



Suite 350 Student Union Amherst, New York 14260  
(716) 645-2950 fax: (716) 645-2112 [www.sa.buffalo.edu](http://www.sa.buffalo.edu)

## Student Association Executive Committee Meeting

August 16, 2024 - 12:00 PM

SU 378, University at Buffalo North Campus, Amherst, NY 14260

### Present

**Samin Bhuya**, SA President; **Killian Hannigan**, SA Vice President; **Louis Poon**, SA Treasurer.

Asterisk (\*) indicates member arrived late or left prior to adjournment.

### Absent

**Gavin Krauciunas**, SA Senate Chairperson.

### Call to Order

Samin Bhuya, SA President, calls meeting to order at 12:03 PM.

Samin Bhuya, SA President, proceeds to call the roll.

Samin Bhuya	Present
Killian Hannigan	Present
Louis Poon	Present
Gavin Krauciunas	Absent

3 Present, 1 Absent

Finding a quorum is present, the Executive Committee proceeds with the order of business.

### Approval of Minutes

Samin Bhuya, SA President, introduces July 26, 2024 Executive Committee Meeting Minutes for consideration.

Motion to approve July 26, 2024 Executive Committee Meeting Minutes by Samin Bhuya; second Killian Hannigan.

Without objection, motion passes with unanimous consent.

**\*Result: July 26, 2024 Executive Committee Meeting Minutes are approved.\***

## Old Business

None.

## New Business

Louis Poon, SA Treasurer, introduces SA Budget Adjustment #24-1 for consideration.

Motion to approve SA Budget Adjustment #24-1 by Samin Bhuya; second Louis Poon.

Samin Bhuya	Yes
Killian Hannigan	Yes
Louis Poon	Yes

3 Yes, 0 No, 0 Abstain

Motion to approve SA Budget Adjustment #24-1 passes 3-0-0.

**\*Result: SA Budget Adjustment #24-1 is approved.\***

Samin Bhuya, SA President, introduces Resolution - 2024-2025 - E#1 (“Resolution to Amend Club Budget Policy”) for consideration.

Motion to approve Resolution - 2024-2025 - E#1 by Samin Bhuya; second Killian Hannigan.

Samin Bhuya	Yes
Killian Hannigan	Yes
Louis Poon	Yes

3 Yes, 0 No, 0 Abstain

Motion to approve Resolution - 2024-2025 - E#1 passes 3-0-0.

**\*Result: Resolution - 2024-2025 - E#1 is approved.\***

Samin Bhuya, SA President, introduces Resolution - 2024-2025 - E#2 (“Resolution to Amend Coach Policy”) for consideration.

Motion to approve Resolution - 2024-2025 - E#2 by Samin Bhuya; second Killian Hannigan.

Samin Bhuya	Yes
Killian Hannigan	Yes
Louis Poon	Yes

3 Yes, 0 No, 0 Abstain

Motion to approve Resolution - 2024-2025 - E#2 passes 3-0-0.

**\*Result: Resolution - 2024-2025 - E#2 is approved.\***

Samin Bhuya, SA President, introduces Resolution - 2024-2025 - E#3 (“Resolution to Amend Supplemental Funding Policy”) for consideration.

Motion to approve Resolution - 2024-2025 - E#3 by Samin Bhuya; second Louis Poon.

Samin Bhuya	Yes
Killian Hannigan	Yes
Louis Poon	Yes

3 Yes, 0 No, 0 Abstain

Motion to approve Resolution - 2024-2025 - E#3 passes 3-0-0.

**\*Result: Resolution - 2024-2025 - E#3 is approved.\***

Samin Bhuya, SA President, introduces Resolution - 2024-2025 - E#4 (“Resolution to Amend Ticketing and Merchandise Sales Policy”) for consideration.

Motion to approve Resolution - 2024-2025 - E#4 by Samin Bhuya; second Killian Hannigan.

Samin Bhuya	Yes
Killian Hannigan	Yes
Louis Poon	Yes

3 Yes, 0 No, 0 Abstain

Motion to approve Resolution - 2024-2025 - E#4 passes 3-0-0.

**\*Result: Resolution - 2024-2025 - E#4 is approved.\***

Samin Bhuya, SA President, introduces Resolution - 2024-2025 - E#5 (“Resolution Regarding UB Foundation Investment”) for consideration.

Samin Bhuya, SA President, states that approval of this Resolution does not change SA’s longstanding practice of not taking sides in international conflicts.

Motion to approve Resolution - 2024-2025 - E#5 by Samin Bhuya; second Killian Hannigan.

Samin Bhuya	Yes
Killian Hannigan	Yes

Louis Poon

Yes

3 Yes, 0 No, 0 Abstain

Motion to approve Resolution - 2024-2025 - E#5 passes 3-0-0.

**\*Result: Resolution - 2024-2025 - E#5 is approved.\***

## Adjournment

Motion to adjourn by Samin Bhuya; second Killian Hannigan.

Without objection, motion passes with unanimous consent.

**\*Result: Meeting is adjourned at 12:11 PM.\***

**Instructions:**

This form must be completed for all budget adjustments. This form must be signed by the President, Treasurer and Campus Designee.

**Please check one:**

Budget Transfer

Moving funds from one expense to another, (must equal zero)

Budget AJE

Incremental adjustment, increase/decrease in revenues or expenses

**Detailed description of budget adjustment:**

SA Budget Adjustment #24-1

<u>Account Number:</u>	<u>Account Description</u>	<u>Current Budget Amount</u>	<u>Adjustment Amount</u>	<u>Adjusted Budget</u>	<u>Adjustment Description</u>
120-1100-4000	Appropriated Net Assets	(1,250,000.00)	(290,000.00)	(1,540,000.00)	Move to Legal Fees & LTP Alumni Initiatives
120-1100-6002	Legal Fees	85,000.00	250,000.00	335,000.00	Legal Fees Budget
120-2209-7600	LTP Alumni Initiatives	-	40,000.00	40,000.00	Create new Alumni Initiatives account
120-3113-7600	Programming	200,000.00	(76,000.00)	124,000.00	Move to Fest Talent, Capital Equipment Purchases, & Technology
120-3106-7650	Fall & Spring Fest Talent	350,000.00	50,000.00	400,000.00	Increase Talent Budget for SA Entertainment
120-1100-6300	Capital Equipment Purchases	10,000.00	20,000.00	30,000.00	Increase Capital Equipment Purchases
120-1100-6011	Technology	-	6,000.00	6,000.00	Create new Technology account

**Treasurer:** Name (please print) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Officer:** Name (please print) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Campus designee:** Name (please print) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

FSA Budget AJE Input \_\_\_\_\_ FSA Budget AJE Review \_\_\_\_\_



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

[www.sa.buffalo.edu](http://www.sa.buffalo.edu)

**Resolution - 2024-2025 - E#1**

**Subject:** Resolution to Amend Club Budget Policy

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

**BE IT RESOLVED** that the amended and restated Club Budget Policy of University at Buffalo Student Association Inc. (“SA”) attached hereto shall be the Club Budget Policy of SA, amending and replacing the Club Budget Policy; and

**BE IT RESOLVED** that the underlining used in the attached document is for convenience of reference here only, and such text will not be underlined in the amended Club Budget Policy; and

**BE IT RESOLVED** that struck-through text in the attached document is for convenience of reference here only, and such text shall be removed from the Club Budget Policy; and

**BE IT RESOLVED** that this Resolution shall be effective immediately.



# Club Budget Policy

## Policy Information

Date Established: March 29, 2022

Date Last Updated: August 16, 2024

Category: Finance

Internal Control Program Approved: April 19, 2022

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. Estimated revenues and estimated expenditures must be based on realistic projections. As used in this Policy, “Budget” for clubs means the amount of money allocated by SA for the club at the beginning of the relevant fiscal year for that year.

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 tier provides. Funds will be budgeted and disbursed based on approved viewpoint neutral policies and procedures. Consistent with the mandates of SA’s By-Laws, SA is strictly prohibited from considering the viewpoint(s) held and/or expressed by any club, its officers, or its members when making club budget determinations. No club should expect their sole funding to come from the Student Activity Fee.

The term “active members”\_ refers to the number of voting members a club has in accordance with their approved constitution. Without limitation, SA may rely on the information entered by the club into UBLinked for purposes of determining how many active members are in the club, how many events and meetings the club held, and any other data that is relevant under this policy. The amount of active members in a club is considered for the purpose of determining the level of undergraduate UB student participation and attendance at the club’s events and activities and the consequent objective financial needs of that club.

## Tier I

Clubs who are assigned to this tier are generally new clubs and clubs who did not apply for a budget during the spring’s budgetary process. Clubs within this tier receive a flat budget amount of \$250. Budgets are only available to new clubs once they have completed all recognition requirements as

stated by the New Club Recognition Policy. Clubs within this tier must meet the requirements as set forth by the Annual Registration and Requirements for Recognition Policy.

## Tier II

Clubs who are assigned to this tier have requested a budget and have been approved to have a budget of \$251 - \$2,499. Clubs in this tier must complete the following requirements:

1. Be a recognized SA club.
2. Have completed 4 Club Meetings and/or Events for the academic year.
3. Have at least 1020 active members.

## Tier III

Clubs who are assigned to this tier have requested a budget and have been approved to have a budget of \$2,500 - \$4,999. Clubs in this tier must complete the following requirements:

1. Be a recognized SA club.
2. Have completed 5 Club Meetings and/or Events for the academic year.
3. Have at least 1520 active members.

## Tier IV

Clubs who are assigned to this tier have requested a budget and have been approved to have a budget of \$5,000 - \$9,999. Clubs in this tier must complete the following requirements:

1. Be a recognized SA Club.
2. Have completed 6 Club Meetings and/or Events for the academic year.
3. Have at least 2025 active members.

## Tier V

Clubs who are assigned to this tier have requested a budget and have been approved to have a budget of \$10,000 - \$19,999. Clubs in this tier must complete the following requirements:

1. Be a recognized SA Club.
2. Have completed 7 Club Meetings and/or Events for the academic year.
3. Have at least 25 active members.

## Tier VI

Clubs who are assigned to this tier have requested a budget and have been approved to have a budget of \$20,000 - \$50,000. Clubs in this tier must complete the following requirements:

1. Be a recognized SA Club.
2. Have completed 10 Club Meetings and/or Events for the academic year.
3. Have at least 30 active members.

## Budget Requests Packets

During the spring semester of each academic year, clubs can submit budget requests through the SA website. Any club that does not submit a budget request by the SA Treasurer's set deadline will receive a \$250.00 budget.

## General Budget Limitations

There are certain limitations that automatically apply to requested budget amounts before any other factors are applied. They are as follows:

1. The maximum budget for any club is \$50,000.



2. The amount of a club's budget request will be reduced to the lower of: (a) the total amount requested by the club or (b) the total itemized expenditures in their budget packet.
3. A club cannot receive more than the maximum budget allocated for their eligible Tier.
4. Clubs must meet the requirements for the Tier they have requested a budget for to change their current Tier. Clubs which do not meet the requirements for their respective Tier will be eligible for, at most, funding in the Tier that they did complete the requirements for. The calculation of tier requirements will include club activities from the first day of the fall semester up to Monday of the third week in April of the current academic year.
5. Clubs can only move up one Tier at a time.
6. The SA Treasurer may (but is not required to) require all clubs to use a budget request form that caps a club's itemized requests at the maximum amount allowed for the tier above the club's then current tier; for clubs in the highest tier, the maximum amount of itemized requests under such form shall be the maximum amount allowed for such tier.

Club requests must be allowable under SUNY policy to be allocated. There are also other limitations which apply to calculated budget allocations after all other factors are applied. They are as follows:

1. The total funds allocated to all clubs in total may not exceed the total available amount set by the SA Treasurer prior to club budget considerations.
2. A percentage reduction to the proposed budget of all clubs may be applied if necessary to reduce the total amount allocated to clubs. Tiers one, two and three clubs shall not receive a percentage reduction. Tier 6 clubs will receive a percentage reduction that is double the percentage of tier 4 clubs with tier 5 clubs' percentage being halfway between the two. (The references to tier in this paragraph shall refer to the tier the club would have been in for the upcoming budget year after application of all other criteria under this policy, except for subsection #3 under Historical Data.)

## Historical Data

The Student Association considers the then-current academic year and then-previous academic year when determining budgets for clubs with historical data.

1. For clubs in tiers 5 and 6 requesting a budget increase only: No club shall receive a budget increase that would result in the club's budget being more than 5% higher than the amount they spent during the then-~~current~~previous academic year (through the Monday of the third week in April) or the entire academic year before that, whichever is greater.
2. For clubs without historical data (i.e., new clubs that have not spent any money), the total budget allocation shall not exceed \$1,500.
3. If a club has been found to have committed 3 or more policy violations in the then-current academic-fiscal year, 10% shall be removed per violation (starting with the third violation) from the final proposed budget of that club. For clarification, if a club is found to have committed a violation after the club's budget for the following fiscal year is determined but before the start of the following fiscal year, that violation shall still count in the described calculation, and any resulting reduction to the club's budget shall be made when reasonably possible. Money removed due to club violation(s) shall be used to fund additional monies granted to any clubs that win their budget appeals, and if there is any amount left over, such amount shall be added to the SA budget line for Newly Recognized Club Funding and Club Appeals.

## Expenditures

All expenditures involved in the calculation of a club's total budget numerical request must be itemized. If the expenditures are not itemized and detailed, money will not be provided for them.

Itemization involves explaining what the expenditure is and listing out the specific items and their individual costs needed for that expenditure. Numerical ranges and descriptions such as “Other Expenses” are not allowed. The Student Association will not allocate as part of a club’s budget request funds for the following expenditures:

1. Food for general body meetings; this excludes banquets and similar events Any food other than for 1 banquet or 1 barbeque per semester (if the club requests more than that, only the least expensive allowable food request in a semester may be approved).
2. Merchandise as defined by the Ticketing and Merchandise Policy.
3. Gift Cards.
4. Tangible items to giveaway.
5. Individual non-transferrable memberships to outside organizations.
6. Expenditures related to any aspect of the production or distribution of pPublications or dDigital mMedia.
7. Separated hotel and transportation book-ings for Artists. Any fee paid for a performing artist should be inclusive of the vendor paying for the artist’s accommodations and travel.
8. Expenditures that violate any applicable policy or law, are not reasonably feasible, are not covered by SA’s existing insurance, or could result in unreasonable liability and/or safety risk to the club, SA, and/or UB.
9. If reasonably equivalent goods or services can be provided by another vendor at a lower price, funding shall not be provided for the excess amount.
- 9-10. Items and services that SA provides to SA clubs at no cost.

## Events

For events that are expected to cost over \$1,000, the following are required:

1. Estimated attendance (broken down by undergraduate UB students, non-undergraduate students of UB, and outside public).
2. If a repeat event, information on past attendance with numerical data.

If the total cost of the event (excluding conferences and competitions) divided by undergraduate UB student attendance is more than an individual student’s activity fee for a semester, then expenses will be capped at the amount of an individual student’s semesterly activity fee multiplied by the number of undergraduate students included in a reasonable attendance estimate based upon past attendance. Without limitation, SA may rely on information from the UB Ticket Office related to ticket sales and information that the club has entered into UBLinked when making such determination.

## Appeals

Clubs may appeal budget determinations within 10 days of when the club is informed of the budget determination by email. SA shall provide notice of the budget determination to the President and Treasurer of the club, based on the last updated information provided by the club to SA using required procedures. During the UB spring and fall semesters, any budget appeals shall be handled by the Senate. During winter and summer sessions, budget appeals shall be handled by the Executive Committee. Any appeals made by clubs may only be based on procedural error, inaccurate application of the above criteria or math pertaining to the relevant club, or violation of law. A club may only appeal its own budget, not that of any other club. Appeals shall be decided within 45 days of when they are submitted. The Executive Committee may decide any such appeal following the last day of classes of the spring semester, if the Senate has not rendered a decision on it. If a club is successful in its appeal, that shall not result in a reduction in the funding of any other club.



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**Resolution - 2024-2025 - E#2**

**Subject:** Resolution to Amend Coach Policy

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

**BE IT RESOLVED** that the amended and restated Coach Policy of University at Buffalo Student Association Inc. (“SA”) attached hereto shall be the Coach Policy of SA, amending and replacing the Coach Policy; and

**BE IT RESOLVED** that the underlining used in the attached document is for convenience of reference here only, and such text will not be underlined in the amended Coach Policy; and

**BE IT RESOLVED** that struck-through text in the attached document is for convenience of reference here only, and such text shall be removed from the Coach Policy; and

**BE IT RESOLVED** that this Resolution shall be effective immediately.



# Coach Policy

## Policy Information

Date Established: March 29, 2022

Date Last Updated: ~~November 11, 2022~~ August 16, 2024

Category: Clubs

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 1. a Coach - Volunteer Agreement, 2. a Coach - Paid Independent Contractor Agreement, or 3. Such other arrangement as may be approved by the SA Officers if the club is purchasing other goods or services together with coaching as a package deal. ~~Clubs who do not have a coach must annually submit a form through the SA website stating such.~~

~~In addition, clubs who are intending to have a coach for the next academic year are required to complete the Coach Intention Form on the SA website as an additional step to the club annual registration phase one.~~

~~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. No Coach may start coaching or performing duties prior to completion of the requirements under this policy.

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.

~~Either the SA President or Administrative Director may require prospective coaches to submit proof of certification(s) that they have completed SafeSport training, and any certifications required by the league(s) in which the club participates as a condition of allowing them to coach their respective club.~~

~~Clubs who fail to submit one of the coach agreements or complete the no-coach form may 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.



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### Resolution - 2024-2025 - E#3

**Subject:** Resolution to Amend Supplemental Funding Policy

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

**BE IT RESOLVED** that the Supplemental Funding Policy of University at Buffalo Student Association Inc. (“SA”) be amended as follows:

1. The following shall be added as the second sentence of the first paragraph of the “Use of Supplemental Funding Section”: “After supplemental funding has been granted, clubs may change details from what was included in their applications (for example and without limitation, date, time or specific vendor), so long as the change does not substantively alter the nature of the approved expenditure.”;
2. In the “Events” subsection within the “Types of Supplemental Funding” section: the following text shall be added as the fifth criteria under “Supplemental funding for events will not be approved for”: “5. More than \$2,000 per event.”;
3. In the “Applications” section: the text of the first sentence of the first paragraph of that section be amended, so as to read “The Student Association ~~has~~may set up an application to help clubs provide as much detail and documentation concerning their request for supplemental funding as is needed for consideration for approval.”; and
4. In the “Applications” section: the following text shall be deleted: “Additional information may be requested from the club depending on what is being requested if necessary to determine whether the proposed request is permitted under this policy, whether the amount requested is reasonable for the proposed expenditure, whether the expenditure is reasonably safe, and/or whether the proposed activity is covered by SA’s insurance. Clubs will be given a maximum of 5 business days to prepare and submit the requested additional information. Any clubs who are requested for additional information will be pulled out of the order and will not be considered until additional information has been received. If a club is asked to submit additional information, the date upon which the club submits that additional information shall be considered the date upon which the club submitted the request when determining the order of club submissions.”

**BE IT RESOLVED** that the underlining used in the foregoing text is for convenience of reference here only, and such text will not be underlined in the amended Supplemental Funding Policy; and

**BE IT RESOLVED** that struck-through text in the foregoing text is for convenience of reference here only, and such text shall be removed from the Supplemental Funding Policy; and

**BE IT RESOLVED** that this Resolution shall be effective immediately.



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**Resolution - 2024-2025 - E#4**

**Subject:** Resolution to Amend Ticketing and Merchandise Sales Policy

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

**BE IT RESOLVED** that the amended and restated Ticketing and Merchandise Sales Policy of University at Buffalo Student Association Inc. (“SA”) attached hereto shall be the Ticketing and Merchandise Sales Policy of SA, amending and replacing the Ticketing and Merchandise Sales Policy; and

**BE IT RESOLVED** that the underlining used in the attached document is for convenience of reference here only, and such text will not be underlined in the amended Ticketing and Merchandise Sales Policy; and

**BE IT RESOLVED** that struck-through text in the attached document is for convenience of reference here only, and such text shall be removed from the Ticketing and Merchandise Sales Policy; and

**BE IT RESOLVED** that this Resolution shall be effective immediately.



# Ticketing and Merchandise Sales Policy

## Policy Information

Date Established: March 29, 2022

Date Last Updated: ~~March 27, 2023~~ August 16, 2024

Category: Finance

All events that the Student Association (SA) provides tickets for 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 and ticket give-aways, 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 or giveaways. 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 who wish to start sales of dues or practice fees must provide SA with the following information:](#)

- [1. What the members are expected to pay.](#)
- [2. Breakdown of how money being collected will be utilized.](#)

[Dues and or practice fees cannot include merchandise. Clubs may only charge different dues rates if reasonably related to access to different activities and approved by the SA treasurer. Clubs may not charge different dues rates to compensate members for their services to the club or to provide personal discounts to specific members.](#)

Clubs or Departments of the Student Association who wish to set up a ticket give-away, sale for tickets or merchandise, through the Ticket Office, must complete the appropriate ticket office form to gain approval and 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 rules shall apply:

1. The ticket price for UB undergraduate students must be lower than all other patron types, unless all tickets are free.



2. For all ticket sales, or give-aways, the total number of non-undergraduate tickets should not exceed the number of undergraduate student tickets available for sale for the event or activity.
3. Undergraduate UB students will only be allowed to purchase or reserve one ticket at the undergraduate rate for any SA event or activity.
4. Students must be present with their UB ID to pick up purchased merchandise or physical tickets.
5. The number of scheduled patron price changes shall be limited to 3 patron/ticket types allowed on a form will be limited to 8.
6. No "Flash Sales" reduction in prices after tickets are sold.
7. Comp Tickets will be processed through the Ticket Office or other approved vendor as described above and, for Club Events where tickets are sold, 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.

8. 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.

9. The number of tickets put on sale and all reserved as comp tickets cannot exceed the capacity of the room or venue.

8-10. Tickets will not be put on sale for any event until a venue has been secured.

Clubs may wish to sell merchandise or apparel as a means of fundraising. Clubs may not give away items purchased by the club for \$25 or more per unit, or any apparel, except for safety items.

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.
- ~~2.~~
- ~~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.~~
- 4-3. All bake sales must be set up as merchandise sales.
- 5-4. 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.
- ~~6-5.~~ Sales of merchandise or goods shall not be approved for a period that exceeds six months.
6. No merchandise may be put on display at the Ticket Office.
7. Quotes from vendors for items and apparel the club plans to resell must be submitted to SA before the merchandise sale may be approved.

Clubs who wish to sell itemsmerchandise or apparel may subsidize, at most, no more than 5075% of the cost paid for the items from the distributor with funds from their corresponding club budget line at the sale of the items, except for safety items. If the cost of an item paid by the club exceeds \$200, the club may not subsidize any portion of the cost which exceeds \$200, except for

safety items. For example, if a club purchases an item from a distributor at the cost of \$50, the lowest price they may set for the sale of such an item to students would be \$12.5025; if a club purchases an item from a distributor at the cost of \$300, the lowest price they may set for the sale of such an item would be \$150.

All sales of merchandise must end no later than two weeks before the end of April 1. All merchandise must obtain the appropriate approval and be ordered by April 30<sup>th</sup> annually. This is to allow time for the items to be received from the vendor and distribution to purchasers prior to the end of the semester.

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



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

[www.sa.buffalo.edu](http://www.sa.buffalo.edu)

**Resolution - 2024-2025 - E#5**

**Subject:** Resolution Regarding UB Foundation Investment

**Submitted by:** Samin Bhuya, SA President; Killian Hannigan, SA Vice President; Louis Poon, SA Treasurer

**WHEREAS**, the University at Buffalo Foundation, Inc. (“UB Foundation”) should make ethical investing decisions.

**BE IT RESOLVED** that, to the extent that it is legally allowed to do so, SA calls upon UB Foundation to not invest in entities, companies or organizations that engage in in human rights abuses; and

**BE IT RESOLVED** that this Resolution is not, and shall not be construed as, business operations or conduct, and is and shall be construed as pure speech.