance must be itemized. All advances shall be settled promptly after completion of the activity or event. Signing out an advanced check requires the club member or employee to provide a paid in full invoice or original signature on a contract within ten (10) business days after the event, and they may be required to provide proof of event attendance.

For clubs that request an advance check, failure to bring back the necessary paperwork after the event will result in the club's budget being frozen, meaning all finance paperwork for the club will be paused until the advance has been satisfied. Turning in the proper documentation will satisfy the advance and finalize the process. Only after the advance has been satisfied will the club's budget be unfrozen.

The Student Association will not authorize an advance payment if there are reasonable concerns that the vendor may not deliver the promised goods or services, or that SA may not be able to adequately enforce its rights as a practical matter after a payment is made.

Reimbursements

Reimbursements should only be used for purchasing goods or services that cannot be comparably purchased using a PO or one of SA's accounts. Reimbursements must be encumbered for and approved by the above listed four parties before a financial commitment or a purchase occurs by the individual.

Honoraria

Neither SA nor any SA club may pay a current UB student, professor, or staff member an honorarium for any speech given at any SA or club conference, convention, meeting, event or like gathering.

Overspending Budget Lines

No club or SA department shall overspend their assigned budget line(s), which is defined as spending the budget line into the negative. No requests, POs, or vouchers will be processed that would make any line negative.

Trade Agreements and In-kind Agreements

While it is acknowledged that trade agreements are a common business practice in the private sector, the nature the Student Association is such that trade agreements are not permitted. Student Association assets are not to be used at individual discretion, for personal gain, or traded to outside parties in exchange for goods or services.

If there is an instance where SA and a vendor both wish to sell or sponsor goods, services, or activities mutually from each other then they must be completed as separate transactions. SA shall never enter into an in-kind agreement with any outside vendor. The proper procedure is for SA to purchase the desired goods or services from the vendor at no more than fair market value, and for SA to enter into a separate agreement to sell goods or services to that vendor for at least fair market value or to obtain a sponsorship from such vendor.

Exceptions to Pre-Approval of an Expense

The Student Association reserves the right to approve expenditures after the purchase has been made only when it pertains to one of following occurrences:

1. There is a safety issue or concern. Examples of this may include, but are not limited to, a club needing to change hotels due to health concerns, a vehicle breaking down and members needing to be transported somewhere safe, an expense critical to the health and safety of attendees of an event etcetera. All parties involved in the approval process will work together to process such expenditures and make sure everyone is safe and can make it back to campus safely.
2. Referees for competitive events which SA is responsible for paying directly and that are not assigned with enough time to complete the regular encumbrance process. Prior to the event, the club E-Board is responsible for:
 - a. submitting a home game schedule to the SA Treasurer prior to the start of their season including:

- i. expected number of referees at each game and
 - ii. pay rate per referee and
- b. Submitting a request for funds through the SAFE system for each referee selecting “Unknown Referee” as the vendor.

The submitted information will be sent to the required signatories to be approved outside of the system, upon approval by the parties the contracts will be signed by the SA E-board and sent with the club to each event.

At each game it is the responsibility of the club E-Board to collect a fully completed and signed W9 and a referee contract signed by the referee. Within 2 business days the club must submit both completed documents to the SA Finance Department for payment processing. This exemption shall also include judges, umpires, and other officials, which SA is responsible for paying directly and that are not assigned with enough time to complete the regular encumbrance process.

3. The Student Association strives to complete all requests in a timely and efficient manner. In the event SA has made a documentable mistake within the process of an encumbrance that would have otherwise had enough time for processing, SA will do everything within their power to rectify the situation within the encumbrance system. If the situation cannot be solved within the encumbrance system, the signatories will meet to discuss the situation and options, if any, may allow the encumbrance to move forward.
4. As necessary to meet obligations in an otherwise validly approved contract.
5. As necessary to meet any of SA’s legal obligations.

Violation of This Policy

The following is the schedule of penalties that will be assessed to clubs who are found to have violated this policy.

1. The first offence will result in the club E-Board being required to attend an orientation style meeting with the Student Association Treasurer of their designee where all relevant financial policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting.
2. In the event of a second violation of this policy the club E-board will again be required to attend an orientation style meeting with the Student Association Treasurer or their designee where all relevant financial policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting. In addition, the club will be assessed a fine of 50% of the club’s expenditure. This fine will be transferred from the club’s budget to the Senate Supplemental Funding Line following all budget adjustment rules and procedures.
3. In the event of a third violation or subsequent violations of this policy the club’s budget will be frozen, and the club may be derecognized in accordance with the Club Derecognition Policy.

In the event a club incurs a legal obligation that would result in their budget line going into the negative, the club’s budget will be frozen, and the club may be derecognized in accordance with the Club Derecognition Policy.

Employees who have been found to violate this policy will be reported to the Chief of Staff and President and will be reviewed under corrective counseling procedures as outlined in the appropriate staff handbook.



Budget Policy

Policy Information

Date Established:

Date Last Updated:

Category: Finance

The Student Association prepares an annual budget according to the processes set forth in the SA By-Laws and SUNY policies. Every expenditure by SA or an SA recognized club is pursuant to an approved budgetary allocation. The budget must be balanced in accordance with SUNY Mandatory Student Activity Fee guidelines. Estimated revenues and estimated expenditures must be based on realistic projections.

SA uses a system of budgetary accounts to codify the budget. The breakdown can be found within SA's chart of accounts and line descriptions. Each budget is for the fiscal year beginning on August 1 and ending on July 31 of the following year. Once the proposed budget has been prepared, it must be formally approved or adopted in accordance with the SA By-Laws, UB and SUNY policies.

Prior Year Budget Activity and the Effect it has on the Current Year's Budget

Any encumbrances outstanding at the end of the fiscal year (July 31) will be voided prior to fiscal year end and entered into the new fiscal year's budget. They may be voided prior to 7/31 if it is not reasonably possible for the check to be processed in the last check run of the fiscal year.

Club Budget Tier System

The Student Association, in its efforts to maintain consistency from year to year, categorizes clubs into tiers. Each tier has requirements that organizations must meet to be eligible for the funding sources that the tiers provide. Funds will be budgeted and disbursed based on approved viewpoint neutral policies and procedures. No club should expect their sole funding to come from the Student Activity Fee.

Tier I

Clubs who are assigned to this tier are generally new clubs and clubs who did not apply for a budget during the previous spring's budgetary process.

1. Be a recognized SA club
2. Have completed 2 Club Meetings for the academic year
3. Have completed 1 Club Event for the academic year
4. Have at least 10 active undergraduate students

Clubs within this Tier may submit a request for supplemental funding for specific events they wish to create that fall within the purpose of their club. Supplemental funding for Tier I clubs is available through the Senate, SA Vice President, or their respective Council Coordinator, following all supplemental funding request policies and procedures for each fund.

Tier II

Clubs who are assigned to this tier have requested a budget and have been approved by the Senate to have a budget of \$1.00 - \$2,499. Clubs in this tier must complete the following requirements:

1. Be a recognized SA club

2. Have completed 2 Club Meetings for the academic year
3. Have completed 2 Club Event for the academic year
4. Have completed 1 SA Participation Event for the academic year
5. Have at least 15 active undergraduate students

Clubs within this Tier may request supplemental funding for specific events they wish to create that fall within the purpose of their club. Supplemental funding for Tier II clubs is available through the Senate or their respective Council Coordinator, following all supplemental funding request policies and procedures for each fund.

Tier III

Clubs who are assigned to this tier have requested a budget and have been approved by the Senate to have a budget of \$2,500 - \$9,999. Clubs in this tier must complete the following requirements:

1. Be a recognized SA Club
2. Have completed 3 Club Meetings for the academic year
3. Have completed 3 Club Events for the academic year
4. Have completed 2 SA Participation Events for the academic year
5. Have at least 25 active undergraduate students

Clubs within this Tier may request supplemental funding for specific events they wish to create that fall within the purpose of their club. Supplemental funding for Tier III clubs is available through the Senate or their respective Council Coordinator, following all supplemental funding request policies and procedures for each fund.

Tier IV

Clubs who are assigned to this tier have requested a budget and have been approved by the Senate to have a budget of \$10,000 and above. Clubs in this tier must complete the following requirements:

1. Be a recognized SA Club
2. Have completed 4 Club Meetings for the academic year
3. Have completed 4 Club Events for the academic year
4. Have completed 3 SA Participation Events for the academic year
5. Have at least 30 active undergraduate students

Clubs within this Tier may request supplemental funding for specific events they wish to create that fall within the purpose of their club. Supplemental funding for Tier IV clubs is available through the Senate, following all supplemental funding request policies and procedures for each fund.

Clubs who do not meet the requirements for their respective Tier will, during the next budgeting process, be eligible for, at most, funding in the Tier that they did complete the requirements for.



Reserve Funds and Long-Term Planning Policy

Policy Information

Date Established:

Date Last Updated:

Category: Finance

Unallocated Reserve Funds

Unallocated reserve funds are funds retained by the Student Association from year to year above and beyond the approved budget. These funds are typically retained for unforeseen expenditures that may arise from year to year. The Student Association shall hold a minimum of five percent of the previous year's expenditures in our unallocated reserve fund and no more than one year's operating budget.

Long Term Planning

The Student Association may also establish designated reserve funds for specified long-term programs, projects, and expenditures. The same SUNY policies apply to allowable expenditures of long-term planning as with any Student Activity Fee expenditures. All long-term planning must be approved by the Campus President or their Designee and in general have a cap of ten (10) years. All long-term planning proposal(s) must be submitted to the Campus President or their Designee for approval.

For long-term planning to be approved by the Campus President or their Designee the following information must be included in the proposal:

1. The date range in which the plan is for
2. The specific dollar amount for the plan and if the plan is a multi-year plan, then the breakdown of the per year dollar amount.
3. The specific intention for the use of funds

Initial submission and any changes thereafter to any approved long-term plan must be reviewed and approved by the SA President, SA Treasurer, and the Campus President or their Designee.

How Reserve Funds and Long-Term Planning is accounted for in the Budget

Unallocated Reserve funds are not accounted for in the budget.

Long term planning will be accounted for each year of the approved plan. The revenue and expense lines will be budgeted according to the approved long-term plan.



Fundraising, Revenue, and Rollover Policy

Policy Information

Date Established:

Date Last Updated:

Category: Finance

Donations of Items

The acceptance of any donated physical goods (other than cash or cash equivalents) must be approved in writing by the SA Treasurer and either the SA President or Vice President, who may evaluate the cost of maintenance, upkeep, and storage of the item, along with any liability risks associated with the good. The SA Officers may decline to accept any physical good for any reason. Goods that are donated to SA or any SA club shall be deemed the property of SA and are not tax deductible. Donations of physical goods do not count as fundraising for a club.

Fundraising and Revenue

Revenue is new money that comes into a club's account from a source outside of SA. This can be money collected through sales at the Ticket Office, charitable contributions, or other money deposited through the SA Finance Department according to the policies, minus any penalties. Clubs are allowed to fundraise revenue so long as they follow all policies and procedures to do so. Since the Student Association is a 501(c)3 and a Charitable Organization all club revenue plans must be reviewed and approved by the SA Finance Department before the plan's implementation to make sure it follows all legal requirements. All revenue monies will count as fundraising for a club.

SA may deny a proposed fundraiser if the cost to SA for administering the fundraiser is not reasonable.

Clubs cannot collect cash.

Clubs can also receive money that will count as fundraising by working certain SA events as volunteer staff. The following funding sources do not count towards fundraising:

1. Supplemental funding allocations from Council Coordinators, the SA Senate, or the SA Vice President
2. Money that was never deposited
3. Co-Sponsorships from other club(s) to help pay for a joint event
4. Budget allocation granted to a club by the SA Senate

Rollover

For clubs that choose to fundraise whether by receiving revenue or by working as volunteers at SA events, the Student Association maintains a fundraising rollover system. Rollover is defined as fundraised money that a club has received in one fiscal year that if not spent and can be added to the following fiscal year for the club's use provided requirements are met to do so. Rollover funds do not count as revenue in the current fiscal year's budget and must be used within the fiscal year it is awarded to the club. To receive rollover, clubs must complete the annual re-registration process.

When calculating rollover, the following shall apply:

1. Only fundraised money will be calculated as rollover
2. Rollover will not exceed the amount of money that remains in a club line



Contracts Policy

Policy Information

Date Established:

Date Last Updated:

Category: Finance

Article I. Applicability

This Contracts Policy shall apply to University at Buffalo Student Association Inc. (sometimes hereafter referred to as “Student Association” or “SA”) and all clubs recognized by SA. As used in this Contracts Policy, the term “contract” shall be interpreted to include agreements of any nature and promises of any kind (whether or not the word contract appears), including but not limited to agreements that do not involve the exchange of money.

Article II. Signing Authority

1. Clubs may not enter into contracts or undertake legal obligations; only SA itself may enter into contracts
2. No one shall have a right to execute any contract on behalf of a club or undertake any legal obligation on behalf of a club by virtue of his/her position as an officer, member, advisor or coach of such club
3. A contract may be executed on behalf of SA only if such contract is executed by the SA Treasurer (or designee appointed by the Treasurer in writing) and either the SA President or the SA Vice President. No, SA Officer shall ever be required to approve any contract, and no term of this policy shall be construed to require approval of any contract.
4. Contracts must be reviewed by the Campus President or their Designee, when so required by applicable University policy(ies)
5. The encumbrance process must be followed with respect to any expenditure before SA may commit to such expenditure in a contract

Article III. Legal Compliance

No contract entered into by SA may violate, or cause anyone to violate, any applicable federal, state or local law or regulation, State University of New York at Buffalo policy, or SA policy.

Article IV. Reasonableness

All terms of each contract must be reasonable under the circumstances.

Article V. Standard Contract Forms

SA shall utilize, review from time to time, and modify as appropriate, standard form contracts to be used in various situations, including but not limited to the engagement of performing artists, venues and caterers. Use of SA’s standard forms is strongly preferred but not required, though the SA Officers may require any such form be used as a condition of their approval of any agreement.

Article VI. Vendor-Supplied Contracts

Vendor-supplied contracts must not violate any of the rules of this policy. Further, the following rules shall apply to vendor-supplied contracts:

Section 6.01 All Essential Terms

The contract must contain all the terms that are essential components of the deal (for example, and without limitation, a full description of goods or services, price, length of performance, and dates and times for performance or delivery).

Section 6.02 Deposits

Contracts may not require SA to pay advanced deposits or (full or partial) pre-payments.

Section 6.03 Breach

Each contract entered into by SA should state that in the event the other party alleges a breach by SA, SA must be provided with written notice of the alleged breach and a reasonable opportunity to cure the alleged breach.

Section 6.04 Notice

If the contract contains a provision providing for notice, it should state that notice will be sent to the SA Office. If the contract provides for email notice, the contract may allow such notice to be sent to the official UB email address of a SA Officer or member of SA's professional staff.

Section 6.05 Governing Law and Venue

Each contract entered into by SA should state that it is governed by the laws of the State of New York and should designate that the sole and exclusive proper venue for any dispute arising out of the contract shall be located in Erie County, New York.

Section 6.06 Confidentiality Clauses

No contract may contain any confidentiality provision that would require SA to violate any law.

Section 6.07 UB is NOT a party

Except for a contract between SA and UB, the contract must not state or imply that UB is a party to the contract. SA (rather than the club) should be listed as the party to the contract.

Section 6.08 No Unreasonable Limitations on Vendor's Liability

The contract must not contain unreasonable limitations on the vendor's liability for negligence, breach of contract or other wrongful act or omission.

Section 6.09 Indemnification Clauses

The contract must not contain any unreasonable indemnification clause binding upon SA. The SA Officers may require the Vendor to indemnify, hold harmless and/or defend SA, the club, the State University of New York at Buffalo, and their respective officers, directors, employees, and agents.

Section 6.10 Insurance

As a condition of approval, the SA Officers may insist that the contract require the vendor to provide a certificate of insurance in a reasonable amount listing as additional insureds: SA, the State University of New York at Buffalo, and any other affiliates of either of them as the SA Officers deem reasonably appropriate under the circumstances.

Section 6.11 Term

Except for Professional Staff employment contracts, contracts and fiscal commitments may not be for a term longer than one (1) year, unless SA shall have the right to terminate the contract (without penalty) upon reasonable notice to the other party at any time thereafter.

Article VII. Method and Dates of Submission

Clubs should submit contracts for review via the following website:

www.sa.buffalo.edu/form/contracts. Contracts should be submitted for review at least two (2) weeks prior to the applicable event/activity, whenever reasonably possible.

Article VIII. Exceptions

Subject to Article III and IV of this Contracts Policy, the SA Officers may grant exceptions to Sections 6.02, 6.03, 6.04 and 6.05 of this Contracts Policy if (1) required as a condition of a contract with a league or other recognizing body for clubs engaged in intercollegiate competitions, or (2) necessary or prudent in order to obtain goods or services at a better value (either lower price or higher quality) than would otherwise be available, after reasonable consideration of all risks. The exceptions allowed under this paragraph may be granted by the authorized SA Officers' execution of the applicable contract. The Officers shall never be required to grant an exception.

Article IX. Role of Professional Staff in Review Process

All proposed contracts shall first be reviewed by the SA Administrative Director (or another Professional staff member designated by the Administrative Director), Associate Administrative Director or Entertainment Coordinator prior to execution. All proposed contracts may be submitted for attorney review at the reasonable discretion of any SA Officer or any member of the Professional Staff. If a member of the Professional Staff has concerns about a proposed contract, they shall communicate those concerns to the SA Officers, and if a member of the Professional Staff has concerns that a proposed contract presents significant risk to the Student Association, they may communicate those concerns to the Campus President or their Designee, as well.

Article X. Waiver of Liability Agreements

The SA Officers may require participants in SA and club activities to sign waiver of liability agreements as a requirement of participation in such activity(ies). SA has developed, and may modify from time to time as appropriate, standard form(s) to be used for such purpose.

Article XI. Club collaboration with Outside Entities

In order for an SA club to collaborate with an outside organization on an event the responsibility of each party must be set forth in a contract, subject to SA's contract policy and any other applicable policies.



Capital Equipment and Disposal Policy

Policy Information

Date Established:

Date Last Updated:

Category: Finance

Ownership of Assets

All property purchased with University at Buffalo Student Association Inc (Student Association or SA). funds is the property of SA. All equipment and supplies purchased by SA for any SA club is the property of University at Buffalo Student Association Inc. on discretionary loan for use of the club. The SA Treasurer may direct any equipment or supplies to be reclaimed by SA if the club dissolves or fails to utilize equipment or supplies in a proper and justifiable manner.

Capital Equipment

Any physical goods that the Student Association or a recognized SA club wishes to buy that is over \$1,000 will be considered capital equipment. For each piece of capital equipment SA in conjunction with their fiscal agent will determine the depreciable life and method of depreciation of each individual item and properly record items into the fixed asset schedule. The Student Association will use the straight-line method of depreciation and will consider the useful life of the purchased item. SA's fiscal agent will maintain the fixed asset schedule that summarized the opening and ending balances for each property and equipment account and the related accumulation depreciation account and any transaction in each account for each fiscal year.

All assets are expected to be used for the originally stated purpose made during the encumbrance process. All clubs or departments must be able to present all assets to SA upon request and explain how they are used. Any use of the vehicles owned by SA will be governed by the approved SA Vehicle Policy. In addition, all fixed assets must have storage location on campus that is approved by the Student Association.

Fixed Asset Inventory

In conjunction with SA's fiscal agent the Fixed Asset Inventory Questionnaire will be completed by the Student Association annually. The purpose of this questionnaire is to ensure that fixed assets are still in existence at their proper location, to determine the condition of fixed assets and to determine if any changes have occurred so that the accounting records can be updated. During the questionnaire period clubs will be asked to account and present the fixed assets that are assigned for their individual club's use.

The following instances should be reported to SA's fiscal agent annually with the fixed asset inventory questionnaire if not at the time of change:

1. Physical changes made to the asset including enhancements, additions, or replacement of parts or components
2. Movement to a new location
3. Disposal, sale, or retirement of an item

Disposal of Capital Equipment

Any club or department that wants to dispose of or change the purpose of an asset must get approval by the SA Treasurer to do so. Unauthorized sale, transfer, donation, or disposal of inventory items is strictly prohibited.

In some instances, fixed assets will no longer be useful, or normal wear and tear, obsolescence, and breakage will occur. When this arises the club or department will, when possible, bring the item to the SA office to be reviewed and start the process for repair or disposal. If the asset cannot be brought to the office a club should schedule an appointment with the Finance Department, so they can travel to the asset for the review. Assets can be sold for fair market value, traded for a replacement, donated, or disposed of with the approval of the SA Treasurer and either the President or Vice President.

SA will report the condition of the asset as soon as possible to the fiscal agent to adjust the accounting records accordingly. If the asset is being traded for or replaced with a new asset, the retirement of the old asset must be recorded on the Capital Equipment Requisition that is used for the replacement asset. Also, upon disposal of an item, SA will report the disposal to the fiscal agent to update the fixed asset schedule and if necessary, re-compute depreciation through the date of the disposal.

If the asset is stolen, damaged, or lost the responsible club officer or staff member must report the incident to the SA Finance Department. If one of these instances happens to a fixed asset entrusted to a staff member or club the SA Officers may take actions to ensure proper future control over any additional fixed assets that may be in their possession.

The SA Treasurer must determine that the disposal was properly authorized, complied with any restrictions on disposal (for example, holding period, prior approval by donor or funding source, or restrictions on use of proceeds), and was not an asset pledged on existing debt.

Violation of This Policy

The following is the schedule of penalties that will be assessed to clubs who are found to have violated this policy which shall include:

1. Misuse of asset
2. Failure to comply with a fixed asset inventory questionnaire request
3. Disposal of an asset without SA permission
4. Loss or damage to an asset

A club violation report will be completed and submitted to the SA Treasurer. Once a club violation report has been submitted the SA Officers may ask additional staff members to advise them on the situation and help gather additional information. The club will be invited to submit a written statement pertaining to the topic of the violation. The club officers and the email we have on file for them according to the SA website at the time will be who is notified of all proceedings. The club will be given 7 days to respond to any request for additional information that Officers believe is pertinent to deciding the matter. The final decision on penalties will be made by a majority of the SA Officers, of which one must be the SA Treasurer. These penalties may include:

1. The club not being allowed to purchase more Capital Equipment for a determined amount of time
2. The Treasurer asking for all Capital Equipment in the possession of the club being turned into the Student Association
3. The club's budget may be frozen, and the club may be derecognized in accordance with the Club Derecognition Policy.

Once the review has been completed the club will be informed of the outcome and penalty(s) that will be assessed if they have been found to violate this policy.

Clubs who wish to appeal this decision based upon alleged procedural error or violation of law can appeal to the Student Association Senate. Any club who wished to appeal must do so within 30 days of the decision being given to them in writing.

Employees who have been found to violate this policy will be reported to the Chief of Staff and President and will be reviewed under corrective counseling procedures as outlined in the appropriate staff handbook.



Inventory Policy

Policy Information

Date Established:

Date Last Updated:

Category:

All property purchased with University at Buffalo Student Association Inc. (Student Association or SA) funds is the property of SA. All equipment and supplies purchased by any SA club is the property of the University at Buffalo Student Association Inc., on discretionary loan to the club. The SA Treasurer may direct any equipment or supplies to be reclaimed by SA if the club dissolves or fails to utilize equipment or supplies in a proper and justifiable manner.

Any physical items that are bought with Student Activity fee money that are under the capital equipment threshold will fall into two categories and will help SA determine if the item should be bought and what procedures that need to be followed to do so.

The first category is physical items that are “consumable” or meant for specific one-time events or activities. These items are goods that the club is buying to run an activity or event and once that event is over are intended not to be used again and do not need storage after the event. These items will be allowed based on cost and what the actual activity or event is. There are certain instances where a club may buy items for one event, such as tools needed to build a project for a competition, that although are bought for one event will be treated as multi-year items or goods.

The second category is physical items that are meant for multi-year and multi-event and activities, and the individual cost of the currently approved semesterly SA student activity fee. These items are good that are bought with the intention that they will be used repeatedly for more than one academic year. Multi-year goods are required to have a storage area that is approved by SA. These items will be inventoried by annually. Clubs will be contacted to complete this inventory each year in April. The clubs will then again review the inventory SA each fall semester before the item(s) start to be used for the academic year.

At no time will SA buy goods that are meant for an entity outside of SA and its recognized clubs. Items purchased are only intended for the use by SA or its recognized clubs. SA will not purchase anything for outside entities, University Departments, or items for personal use.

In some instances, multi-year items will be no longer useful or normal wear and tear, obsolescence, and breakage will happen. When this arises the club or department should when possible, bring the item to the SA office to be reviewed and start the process for repair or disposal. If the asset cannot be brought to the office a club should schedule an appointment with the Finance Department can go to the multi-year item for the review. Multi-year items can be sold for fair market value, traded for a replacement, donated, or disposed of with the approval of the SA Treasurer and either the President or Vice President.

If a club or department wish to dispose of a multi-year item, they must contact SA start the process of disposal or replacement.

Violation of This Policy

The following is the schedule of penalties that will be assessed to clubs who are found to have violated this policy which shall include:

1. Misuse of multi-year items

2. Failure to comply with a multi-year inventory request
3. Disposal of a multi-year item without making SA's permission
4. Loss or damage to a multi-year item

A club violation report will be completed and submitted to the SA Treasurer. Once a club violation report has been submitted the SA Officers may ask additional staff members to advise them on the situation and help gather additional information. The club will be invited to submit a written statement pertaining to the topic of the violation. The club officers and the email we have on file for them according to the SA website at the time will be who is notified of all proceedings. The club will be given 7 days to respond to any request for additional information. The final decision on penalties will be made by a majority of the SA Officers, of which one must be the SA Treasurer. These penalties may include:

1. The club not being allowed to purchase more equipment be it for an event or multi-year use for a determined amount of time
2. The Treasurer asking for all multi-year equipment in the possession of the club being turned into the Student Association
3. The club's budget may be frozen, and the club may be derecognized in accordance with the Club Derecognition Policy.

Once the review has been completed the club will be informed of the outcome and penalty(s) that will be assessed if they have been found to violate this policy.

Clubs who wish to appeal this decision based on alleged procedural error or violation of law can appeal to the Student Association Senate. Any club who wished to appeal must do so within 30 days of the decision being given to them in writing.

Employees who have been found to violate this policy will be reported to the Chief of Staff and President and will be reviewed under corrective counseling procedures as outlined in the appropriate staff handbook.



Ticketing and Merchandise Sales Policy

Policy Information

Date Established:

Date Last Updated:

Category: Finance

All events that the Student Association (SA) provides tickets are supported and subsidized through funding received by the collection of the undergraduate mandatory student activity fees. This policy is written to ensure that these fees are utilized to the best of our ability, and tickets are made available to as many undergraduate students as possible. Any student or patron may be denied access to, or removed from, any event or activity sponsored in whole or in part by SA without refund if they have violated Student Association, University at Buffalo, or SA's Ticketing Agent's policies rules and/or regulations.

All Sales, including but not limited to, event tickets, merchandise, or bake sales must follow SA's approved ticket policies and procedures and must be done through the Ticket Office. In very limited instances sales cannot go through the Ticket Office such as usage of venues that have an exclusive agreement with another ticketing vendor such as the Center for the Arts and Alumni Arena or a contractual obligation requires the use of another system, SA must approve the details of these instances in advance of any ticket sales. Upon completion of these approved sales a reconciliation needs to be completed and sent to the SA Finance Department including all ticketing sales data and revenue due to the Student Association.

Clubs and SA Departments cannot collect funds using peer to peer transactions or mobile payment services, including but not limited to Venmo, Square, Zelle, and Google Pay, or any type of service that requires that it be linked to an individual's bank account which is not and cannot be approved by SA or the University and would therefore be in violation of SA, UB and SUNY Policies.

Clubs and SA Departments cannot gamble, bet, host games of chance or do raffles.

Clubs or SA Departments cannot collect cash.

Clubs or Departments of the Student Association who wish to set up a sale for tickets or merchandise, through the Ticket Office, must complete the appropriate ticket office form to gain approval of the sale and for the sale to further be set up with the ticket office. The ticket office charges a transaction fee on the sale of all tickets or merchandise.

For admission to events or activities the following ticket sale rules shall apply:

1. The ticket price for UB undergraduate students must be lower than all other patron types.
2. For all ticket sales, or give aways, the total number of non-undergraduate tickets should not exceed 10% of the total tickets available for sale for the event or activity.
3. Non-undergraduate tickets should not be subsidized by mandatory activity fee money.
4. Undergraduate UB students will only be allowed to purchase or reserve one ticket at the undergraduate rate for any SA event or activity.
5. If the event or activity allows for guest tickets an undergraduate student may buy only one additional guest ticket at the stated guest ticket rate.
6. Students must be present with their UB ID to pick up purchased merchandise or physical tickets.

7. The number of scheduled patron price changes shall be limited to 3 patron/ticket types allowed on a form will be limited to 8.
8. No “Flash Sales” reduction in prices after tickets are sold.
9. Comp Tickets will be processed through the Ticket Office and will be limited to:
 - a. Club E-Board Members, with a maximum of 4
 - b. Performers, Speakers, SA, UB, Volunteers, Vendors, and Staff who are actively working the event.

A comp ticket list should be provided with the ticket form submission. The list may be updated and reapproved after the initial event approval.
10. A method of ticket verification should be in use at the door. This can be accomplished easiest by using the available scanners from the Ticket Office.

Clubs may wish to sell merchandise or apparel as a means of fundraising. Certain procedures must be followed, or the sale of such merchandise could be subject to collection and remittance of sales tax. New York State Sales Tax regulations regarding fundraisers for exempt organizations state that if goods are sold in a shop or store environment for an indefinite period of time and are on perpetual display, sale of the merchandise is considered taxable. There are also certain items that a club may wish to sell that are subject to collection and remittance of sales tax regardless of sale location. The following rules shall apply to the sale of all merchandise or goods:

1. All merchandise must be done on a pre-sale basis and will be distributed by the ticket office.
 - a. The Club or Department will set a distribution window with SA and the Ticket Office that will not exceed 30 days in length.
2. All sales must follow the Student Association and University at Buffalo’s branding policies.
3. Clubs who wish to sell items for their members to keep after use, such as jerseys or uniforms, must complete pre-sales of the items through the ticket office.
4. All bake sales must be set up as merchandise sales.
5. There is an option for merchandise be mailed directly to the purchaser. The department or club will need to work with the Finance Department for the expense of such shipping to be paid for from their budget line. The estimated shipping cost for non-undergraduate patrons will be charged to the purchaser at checkout.
6. Sales of merchandise or goods shall not be approved for a period that exceeds six months.
7. No merchandise may be put on display at the Ticket Office.

The Student Association maintains the following authority as it pertains to any ticket office sale held by its departments or recognized clubs with or without notice to the department or club.

1. Set-up ticket or merchandise sales on behalf of a club or department
2. Place any ticket or merchandise sale on hold, which has been set-up by a club or department
3. Cancel a ticket or merchandise sale, which has been set-up by a club or department
4. Adjust, in writing, any ticket or merchandise sale, which has been set-up by a club or department

Receiving Funds from Sales

Funds will only be transferred to SA after the closing of the sale. The sale start and end date are set by the club or department when they complete the appropriate ticket office form. The transfer of the funds must go through several steps and departments before the money will be available for use. The ticket office only transfers funds once a week and all individuals are encouraged to end sales at least 10 business days prior to the date that the funds need to be encumbered keeping in mind the additional encumbrance timeline.

Refunds

Tickets for SA events or activities are non-refundable; however, refunds may be issued for any sale due to cancellation or unavailability. Refunds must be processed within 30 days of the original transaction.

Chargebacks

Credit/Debit card chargebacks will be deducted from the appropriate club or departmental account.

Abandoned Merchandise

All merchandise or goods that were not retrieved by the purchaser during the ticket office distribution window will be returned to the Student Association office. The Student Association will only retain these items for 10 days after the close of the distribution window set with the ticket office. After that it will be considered abandoned. Once it has been deemed abandoned SA may dispose of the abandoned merchandise

Violation of this Policy

The following is the schedule of penalties that will be assessed to clubs who are found to have violated this policy.

1. The first offence will result in the club E-Board being required to attend an orientation style meeting with the Student Association Treasurer or their designee where all relevant financial policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting.
2. In the event of a second violation of this policy the club E-board will again be required to attend an orientation style meeting with the Student Association Treasurer or their designee where all relevant financial policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting. In addition, the club will be assessed a fine of 50% of the club's expenditure. This fine will be transferred from the club's budget to the Senate Supplemental Funding Line following all budget adjustment rules and procedures.
3. In the event of a third violation or subsequent violations of this policy the club's budget will be frozen, and the club may be derecognized in accordance with the Club Derecognition Policy.



University at Buffalo Student Association Inc.
350 Student Union, Buffalo, NY 14260
www.sa.buffalo.edu

Student Association and Club Policies Resolution

Be it resolved that University at Buffalo Student Association Inc. adopt and implement the following Student Association and Club Policies.

1. Code of Ethics
2. Fraud and Irregularities Awareness and Reporting Policy
3. Fee Waiver Policy
4. Travel Policy
5. Vehicle Policy
6. Approved Driver Policy
7. Alcohol Policy
8. Insurance Policy
9. Club Officer Policy
10. Club Membership Policy
11. Club Constitution Policy
12. Annual Registration and Requirements for Recognition Policy
13. Club Derecognition Policy
14. New Club Recognition
15. Printing Policy
16. Coach Policy

With this resolution the existing Clubs Policy will be replaced in its entirety.

BE IT RESOLVED that Section 4.01(b)(iii) of the By-Laws of University at Buffalo Student Association Inc. shall be amended and replaced in its entirety as follows:

(iii) To hear and decide appeals related to decisions by the SA Officers to recognize or de-recognize clubs, only to the extent provided for under a duly enacted SA policy, and only if such appeal is based on allegation(s) of procedural error or violation of law;

AND BE IT RESOLVED that Section 5.02(b)(xii) of the By-Laws of University at Buffalo Student Association Inc. shall be amended and replaced in its entirety as follows:

(xii) Shall have the power to grant ~~temporary~~ recognition to new clubs, and to derecognize ~~and/or impose sanctions on temporary~~ clubs, with the approval of a second SA Officer, ~~and subject to any rules included in~~ to the extent provided for in any duly adopted SA clubs-policy.

AND BE IT RESOLVED that Section 5.02(c)(iv) of the By-Laws of University at Buffalo Student Association Inc. shall be amended and replaced in its entirety as follows:

- (i) ~~Shall make recommendations directly to the Senate regarding sanctions for organizations~~
May sanction clubs which violate any SA policy to the extent provided for in any duly adopted SA policy;

AND BE IT RESOLVED that Section 4.01(b)(ix) shall be removed from the SA By-Laws, and all subsequent sections renumbered accordingly; and

AND BE IT RESOLVED that Section 4.02(d)(i)(4)(b) shall be removed from the SA By-Laws, and all subsequent sections renumbered accordingly; and

AND BE IT RESOLVED that Underlining used in the foregoing provisions is for convenience of reference here only, and such text will not be underlined in the amended SA By-Laws; text struck through used in the foregoing provisions shall be removed from the SA By-Laws.

AND BE IT RESOLVED that the foregoing resolutions shall take effect immediately.



Code of Ethics

Policy Information

Date Established:

Date Last Updated:

Category: Student Association

The following code of ethics shall apply to all SA Officers, Senators, Employees, Volunteers, and Club Officers:

Gifts:

You may not receive a gift of more than nominal value if it could reasonably be assumed that the gift was meant to influence you in performing your duties. For example, a gift of more than nominal value from someone whose business comes before you.

Communications with Outside Agencies:

If a private association, firm or company is appearing or rendering services before University at Buffalo Student Association Inc. in connection with either the purchase, sale, rental or lease of goods or services or a contract or any loans, then you may not orally communicate about the merits of the matter with anyone at the outside agency concerned with the matter, except in the normal course of handling such matter.

Conflicts of Interest:

You may not have any interest or engage in any business or transaction or professional activity or incur any obligation of any nature which is in substantial or perceived potential conflict with the proper discharge of your duties.

Confidential Information:

You may not disclose confidential information or use it for your personal interests, except as may be required during your ordinary job duties.

Misuse of Office:

You may not use your official position to secure unwarranted privileges or exemptions for yourself or others.

Appearance of Impropriety:

You may not do anything that would give University officials, the student population or outside associates a reasonable basis to think that anyone can improperly influence you in your official duties by reason of rank, position, or influence.

Violation of Trust:

You must not raise suspicion that you are acting in violation of your public trust. You may not engage in any transaction as an agent for the Student Association with any business entity in which you have a financial interest that might tend to conflict with the proper discharge of your official duties. Instead, you must excuse yourself and ask someone else to do the task.

Investments:

You may not make investments (monetary or otherwise) in enterprises which might be directly involved in decisions to be made by you.

Moonlighting:

You may not take a job which would impair your official independence; for example, with a vendor seeking a contract which you must review or sign, or a company on which you can make a recommendation. If there is a conflict it is the responsibility of the employee to correct the situation immediately (within 14 days) or face a possible termination.

Honoraria:

You may not accept honoraria from outside parties related to work performed in your capacity as an SA employee or Club Officer without prior approval by the Student Association Senate. If the “donor” does business with the Student Association, you cannot accept such payments.

Political Contributions and Activities:

SA does not discriminate against anyone based upon their personal political beliefs. Employees are allowed to make political contributions and statements, and to participate in political activities, on their own time. However, an employee is not allowed to indicate or imply that they are acting as a representative of SA while engaging in outside political activities, nor is an employee allowed to engage in political activities while on SA time. An employee may not make decisions during their SA job performance based upon personal political beliefs nor use SA resources for the purpose of promoting those beliefs. Decisions with respect to clubs must be made in a manner consistent with principles of viewpoint neutrality.



Fraud and Irregularities Awareness and Reporting Policy

Policy Information

Date Established:

Date Last Updated:

Category: Student Association

Summary

University at Buffalo Student Association Inc. will investigate, and report suspected fraud and irregularities and will not tolerate retaliation against reporting employees or members.

Policy Statement

University at Buffalo Student Association Inc. (SA) is committed to high standards of honest behavior, ethical conduct, and fiduciary responsibility. All members of the SA community have a responsibility for stewardship of SA's resources and are expected to report concerns if they have a reasonable basis for suspecting that fraud or other irregularities have occurred. SA will investigate reports of fraud or other irregularities.

Protection From Retaliation

Consistent with New York State laws, employees and individuals who lawfully report suspected fraud, irregularities, waste, or abuse will not suffer discharge, demotion, suspension, threats, harassment, discrimination, or other forms of retaliation for reporting good faith concerns. Reports of retaliation will be reviewed and investigated in the same manner in which other allegations of misconduct are handled. SA will provide appropriate support to employees and members who report concerns.

Acting in Good Faith

Individuals who report concerns of suspected fraud or irregularities must act in good faith and have reasonable grounds for making the report. Allegations that prove to have been made maliciously or knowingly to be false are not protected under the good faith standard, and therefore are subject to discipline, up to and including termination.

Background

University at Buffalo Student Association Inc. is committed to the stewardship of its resources. Managers are expected to maintain a work environment that promotes ethical and honest behavior and follow policies and procedures to prevent and detect irregularities including fraud, waste, and abuse. Employees and members, at all levels, should be aware of the risks inherent in their areas of responsibility and incorporate procedures in their business practices to safeguard the resources entrusted to them.

Applicability

This policy applies to reports of fraud or irregularities involving SA employees, officers, directors, campus related entities, clubs, vendors, consultants, contractors, funding sources, and other parties with a relationship to the Student Association. In addition to this policy all SA participants are subject to the University at Buffalo's Fraud Reporting Policy that can be found on the University's website.

Definitions

Fraud

For the purposes of this policy, fraud and irregularities include activities that are:

- A misappropriation of assets
- In violation of or non-compliant with any SA, University, State University of New York (SUNY) New York State, or federal law, regulation, policy, or procedure
- Economically wasteful
- An indication of gross misconduct or incompetency
- An unethical, improper, or dishonest act

Examples of fraud and irregularities involving any resources of SA include but are not limited to:

- Theft of any asset including but not limited to money, tangible property, trade secrets, or intellectual property
- Misappropriation, misapplication, destruction, removal, or concealment of records, funds, supplies, furniture, fixtures, equipment, or other assets
- Inappropriate use of computer systems, including hacking and software piracy
- Unauthorized disclosure of confidential or proprietary information
- Unauthorized disclosure of personal information, medical information, or student educational records
- Authorizing or receiving compensation for hours not worked or not covered by appropriate and available leave (falsifying time records)
- Deceptive financial reporting
- Credit card and travel expense misuse or fraud
- Use of staff to perform personal errands, services, or tasks
- Alteration or falsification of a check, bank draft, account, or other SA document
- False claims by employees, students, vendors, or other associated with SA
- Bribery, kickbacks, bid rigging, and conflicts of interest

Good Faith

The good faith standard protects individuals who make a report, even if that report turns out to be incorrect; malicious or vindictive reporters who provide false information knowingly are not protected.

Responsibility

All Employees and Members of SA

- Practice honesty and integrity in fulfilling their responsibilities.
- Comply with all SA, University, SUNY, New York State, and federal laws, policies, regulations, and procedures.
- Safeguard SA resources under their control
- Be alert for any indication that fraud or irregularities might exist in their area.
- Promptly report good faith concerns of any known or suspected fraud or irregularities.
- Be truthful and cooperative in investigations of fraud and irregularities.

Managers and Supervisors

- Maintain a work environment that promotes ethical and honest behavior.
- Maintain confidentiality during investigations of fraud or irregularities.
- Notify the Administrative Director when sufficient facts and circumstances exist to create a reasonable suspicion that a fraud or irregularity has occurred.
- Support Employees and protect them against retaliation with regards to reports of suspected fraud or irregularities

Procedures

Reporting Fraud and Irregularities

Reporting Options

Individuals are encouraged to contact any of the following to report suspected fraud or irregularities

- SA President
- SA Vice President
- SA Treasurer
- SA Senate Chair
- SA Administrative Director
- The University President or their Designee
- University Police

When reporting suspected fraud or irregularities, provide as much detail as possible, including a description of the incident, individuals involved, and financial loss, if any. The report may be submitted anonymously, however providing contact information may be helpful if questions arise. All reports will be reviewed objectively and without regard to the suspected individual's length of service, position, title, or relationship with SA. All reports received will be treated confidentially or anonymously, as applicable, to the extent reasonable and practicable under the circumstances, if and to the extent allowed for under law and State University of New York at Buffalo policy(ies). Due to the confidential nature of certain actions of the Student Association as part of the investigation process, the reporting individual may not be informed of the status and resolution of the matter.

Investigation

Individuals who receive a report of suspected fraud or irregularities where sufficient facts and circumstances exist to create a reasonable suspicion that a fraud or irregularity has occurred, must immediately notify the Administrative Director who will consider the allegations, gather additional information, and coordinate an investigation as appropriate.

The SA Administrative Director shall have the authority to take any lawful steps necessary investigate any fraud or other violation of SA policy and shall have the right to relay findings to any of the above-referenced individuals. The SA Administrative Director may request that other members of SA's Professional Staff or attorney assist in any such investigation. The SA Administrative Director may decline to discuss any such investigation with any individuals whom they believe may be involved in the unlawful activity, at their discretion, if the Administrative Director believes that doing so could compromise an ongoing investigation.

The SA Executive Board, Senate, and the Executive Committee shall have a right to investigate fraud or illegal activity involving SA, and to take any actions authorized under the SA By-Laws.

All SA Participants must be truthful and cooperative in investigations of alleged wrongdoing by the University or SA officials.



Fee Waiver Policy

Policy Information

Date Established:

Date Last Updated:

Category: Student Association

Fee Waiver

The Student Association uses the University at Buffalo's criteria to grant Fee Waivers. If an undergraduate student is granted a comprehensive fee waiver by the University, then the undergraduate student's activity fee is automatically waived.



Travel Policy

Policy Information

Date Established:

Date Last Updated:

Category: Student Association

Applicability

It is the policy of the Student Association to promote safety and to encourage its members to engage in safe conduct when traveling to and from activities or events.

This Travel Policy shall apply to any activity that is located more than 100 miles from the University at Buffalo's North Campus or that is international, and which involves SA or an SA recognized club.

Clubs that encourage or require two or more members to travel to events and activities covered under this policy are responsible for verifying that those members are aware of and abide by this policy. Penalties for violation of this policy may be assessed by the SA Officers or the SA Senate and may include:

1. Fines to the club, and/or
2. De-recognition of the club, and/or
3. Loss of vehicle privileges for the club or travelers involved in the violation, and/or

Prohibition on violating students travelling to future SA or SA club events

Health and Safety

1. Each form of travel requires members to follow common and mode-specific safety precautions. Travelers must use sound judgment and follow all applicable laws.
2. Seat belts and other safety devices must always be used. Maximum passenger capacity in vehicles shall be the amount of people who can fit in the vehicle with each having their own seat belt.
3. People traveling to and from activities or events covered under this policy must have a minimum of six (6) hours sleep before driving and may not drive more than six (6) hours in a twenty-four (24) hour period.
4. People who travel to and from events and activities covered under this policy using privately owned vehicles or any vehicles other than those owned or rented by SA are still required to follow the SA Travel Policy and all laws.
5. People traveling by air and other modes of commercial transportation must comply with all laws applicable thereto.

Legal Requirements

1. SA may require travelers to complete a standard Student Participation Form in which the traveler acknowledges the risks, agrees to abide by certain reasonable rules and releases SA from liability.
2. SA may require travelers or the club to submit written proof of compliance with any or all sections of this policy in form reasonably acceptable to SA.
3. Travelers are required to abide by any laws in the countries, states, and local jurisdictions that they visit and must follow reasonable rules set by SA. Trips must comply with all applicable SUNY, UB and SA policies and laws.

Requirements Concerning Use of Student Activity Fees on Travel

1. There must be a minimum number of 2 undergraduate students (who are members of the club) participating in a club trip for it to be deemed a club event for which Student Activity Fee funds may be used. The purpose of the trip must relate directly and solely to the purpose of the club.
2. Any portion of the trip not paid for by the club shall be paid by the traveler directly in advance through a ticket office sale. All sales must follow all SA and Ticket Office rules, policies, and procedures.
3. Clubs may pay for travel arrangements, overnight stay accommodations, participation in organized events (such as competitions, conferences, or exhibitions) or a portion thereof.
4. Clubs may pay for recreational activities (or a portion thereof) if attended by all travelers and if directly related to the purpose of the club and approved reason for travel.
5. Travelers shall be required to pay for their own incidentals except for those that are part of organized events such as banquets or conferences which are directly related to the purpose of the trip.
6. Only actual, necessary, and reasonable business expenses will be paid for. Safety and reasonableness should always be SA or the club's top priorities when planning travel.

Additional Requirements for International Travel

1. Travelers must have a passport for international travel that will be valid for at least three months beyond the scheduled end of the trip. Some countries may require travelers to obtain a visa prior to departure to enter the country. It is the traveler's responsibility to determine whether they will need a visa, and what type of visa is appropriate. This information can be obtained from the nearest embassy or consulate for the host country.
2. At least two months in advance of the departure date, travelers must contact the Travel Clinic, [Student Health Office](#), University at Buffalo (716-829-3316) to obtain information regarding any possible risk of infectious diseases in the areas to which travelers plan to travel and regarding recommended precautions, immunizations and/or prophylactic medication. Travelers are also advised to visit the Centers for Disease Control and Prevention ("[CDC](#)") [website](#) for current travel and risk advisories and are likewise encouraged to receive the recommended immunizations and prophylactic treatments either from the Student Health Office or a provider of their choosing. Since the cost of the immunizations and or prophylactic medication may or may not be covered by insurance, travelers should check their health insurance policy to determine whether such treatments are covered. SA shall not be responsible for any of these costs.
3. Each traveler at their own expense must acquire medical insurance and medical evacuation/repatriation insurance that will cover them in the host country.
4. No International trip may take place to any country designated under a Travel Warning by the U.S. Department of State on its website.
5. The U.S. Department of State also lists Travel Alerts on its website. An International Trip to location that is subject to a relevant Travel Alert by the U.S. Department of State is subject to approval by the SA President and Treasurer.
6. When traveling into or through Canada international travel requirements still apply.
7. Travelers must comply with any other applicable University at Buffalo rules regarding international travel and execute a SA Participation Agreement prior to such travel.



Vehicle Policy

Policy Information

Date Established:

Date Last Updated:

Category: Student Association

Only recognized Student Association clubs who have completed all additional steps for recognition with approved SA drivers as per the Approved Driver Policy may use any SA owned vehicle or SA's vehicle rental account(s) for official approved club business. To use these vehicles a club must submit the appropriate form through the Student Association website and receive the appropriate approvals to do so. All vehicle requests require approval by:

1. The Student Association Transportation Coordinator
 - a. The Transportation Coordinator is reviewing the request for:
 - i. That the most direct route to their location and back is being used
 - ii. For overnight trips, that a hotel or other lodging has been booked
 - iii. That the request complies with the Travel Policy
 - iv. That the trip length is only as long as is required to arrive, complete the event or activity, and return to campus.
 - v. That the request complies with all other SA, UB, SUNY policies and rules
 - b. If the role of the Transportation Coordinator is vacant or the Transportation Coordinator is unavailable, the Administrative Director or Associate Administrative Director may fill this role as needed.
2. One Student Association Officer

SA reserves the right to do any of the following:

1. Ask for additional information or documentation related to the use of the vehicle
2. Revoke approval of the request at any time, for any reason
3. Deny the request at any time, for any reason
4. Cancel the vehicle request or club event at any time, for any reason
5. Limit specific vehicles for specific intended uses or users, and limit distances a vehicle may travel at SA's sole discretion.
6. If an SA vehicle is taken by an individual or group without permission, SA may report the vehicle stolen and pursue criminal charges against the individual and/or group.

After a club or department uses an SA vehicle it must be parked back in one of the Student Association assigned parking spots. All keys and the vehicle return form must be returned to the SA Office on the date of return listed on the request by noon unless another time has been approved by the Transportation Coordinator before the trip. There will be a fine of \$50.00 for keys and return form that are returned late and a \$50.00 a day charge for everyday the key is not returned applied at noon each day.

All mileage used of the trip must be reasonable to what the club has requested on their request form. Clubs who use mileage more than their requested mileage plus 10% will be investigated and may face additional fines of a dollar a mile, and/or may lose their vehicle and/or driving privileges.

Tolls that are received from the New York Thruway department or SA's vehicle rental account(s) will be paid by the Student Association. SA will then transfer the funds from the club who had used the vehicle into the line used to pay the tolls.

SA will not and clubs cannot use their budgets to pay for parking tickets or moving violation fines. Those will be the sole responsibility of the individual who received them.

SA will charge the club for any cost incurred by SA for:

1. Filling a gas tank that was not returned full
2. The cost of cleaning if the interior of the vehicle is not cleaned or emptied of trash
3. The cost of repairs for any damages sustained while the vehicle was signed out
4. SA's insurance deductible for damages and/or repairs
5. The cost of a replacement for a lost or not returned key

These costs will be transferred from the club or department's budget to the van maintenance line to cover the expenses.

As determined by the SA Officers a club and/or driver(s) may lose their vehicle or driving privileges for, but not limited to, the following:

- a. A vehicle is returned with open alcohol bottles, cans or smelling of alcohol.
- b. A vehicle is returned smelling of smoke of any kind
- c. Accidents or damages are not reported correctly following the Vehicle Accident and Damage Policy
- d. Violations of any other rule related to SA vehicles.

Violation of any other rule related to SA vehicles. Loss of vehicle privileges will result in the club or driver(s) not being allowed to use SA owed vehicles or SA's vehicle rental account(s) for 2 full semesters.

Accidents

It is the responsibility of the driver or a club E-Board member who is on the trip to ensure they follow all reporting rules in the event of an accident. Failure to report an accident will result in the club losing vehicle privileges and the driver(s) losing their approved driver status.

If an accident occurs the following must be completed:

1. 911 or the police must be called immediately. A police report must be obtained and turned into the Student Association Office as soon as possible.
2. The Student Association Office must be called. If the office is closed, then the Transportation Coordinator or an SA Officer must be called.
3. If it is an SA owned vehicle, AAA can be called to help with damages and towing services. A copy of SA's corporate AAA card is in each vehicle glove box.
4. If it is a rental vehicle, the rental agency must be called to consult the next steps for the vehicle.

Vehicle Breakdowns

If a vehicle experiences a breakdown the Student Association Office should be called for additional help. If it after office hours, then the Transportation Coordinator or an SA Officer should be called instead. SA has corporate AAA for the SA owned vehicles, and the club should call them for help getting the vehicle to a garage for help. If it is a rented vehicle the club will work with rental agency to get assistance.

Damages

In certain cases, a vehicle may experience damage while no individual is with the vehicle. An example of this is when a vehicle is not attended in the hotel parking lot overnight, and the club then notices a dent on the door the next morning. A vehicle should always be checked for damage before the club moves the vehicle from its parked location. If damage has occurred while the vehicle was parked and

unattended the club must call the Student Association Office. If it is after office hours then the Transportation Coordinator or SA Officer should be called to report the damage before the club leaves that location. SA will work with the caller to determine the next steps.

Failure to Report

Failure to complete any of the required steps may result in the club losing all vehicle privileges for two full semesters and the driver(s) losing their approved driver status for two full semesters. Clubs may be responsible for repairs according to the Vehicle Policy. If all reporting has been followed but the accident is found to be the drivers fault, that driver may still lose their approved driver status for the Student Association.



Approved Driver Policy

Policy Information

Date Established:

Date Last Updated:

Category: Student Association

The Student Association annually creates an approved drivers list of individuals who are eligible to drive the vehicles SA owns or wishes to use SA's vehicle rental account(s). To become an approved driver, the individual must complete the Driver Request Form on the Student Association website. All potential drivers must meet the following requirements to become an approved driver:

1. Drivers must be 21 years old
2. Have a valid New York State Driver's License
3. Agree to a driving record check.
4. No individual shall be approved if their driving record at the time of the check reflects any of the following:
 - a. That the license is suspended or otherwise not active
 - b. The individual has 4 or more points on their license
 - c. Allegations or reports of driving while under the influence of any substance that is illegal are shown on the report
 - d. They have had their driver's license for less than one year.
5. Pass a vehicle test administered by the Transportation Coordinator or a Professional Staff Member.
6. Be listed on SA's Insurance Policy
7. Must be an undergraduate student that is a member of a club, an SA Staff Member, or an SA Officer.
8. SA may approve, at their discretion, a paid independent contractor coach or a volunteer coach or advisor to be an approved driver if they met all other requirements to be a driver as listed.

Anyone who requests to be an approved driver that does not meet the criteria as stated will be denied as a driver. All drivers must be fully aware of the Vehicle Policy, Vehicle Accident, Damage and Breakdown Policy, and the Travel Policy. Failure to comply with these or any other SA policy will result in the approved driver status being revoked.

SA reserves the right to periodically check any approved driver's driving record. If anything changes on their record that would make them ineligible to be a driver will result in their approved driver status to be revoked.



Alcohol Policy

Policy Information

Date Established:

Date Last Updated:

Category: Student Association

The only events held by the Student Association or any of its recognized clubs at which alcohol may be served are formal, semi-formal dances receptions or graduations. Further, these events may only take place at banquet facilities. The objective of this policy is to allow SA and clubs to have alcohol at their events for those old enough to partake; however, alcohol will not be the main focus of any event. SA will maintain a safety plan on file for all events that are serving alcohol that will be available, upon request, at the SA office.

To request that alcohol be served at an event, clubs and SA departments must submit an Alcohol Request Form through the Student Association website. This form asks for detailed information about the operational and risk management plans of the event including:

1. Security Plans
2. Bussing Accommodations
3. Food Service
4. Event Details
5. Ticketing Information
6. Event Schedule
7. Bar schedule, that may only be open for a total of 3 hours for the event

No Student Activity Fees will be used to purchase alcohol, and all events will be cash bar only with the exception of SA's Untapped, Winter Gala, and Spring Gala.

After-parties, bar parties or nightclub parties are not allowed, and any requests submitted for events like these will not be approved. Any events held to fulfill these or similar purposes by clubs or departments are not considered SA events.

Additional Criteria for Events with Alcohol to be approved are but not limited to:

1. An Alcohol Request Form must be submitted through the Student Association Website.
2. The club must be an SA recognized club that has completed all steps of the New Club Recognition Policy.
3. The club must show successful past events where alcohol was not served.
4. The Ticket and Merchandise Sale Policy must be followed.
5. The event must be held for a legitimate purpose that helps the club follow the objectives of its purpose and achieve club goals within SA.
6. Any events where alcohol was served in the past and Safety concerns or issues that arose may be taken into account and considered when reviewing any new requests for approval.

Approval of an Alcohol Request

All Alcohol Request Forms will be reviewed and by the Student Association Vice President and either the SA President or Treasurer. All requests must be fully completed and meet all criteria to gain approval by SA. For approval to be granted all contracts and fund requests must be submitted to the Student Association through the appropriate systems. No contracts or requests for funds will be approved for an event that wishes to serve alcohol without an Alcohol Request Form being submitted.

Once approved by the SA Officers the Alcohol Request Form will be reviewed and submitted for approval to the University President or their Designee.

The Student Association and the Campus Designee reserve the right to ask for more information and request that more safety measures are put into place before the approval of any Alcohol Request Form. The Student Association and the Campus Designee also reserve the right to attend any SA or SA club event and review that all safety plans are being followed.

Violations to this Policy

For any club who has been found to violate this policy the Student Association will follow the Club Derecognition policy to determine if a club should be derecognized. Violating this policy will be deemed to include:

1. Not submitting a request form and alcohol being served at a club or department event.
2. A request was submitted but was never approved before alcohol was served at an event
3. Not following the stated safety plan that was submitted and approved

An employee or department who have been found to violate this policy will be reported to the Chief of Staff and SA President and will be reviewed under corrective counseling procedures as outlined in the appropriate staff handbook.



Insurance Policy

Policy Information

Date Established:

Date Last Updated:

Category: Student Association

The Student Association purchases insurance to protect its assets, resources, operations and the operation of its recognized clubs. Included in these insurances is a general liability insurance policy that contains certain exceptions to the coverage depending on the details of the event or activity or the event or activity itself. Clubs or Departments who wish to create events or activities that are excluded from the regularly maintained insurance policies must apply and purchase out of their own budget line additional insurance coverage for that activity or event. A list of exceptions to SA's general liability insurance can be found on the SA Website.

When purchasing additional insurance coverage, when asking a vendor to add SA as additionally insured, or when asking for proof of insurance for a vendor, SA is required to also name the following entities exactly how they appear below:

1. The State University of New York at Buffalo
2. The State University of New York
3. State of New York

There are also instances where physical items that are being purchased will need to be added to SA's existing insurance policies. The club or department that wishes to purchase such items must work with the Student Association to make sure that the items are adequately insured and that the details are submitted to SA's insurance agent for processing and addition to the appropriate policy(ies). Club may be required to cover any additional cost of this insurance addition from their budget.

Violation of This Policy

Clubs who are found to have violated this policy will have the club's budget line frozen and the club will be suspended pending the club being reviewed for derecognition.

Employees who have been found to violate this policy will be reported to the Chief of Staff and President and will be reviewed under the corrective counseling procedures as outlined in the appropriate staff handbook.



Club Officers Policy

Policy Information

Date Established:

Date Last Updated:

Category: Clubs

Club Officer Terms: The President, Vice President, Treasurer, and Secretary of a recognized club will be referred to by the Student Association as officers, executive board members, or e-board members interchangeably. If a club constitution has additional officers listed in their constitution, they are referred to as extended e-board members.

Only undergraduate University at Buffalo students may vote on or be Officers of any SA club. All clubs must have a President, Vice President, and Treasurer to be a recognized club. Although clubs can have “extended” E-Board positions the Student Association only recognizes the positions of President, Vice President, Treasurer, and Secretary as official spokespeople for any club. Clubs who have a vacancy in one or more of their officers' positions must inform the Student Association and follow the club's constitution on how the vacancy is to be filled. All officers must be elected to office according to the club's SA approved constitution. SA approved constitutions are kept on file by the Student Association.

A club may only have one President, Vice President, Treasurer, or Secretary. SA does not allow for co-positions, or multiple positions with these titles.

1. The Student Association Elections and Credentials Chair (E&C) or a member of their committee as assigned by the Chair have authority to oversee, and/or run, all club officer elections, whether they be the annual election or to fill a vacancy, as well as the impeachment and appointment process of any club officer. The E&C Chair with their committee also have the authority to review, or invalidate any election, appointment or impeachment proceedings that have been found to violate any SA, UB, or club constitution rule.

Violation of This Policy

The following is the schedule of penalties that will be assessed to clubs who are found to have violated this policy:

1. The first offence will result in the club E-Board being required to attend an orientation style meeting with the Student Association Vice President or their designee where all relevant club policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting.
2. In the event of a second violation this policy the club E-board will again be required to attend an orientation style meeting with the Student Association Vice President or their designee where all relevant club policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting. In addition, the Vice President, or designee, will assign the club an additional requirement to be completed by the date set at the meeting.
3. In the event of a third violation of this policy the club's budget will be frozen and the club may be derecognized in accordance with the Club Derecognition Policy.



Club Membership Policy

Policy Information

Date Established:

Date Last Updated:

Category: Clubs

Clubs must always maintain an active membership of at least ten (10) undergraduate University at Buffalo students. Only undergraduate University at Buffalo students may be voting members of any SA club. Clubs may set their additional qualifications for voting membership (beyond undergraduate student status) within their approved SA constitution.

Clubs may also have UB community members as non-voting club members that are comprised of non-undergraduate students, faculty, and staff from the University at Buffalo as set by their SA approved constitution. These non-voting members cannot vote or hold office within the club and will not be counted towards the club's active membership. In addition, the club must limit their non-voting member who are not undergraduate UB students to no more than 10% of their active undergraduate membership.

Violation of This Policy

The following is the schedule of penalties that will be assessed to clubs who are found to have violated this policy:

1. The first offence will result in the club E-Board being required to attend an orientation style meeting with the Student Association Vice President or their designee where all relevant club policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting. The club will have one month to come within compliance of this policy.
2. In the event of a second violation of this policy the club E-board will again be required to attend an orientation style meeting with the Student Association Vice President or their designee where all relevant club policies will be reviewed with the club again. The club E-Board will be required to sign a statement of understanding as it pertains the topics covered by the meeting. In addition, the Vice President, or designee, will assign the club an additional requirement to be completed by the date set at the meeting and will be given an additional two weeks to come into compliance with this policy.
3. In the event of a third violation of this policy the club's budget will be frozen and the club may be derecognized in accordance with the Club Derecognition Policy.



Club Constitution Policy

Policy Information

Date Established:

Date Last Updated:

Category: Clubs

Each Student Association club must maintain a club constitution that is approved by the Student Association to gain and keep recognition. The Student Association Office will maintain copies of all currently approved constitutions for all clubs. SA will not approve a constitution if it contradicts any Student Association, University at Buffalo, SUNY, New York State, and/or Federal law, by-law, policy, rule, or regulation. Clubs may only use their approved constitution. A Club who uses a non-approved or not the currently approved club constitution will have any actions taken using that constitution overturned by the E&C Committee.

All clubs must use the approved Student Association Club Constitution template, beginning with Phase One of the Spring 2023 Annual Registration process. Clubs who wish to update their constitution must complete the constitution form on the Student Association website. All clubs who are applying for recognition will complete this form as part of the Club Application process through the SA website. Within the forms clubs will have the ability to update or select the following:

1. Club Name
2. Club Purpose
3. Voting membership requirements
4. Non-voting membership requirements
5. Additional Officer duties
6. Additional extended E-Board members and their duties

Any other change to the constitution template by a club is not allowed. All constitutions will be approved by the SA Vice President and one Club Officer as part of the new club process and the annual registration process.

The Student Association Club Constitution Template and any changes to said template must be approved in writing by the SA Vice President and either the SA President or Treasurer.



Annual Registration and Requirements for Recognition Policy

Policy Information

Date Established:

Date Last Updated:

Category: Clubs

Definitions

1. SA Participation Event - An event hosted, co-sponsored, or organized by a Student Association Department where a club may participate to receive credit towards their requirements, as determined by the SA Vice President
2. Club Event - Events that are organized by and/or a club participates in where the main focus is not the dissemination of club information.
3. Club Meeting - A general body meeting of a club where information and/or discussion of club business happens with the club membership. Club sub-group meetings, practices or building periods will not count towards this requirement.
4. Club Business or Club Transition - The discussion or passing of information from a club e-board to its members at a duly-called Club Meeting. This may include but not limited to, amendment changes, vacant officer positions, impeachment hearings, re-elections, and/or elections within the club. This can also be an end of semester training session for the new e-board as well as discussing what changes can be implemented to improve the club.

Club Requirements

Each club must complete a set of approved and neutrally based requirements to maintain recognition with the Student Association. The following will be the meeting and event requirements for each academic year:

1. Hold two (2) club meetings on campus
2. Hold one (1) club event on campus
3. Must Maintain University Recognition approval throughout the Academic year and may not become frozen by the University for violations of the University Recognition Policy.

Failure to complete the above stated meeting and event requirements by April 30th annually will result in the club being ineligible to participate in the annual registration process.

Annual Registration

Any club recognized by the Student Association will be required to complete a two-phase annual registration process. The first phase of the process will start during the month of April annually and have a final deadline of the last day of finals of each spring semester. The second phase of registration will happen at the beginning of the fall semester and must be completed by the end of September annually. The requirements that clubs must complete for their annual registration will be as follows:

1. Phase One each Spring Semester:
 - a. Complete their club election as detailed in their Club Constitution and submit their Club E-Board information to SA through the SA website. The following information must be submitted for each E-Board Member:
 - i. First and Last Name

- ii. UB Email Address
 - iii. E-Board Position Held
 - iv. Phone Number
 - b. Complete and submit a constitution update form through the SA website
 - c. Complete the University Wide Recognition Policy requirements annually, by the deadline set by the University.
- 2. Phase Two each Fall Semester:
 - a. All Student Association Recognized Club Officers must attend Club Orientation/Training
 - b. All Student Association Recognized Club Officers must attend Bystander Intervention Training.

Violation of This Policy

Clubs who are ineligible to participate in the annual registration process and clubs who do not complete all parts of the registration process by the aforementioned deadlines will automatically cease to be recognized Student Association Clubs.



Club Derecognition Policy

Policy Information

Date Established:

Date Last Updated:

Category:

In addition to situations of automatic derecognition, the Student Association reserves the right to terminate a club's recognition who is found to violate any By-Laws, policy, rule, regulation, or law as set forth by the Student Association, University at Buffalo, SUNY, New York State, or Federal Government. Pending final determination, a club may be temporarily suspended from performing any activity by the SA Officers if there is reasonable evidence that the club has been part of an action that is deemed as a "clear and present danger" to themselves or others in the campus community or has violated rules as it pertains to spending money.

While temporarily suspended a club's budget will be frozen, and they will not be allowed to perform any club functions.

In order for a club to be reviewed for derecognition a club violation report will be completed through the Student Association Website.

The final decision on the derecognition of any club will be made by at least two SA Officers, of which one must be the SA Vice President. Once a club violation report has been submitted the SA Officers may ask additional staff members to advise them on the situation and help gather additional information. The club will be invited to submit a written statement to the Officers pertaining to the topic of the violation. The club officers and the email on file for them according to the SA website at the time will be who is notified of all proceedings. The club will be given 7 days to respond to any request for additional information that Officers believes is pertinent to deciding the matter.

Once the final decision has been made the club will be informed of the outcome, and if the violation(s) occurred and the necessary SA Officers determine derecognition to be an appropriate outcome, the club will be derecognized.

Clubs who wish to appeal this decision based upon procedural error by SA or violation of law can appeal to the Student Association Senate. Any club who wished to appeal must do so within 30 days of the decision being given to them in writing.

A new club application for a club that is determined to be the same as a previously derecognized club via the below criteria will be denied for two full semesters after their initial derecognition.

In determining whether a new club applicant is the same as a club that was previously derecognized, SA may look at consistency of purpose, activities, club officers and membership of the proposed new club in comparison to the previously derecognized club. The club applicants will also need to provide sufficient proof that they have taken reasonable precautions to ensure such wrongdoing does not happen again.



New Club Recognition Policy

Policy Information

Date Established:

Date Last Updated:

Category:

Recognition Authority

All recognition and derecognition authorities for Student Association clubs are contained within the Student Association By-Laws.

Gaining Recognition

Undergraduate students who have an interest in creating a club that is not currently recognized by the Student Association may apply to be granted recognition by the Student Association. For a new club to gain recognition by the Student Association it must fully complete and submit an application for recognition on the SA website and meet the following criteria:

1. The Student Association must be the primary recognizing agent of the club. Each club is part of SA. No club shall be a separate legal entity from SA.
2. They must have at least ten (10) University at Buffalo undergraduate students who are interested in joining the club and submit their information on the application.
3. The Club's purpose cannot duplicate the purpose of a currently recognized Student Association Club.
4. The Club's purpose and activities must be of an educational, cultural, recreational, or social in nature.
5. The Club's purpose or proposed activities must not violate any Mandatory Student Activity Fee, Student Association, University at Buffalo, SUNY, New York State, or Federal guideline, law, regulation, or policy.
6. SA can obtain, at a reasonable and non-prohibitive cost, all necessary insurance for the club to fulfill its stated purpose. Investigating insurance requirements may extend the club's application review period.
7. Any agreement for a Student Association club to be recognized as a chapter of any outside organization is subject to review pursuant to SA's contract policy(ies); no such agreement shall violate, or compel or allow any SA club to violate, any Student Association, University at Buffalo or SUNY policies or rules.
8. They must comply with the Club Constitution Policy

Clubs who do not meet the criteria listed will be denied recognition by the Student Association.

Once an application has been submitted it will be reviewed by the SA Vice President and either the Administrative Director or Associate Administrative Director for compliance with all policies and procedures.

The Student Association assigns clubs into a council prescribed by the Student Association By-Laws. The club's purpose shall be the identifier for which council they are recognized into, and this shall be determined by the SA Vice President. SA will assign clubs based on the following council descriptions:

1. Academic Council - A club whose activities and purpose relate to an academic field of study (excluding Engineering).

2. Engineering Council- A club whose activities and purposes relate to engineering.
3. Hobby Council - A club whose activities and purpose are considered hobbies.
4. International Council - A club whose activities and purpose relate to ethnic cultures or recognized Nations outside of the United States.
5. People of Color Council- A club whose activities and purpose is to increase the representation of POC members within a given interest or field of study, in the United States.
6. Special Interest Council - A club whose activities and purpose relates to a specialized interest.
7. Sports Council -A club whose activities and purpose are that of competing and/or participating in a particular sport.

Once the purpose and Council assignment is completed the SA Vice President and a second SA Officer will sign off on the recognition of the club as being officially recognized by the Student Association.

The club will have the following timelines to complete the additional requirements to remain recognized by SA.

1. The club must complete the registration process outlined in the University at Buffalo University Wide Recognition Policy within 10 business days of being recognized by SA.
2. All club officers must attend the next scheduled new club orientation training.
 - a. Failure to attend the next scheduled orientation will result in a mandatory one on one meeting with the council coordinator to complete this training. The Coordinator and Club will have 4 weeks after the failure to attend the new club orientation as scheduled.
3. All club officers will have 6 weeks to complete By-Stander Intervention training.

Clubs who fail to meet all steps in the stated timeline will placed on suspension and reviewed for derecognition.

Appeals

If a prospective club claims that they have been denied recognition based upon procedural error or violation of law, they may appeal the recognition decision to the Student Association Senate. Any club who wished to appeal must do so within 30 days of the decision being given to them in writing.



Printing Policy

Policy Information

Date Established:

Date Last Updated:

Category: Clubs

The Student Association provides printing services for clubs to promote their club and events. To receive copies a club needs to complete a Copy Request Form from the reception desk in 350 Student Union, attach the original flyer, and return to the receptionist. The print request will be reviewed for compliance with the requirements listed below. If approved, the copies will be made and clubs can pick them up from the front desk in the SA office. If the print request is rejected, the club will be informed through email with the required edits listed. The club then has the opportunity to revise and resubmit the flyer.

All graphics a club wishes SA to print must contain the following:

1. Club name
2. Name of event
3. The time, date, and location of the event
4. The SA logo
5. The words "Paid for by your Mandatory Student Activity Fee" in easily legible text
6. Less than 50% ink coverage
7. All content is required in English
 - i. Non-English languages are allowed if a complete English translation is included on the flyer
 - ii. Translations that cannot be confirmed by SA will result in the rejection of the flyer

Vulgar or pornographic content is not permitted.

SA offers 3 different types of printing flyers, posters, and banners. Flyers are 8.5x 11 inches, posters are 11x17 inches, and banners are 42x72 inches. A club who wishes to have quarter sheets printed they must be designed as such before submission.

SA does not guarantee same day printing on any submission. Please allow at least 2 full business days for printing completion.

The Student Association employees a system of printing credits where each print will be charged against the club's credit balance. Each club will start the academic year with 3,000 credits. If a club uses their allotment of credits, they may buy copies from their budget.

Below please find what print cost in credits and monies:

1. Flyers (8 1/2 x 11)
 - White Paper Single Sided Black Ink Only: 1 Credit \$0.03
 - White Paper Double Sided Black Ink Only: 2 Credits \$0.05
 - White Paper Single Sided ONLY Colored Ink: 15 Credits N/A

*** Double Sided Copies are only available in Black Ink ONLY***

*** Color Copies are not available once all copy credits are used ***

2. Posters (11 x 17)

- White Paper Black Ink Only: 10 Credits N/A
- White Paper Colored Ink: 20 Credits N/A

3. Banners (42 x 72)

- Banners do not cost credits, but the club may receive only one (1) free banner per event and a total of two (2) per academic year.
- The cost for additional banners will be \$35.00 each, taken from the club's budget.

Clubs may also use the TVs in the Student Union Lobby to post digital banners. These banners must be submitted to the Student Association a week before the event as the content needs to be examined by both the Student Association and Student Union before it will be entered into the rotation.



Coach Policy

Policy Information

Date Established:

Date Last Updated:

Category:

Any sport club who has a coach must annually and upon any change submit their coach's information to SA prior to any work being completed. This is done by the club having their coach complete either 1. a Coach - Volunteer Agreement or 2. a Coach - Paid Independent Contractor Agreement. Clubs who do not have a coach must annually submit a form and it through the SA website stating such.

In addition, clubs who are intending to have a coach for the next academic year clubs are required to complete the Coach Intention Form on the SA website as an additional step to the club annual registration phase one. Clubs who fail to state their intention will not be allowed to have a coach for the upcoming academic year.

These Agreements will be sent out to the sports clubs annually and must be returned by the end of the first week of classes or whenever a new coach is selected by the club but before the coach can start coaching or performing duties for the club.

In reference to any Club that is looking to use the Paid Coach Agreement all finance policies and procedures governing the encumbrance of funds must be followed before SA will complete the contract and agree to pay the coach. SA does not modify the language in the contract further than filling in the necessary information that is left blank. No Coach may start coaching or performing duties prior to SA receiving and approving the coach's agreement.

Only SA Officers can sign the contract with the coach. As such SA can cancel the contract with the coach at any time according to the agreement terms.

Clubs who fail to submit one of the coach agreements or complete the no-coach form will not be allowed to practice until one of the forms has been complete.

Two SA Officers one of whom must be the SA President may terminate any paid or volunteer Coach at will.

No clubs other than clubs in the Sports Council may have paid coaches or other paid advisors.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Bylaws Amendment Resolutions

BE IT RESOLVED that Section 5.02(a)(ix) of the By-Laws of University at Buffalo Student Association Inc. ("SA") shall be amended and replaced as follows:

Shall have the power to lawfully direct the SA staff, except that the President cannot overrule the SA Administrative Director on any safety matter.

BE IT RESOLVED that Section 5.02(e)(iii) of the By-Laws of University at Buffalo Student Association Inc. ("SA") shall be amended and replaced as follows:

Except where otherwise stated herein, all Student Association appointments shall be made by 2 out of the 3 Student Association Officers (one of whom must be the President). All appointments to student positions shall expire at 11:59 p.m. on the last day of the spring semester final examination period, unless a different term is stated in the SA By-Laws or if the appointee ceases to be eligible to hold such position. During the spring semester, the Officers may re-appoint SA student staff members to their positions or other SA staff positions for the following term. Appointees may be removed by 2 out of 3 SA Officers (one of whom must be the President) with or without cause. The preceding sentence shall not extend to removal of Officers appointed to fill a vacancy. The Officers may (but are not required to) act via a meeting to appoint or remove appointees; Officers may also act to appoint or remove appointees via written declaration of the SA President and 1 of the 2 other Officers (with no formal notice required for this limited purpose).

BE IT RESOLVED THAT Section 7.01(f) shall be removed from the By-Laws of University at Buffalo Student Association Inc. ("SA") and any subsequent provisions renumbered accordingly;

AND BE IT RESOLVED that Section 7.01(g) of the SA By-Laws, under the new numbering (being Section 7.01(h)) under the current numbering) shall be amended and replaced as follows:

The Senate shall have the power to grant an extension of time for any budgetary deadline. If any of the steps outlined under Section 7.01(a)-Section 7.01(d) shall fail to occur, such failure shall not affect or abridge the rights of the Senate or Executive Committee ~~pursuant to Section 7.01(e) or Section 7.01(g) to pass a budget.~~

AND BE IT RESOLVED that Section 7.02(b) of the SA By-Laws shall be amended and replaced as follows:

Compensation rates for student staff positions must be approved by the Senate and may be changed by the Senate (any such changes to take effect the following fiscal year). Compensation rates shall not require re-approval if they remain unchanged. The Senate's approval of a wage rate shall not be deemed to mean that the SA Officers must appoint someone to any position.

AND BE IT RESOLVED that Section 7.02(c-f) shall be removed from the SA By-Laws;

AND BE IT RESOLVED that Underlining used in the foregoing provisions is for convenience of reference here only, and such text will not be underlined in the amended SA By-Laws; text struck through used in the foregoing provisions shall be removed from the SA By-Laws.

AND BE IT RESOLVED that the foregoing resolutions shall take effect immediately.