



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2023-2024 #8

Subject: Resolution to Replace References to Associate Administrative Director Position

Submitted by: Samin Bhuya, SA President; Louis Poon, SA Treasurer

BE IT RESOLVED that the SA New Club Recognition Policy be amended, such that the text reading “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” be replaced in its entirety with “Once an application has been submitted it will be reviewed by the SA Vice President and either the Administrative Director or Operations Director for compliance with all policies and procedures”;

BE IT RESOLVED that the SA Internal Controls Policy be amended, such that:

- the text under the “Administrative Director” subheading reading “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” be replaced in its entirety with “In addition to the responsibilities of all professional staff, to perform an audit or review of the internal control program instituted by the Operations Director”;
- the title of the subheading “Associate Administrative Director” under the heading “Responsibility” be replaced in its entirety with “Operations Director”;
- the text under the “Departmental Directors” subheading reading “Coordinate with the Administrative Director or Associate Administrative Director to periodically review and test the system of internal controls” be replaced in its entirety with “Coordinate with the Operations Director to periodically review and test the system of internal controls”; and
- the text under the “All Employees” subheading reading “Report breakdowns in internal control systems to the Administrative Director or the Associate Administrative Director” be replaced in its entirety with “Report breakdowns in internal control systems to the Operations Director”;

BE IT RESOLVED that the SA Vehicle Policy be amended, such that the text reading “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” be replaced in its entirety

with “If the role of the Transportation Coordinator is vacant or the Transportation Coordinator is unavailable, the Administrative Director or a member of the Professional staff designated by the Administrative Director may fill this role as needed”;

BE IT RESOLVED that the SA Sexual Harassment Prevention Policy be amended, such that each reference to “Associate Administrative Director” be replaced with “Operations Director”;

BE IT RESOLVED that the underlining in this Resolution is used solely for emphasis and shall not be included in the text of the amended policies; and

BE IT RESOLVED that this Resolution shall take effect immediately.