



**350 STUDENT UNION  
UNDERGRADUATE STUDENT ASSOCIATION  
UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK  
STUDENT ASSOCIATION CLUB HANDBOOK  
2018-2019**

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\*University at Buffalo, the State University of New York will be hereinafter referred to as the "University at Buffalo" or "UB"

\*The Undergraduate Student Association of the University at Buffalo will be hereinafter referred to as the "Student Association" or "SA"

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# General Information

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## Definitions

**Club Handbook** - The working non-financial policy document detailing the rules, regulations, and requirements of all Student Association clubs.

**Club Applicant** - An undergraduate student, or group of undergraduate students, who wish to form an organization under the Student Association.

**Prospective Club** - An organization which has submitted the Start a Club packet, has written, or is editing and revising its constitution, and may also be waiting on logistical and insurance matters before official recognition can be granted.

**Temporary Club** - An organization that has satisfactorily completed the Start a Club Packet and written a club constitution, both of which have been approved, and is now recognized under the Student Association for a temporary amount of time pursuant to the "Timeline" portion located under "Being a Temporary Club." Temporary clubs must meet all temporary club requirements, rules, and regulations, as stated in this Club Policy Handbook.

**Permanent Club** - An organization that has met all temporary club requirements prior to being recognized as a permanent club, and has been approved by the Student Association Senate for permanent recognition pursuant to the "Becoming a Permanent Club" portion of the Club Policy Handbook. Permanent clubs must meet all permanent club requirements as stated in the club operating policy.

**Probation** - A club may be put on probation for a specific semester if the club did not meet all requirements of the previous semester as stated under the "Temporary Club Requirements" or "Permanent Club Requirements" sections located in this Club Policy Handbook. While on probation, the club must meet all requirements for that semester, in addition to completing all missed requirements from the previous semester. If both current requirements, and missed requirements from the previous semester are met, the club shall be taken off of probation. If both of those requirements are not met, it is at the discretion of the respective council coordinator and Student Association Vice President to determine what action should be taken. Such action can include, but is not limited to, freezing of the club's budget, suspending the club, being put before the Student Association Senate for de-recognition (if the club has permanent status), or being de-recognition by the respective council coordinator and the Student Association Vice President (if the club has temporary status). Clubs may also be placed on probation for violating policies of the Student Association. If placed on probation for violating policies a meeting with the club will be held by the Council Coordinator and/or the Student Association Vice President to explain the probation and the criteria to return to good standing. Any club placed on probation for any reason will receive a letter from the Student Association explaining the violations, the probation and what it means to the club, and how the club can return to good standing with the time frame for any club actions to be taken.

**Suspension** - A permanent club who is suspended loses all privileges of being a club recognized by the Student Association, and the club's budget will be frozen, yet maintains their affiliation with the Student Association until the Student Association Senate determines any further course of action. A temporary club who is at the point of suspension will be evaluated by the prospective council coordinator in addition to the vice president for de-recognition. Only a member of the Student Association Executive Board may put a Student Association club on suspension.

**De-Recognition** - When a club loses its affiliation with the Student Association, ergo losing all privileges of being a Student Association club. For permanent clubs, the Student Association Senate must vote to de-recognize a club, and the Student Association Vice President must sign off on de-recognition. For temporary clubs, the respective council coordinator and Student Association Vice President must sign off on de-recognition.

**SA Participation Event** - The Student Association will give regular updates on SA Participation opportunities. Aside from events specifically hosted by the Student Association for the purpose of providing SA Participation credit, any joint meeting with a recognized Student Association club from a different council will count as a SA Participation event.

**Community Service Participation** - The Student Association will give regular updates on community service participation opportunities. Any opportunities other than those specifically hosted by the Student Association for the purpose of community service, must be approved by the Student Association Vice President.

**Club Event** - Any meeting of club members that involves more than just discussion and/or giving out information. For clubs who compete, any competition is considered a club event.

**Club Meeting** - Any general meeting of club members for information and/or discussion. For any clubs who compete, whether athletically or non-athletically, any practice for competition is considered a club meeting.

**Rollover** - What is left of a club's fundraised money after the conclusion of the academic year. Any new money made by a club is fundraising. If the club satisfactorily meets all rules, requirements, and regulations rollover will be given to a club for the following academic year.

## **Student Association Departments and Office Personnel**

**Finance** - All club accounts are with the finance department, and no club is allowed to have any budget of any type outside of the finance department. The finance department processes all monetary-based requests of clubs, and all money fundraised by a club must be handed in to the finance department. For more on the financial policies of the Student Association, please see the Student Association Financial Handbook.

**Club Services** - Plans several different Community Service and Student Association Participation events for clubs to participate in. The department also helps with individual club fundraisers and hosts informational workshops for clubs.

**Entertainment and Production-** Aside from running all Student Association entertainment events, the department can also help clubs bring in talent as well as find and book a venue for an event or show. They can also help contact agents and review contracts (clubs cannot individually sign contracts). The Production staff can provide sound and technical equipment to the Student Association and all clubs, and a staff member will be present at the club event if the requested equipment requires her/him to be. Equipment must be reserved ahead of time by filling out a production request form in the Student Association office. For a complete list of equipment that may be rented out, please see the production request for in the Student Association office.

**Media and Marketing** - Can help clubs market event by putting (3 Per Academic year) events on the SA Calendar upon proper request. Within the department, there are photographers and videographers that may be booked to take pictures at and record club events, copies of which will then be given to the club(s). Graphic Artists are also available to make marketing materials for clubs. There is no limit to how many items may be designed for a club. For more on flyer and banner policy, please see the "Campus Posting Policies" and "Copies Services Policy" located within this handbook.

**Elections and Credentials** - Helps the Student Association and its clubs run elections, and resolves election disputes.

**Office Staff** - The Office Staff can help with mailing, faxing, copying, printing, and help set up appointments with the professional staff and Executive Board. For more on the copying/printing policy, please see the "Copies Services Policy" Policy located within this document.

## **Club Councils of the Student Association**

**Each club will be placed in one of the following 7 councils based on the constitutional purpose of each club:**

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

**Engineering Clubs Council-** A club whose activities and purpose relate to an engineering field of study

**International Clubs Council** - A club whose activities and purpose relate to recognized Nations or Ethnic Cultures outside of the United States

**People of Color Clubs Council-** A club whose activities and purpose relate to socio-economic, political issues of ethnic groups residing within the United States (does not include religious groups)

**Special Interest Clubs Council** - A club whose activities and purpose promotes a specific or specialized interest that do not fit into any of the other defined categories

**Hobby Clubs Council** - A club whose activities are considered hobbies

Sports Clubs Council - A club whose activities and purpose related to competitive team sports as recognized by NIRSA or a collegiate association otherwise not funded through the university All clubs recognized in the Sports Council must be a competing club. Please fill out the Sports Club Form if applying to be in this Council.

# Rules, Regulations, and Requirements for All Recognized Student Association Clubs

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## Rules and Regulations

All Student Association clubs at every status must comply with the following:

1. Follow all Student Association, University at Buffalo, SUNY, New York State, and Federal laws, policies, rules, and regulations.
2. Maintain an active membership of at least ten (10) undergraduate students at all times.
3. Only full-time or part time undergraduate students of the University at Buffalo are allowed to hold an executive board position within any Student Association club.
4. All clubs must have, **at minimum**, a President, Vice President, and Treasurer
5. Each Student Association club must maintain a current and approved constitution of the club on record in the Student Association office.
6. All constitutional changes to Student Association club constitutions must not be in contradiction with any Student Association, University at Buffalo, SUNY, New York State, and Federal laws, policies, rules, and regulations, and must be submitted in writing to the Student Association with meeting minutes and vote counts on the constitutional changes. Constitutional changes will only go into effect once approved by the respective Council Coordinator and the Student Association Vice President.
7. Must complete a monthly track sheet on SA website. Due dates are at the discretion of the respective council coordinator.
8. Must submit a Club Officer Update Form via the Student Association website each time there is a change within the President, Vice President, Treasurer, or Secretary of the club, and at the end of each spring semester.
9. Must hold club elections for all executive board positions within the club before the last day of classes of each spring semester following the club's constitution.
10. Must attend club orientation each fall semester, and in the spring semester if a club orientation is held. The club representatives at club orientation must sign the Statement of Knowledge and Understanding of the Club Handbook and Finance Handbook received at club orientation.
  - a. All top 4 members must be in attendance for this club orientation.



b. If the club fails to attend, repercussions for the club will follow which will be at the discretion of the Vice President.

11. Must, upon request of the Student Association have an equipment inventory list submitted at the end of each spring semester listing all equipment that will be stored the following academic year. All equipment must be stored on a University at Buffalo campus and accessible to the Student Association, unless proof of other accommodations which do not conflict with Student Association, University at Buffalo, SUNY, New York State, and Federal laws, policies, rules, and regulations can be shown.

### **Temporary Club Requirements**

**2 Club Meetings per semester**

**2 Club Events per semester**

**2 Student Association Event Participations per semester**

**2 Community Service Events per semester**

**2 Fundraising Events per semester**

### **Permanent Club Requirements**

**2 Club Meetings per semester**

**2 Club Events per semester**

**2 Student Association Event Participations per semester**

**2 Community Service Events per semester**

**Fundraise at least 50% of the club's allocated budget for the academic year,**

\*\*\*Please note, no events or meetings a club partakes in over summer may count towards any club requirements, unless explicitly approved by the Student Association Vice President well in advance

## **Club Status and Privileges**

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### **Club Applicants and Prospective Clubs**

If a University at Buffalo undergraduate student, or group of undergraduate students, desires to start a recognized Student Association club, they must fill out the "Recognition Application" on the Student Association website. This is the club applicant stage.

Once the application is submitted to the Student Association Vice President, the status has changed to Prospective Club. Prospective clubs are not recognized organizations

under the Student Association and have no privileges given to Temporary Clubs or Permanent Clubs.

## **Becoming a Temporary Club**

All Prospective Club "Recognition Application" must be reviewed by the Student Association Vice President, the council coordinator whose council the Prospective Club will be part of should they become recognized, and either the Student Association's Administrative Director or the Student Association's Associate Administrative Director. In order for Prospective Club's application to be reviewed the Prospective Club must be comprised of at least ten (10) University at Buffalo undergraduate students, cannot duplicate purposes or services of other recognized Student Association clubs, must not be in violation of, and will not be in violation of Mandatory Student Activity Fee guidelines, Student Association, University at Buffalo, SUNY, New York State, or Federal laws, regulations, and policies. Additionally, the Prospective Club's "Recognition Application" packet must be satisfactorily completed and approved by the Student Association Vice President and the council coordinator whose council the Prospective Club will be part of before moving on the constitution phase. After the application is approved the Prospective Club's coordinator will work with the club to create a club constitution. To help student's write a constitution SA has developed a constitution template that all prospective clubs are encouraged to use. Once the club has submitted their constitution it must be reviewed and by the Student Association Vice President, the council coordinator whose council the Prospective Club will be part of should they become recognized, and either the Student Association's Administrative Director or the Student Association's Associate Administrative Director. Once the prospective club's constitution has been approved by the Student Association Vice President, the council coordinator whose council the Prospective Club will be part of should they become recognized the club will be invited to attend a "new club orientation" where the VP (or Coordinator if indicated by the Vice President) will go over the policies, rules, regulation and requirements of being a club. Once the has attended the orientation the Vice President and Coordinator will sign the Club Recognition and Summary form officially making the club a Temporary Club of the Student Association.

## **Temporary Club Status**

### **Being a Temporary Club**

#### **Rules, Regulations, and Requirements**

Temporary Clubs must meet the rules, regulations, and requirements expressed in the "Rules, Regulations, and Requirements for All Recognized Student Association Clubs" of this document

## Privileges of Temporary Clubs

1. **Club Mail** - All mail will be received and distributed by the finance department located in 350 Student Union. Clubs receiving mail, should be addressed as follows:

**(Club Name)**  
**Student Association**  
**350 Student Union**  
**Buffalo, NY 14260**

Additionally, any receipts or other finance related items that need to be delivered to the Student Association Finance Department should be addressed to the same address with the added line **"Attn: Finance Department"**

2. **Flyer and Banner Copying/Printing** - All recognized Student Association clubs have access to Student Association staff who will design a club logo, flyer, or banner as well as print and copy such materials. For more information regarding this policy, please see the "Campus Posting Policies" and "Copes Services Policy" located within this handbook.
3. **Access to Fax Machine and Phones** - Recognized Student Association clubs may use the Student Association's phones and fax machine for club business. The Student Association Fax Number is 716-645-2112. Please ensure all faxes received by the club will include **"Attn: (Club Name)."** All club faxes received will be put in the respective club's mailbox.  
The Student Association phone number is 716-645-2950. If expecting a call or message, please ensure that the caller brings attention to the club he or she is trying to contact. Office Personnel will e-mail a member of the respective club's executive board with information about the call or message.
4. **Access to the Services of all Student Association Departments** - Clubs may use the resources and services provided by all Student Association departments so long as the services and resources provided by that department are able help further that club's recognized aims, goals, and purpose(s). For more information on all Student Association Departments, see the Student Association departments and office personnel section included within this document.
5. **Room and Space Reservations** - Student Association recognized clubs are able to reserve rooms and space for use of meetings and events throughout North and South Campus. This includes the ability for the club to table in the Student Union lobby. For more information on reserving rooms and space please see the Student Union Room Reservation Policy and the Student Union Tabling Policy. Reservations can be made by logging onto UBLinked and creating an event for the club.
6. **Club Websites** - Clubs use UBLinked to access a club website where they may advertise their purpose and events to UB undergraduate students. For questions/concerns with UBLinked, please contact the office of student engagement.

## **Maintaining Temporary Status**

All temporary clubs must follow and obey the rules, regulations, and requirements set forth throughout this document for temporary clubs in order to maintain temporary status.

## **Timeline**

Temporary clubs must have been in compliance with all rules, regulations, and requirements set forth in this document for two full, consecutive semesters in order to appear before the Student Association Senate in an attempt to gain permanent status.

Any club who has not been in compliance with all rules, regulations, and requirements set forth in this document for two full, consecutive semesters, may be granted a third semester of temporary recognition at the discretion of the Vice President and respective council coordinator. A meeting must also occur before a decision is made about whether or not the club will receive a third semester. After three semesters, if a temporary club has not met all rules, regulations, and requirements for two consecutive semesters, regardless of previous status, they will be derecognized.

## **Becoming a Permanent Club**

In order to appear before the Student Association Senate to seek permanent status, a temporary club must meet the rules, regulations, and requirements of temporary clubs as stated in the "Rules, Regulations, and Requirements for All Recognized Student Association Clubs" located within this document. In addition a club should be able to prove its sustainability.

## **Senate Recognition Process**

1. The meeting must be a properly called meeting of the Student Association Senate where quorum is met.
2. The club may present to the Student Association Senate detailing its purpose, activities, and why it should gain permanent status
3. The Student Association Senate may have a question and answer session with the temporary club
4. The club will be made aware of the Student Association Senate's decision once it has been rendered.

The Student Association Senate may either choose to move the temporary club to permanent status, at which time all permanent status rules, regulations, and requirements apply immediately, or may choose to keep the temporary club at temporary status, and there will be no change in the rules, regulations, and requirements the temporary club must comply with. If Senate chooses to keep a club temporary the Student Association Vice President and respective Club Coordinator may decide to derecognize the club or set a new timeline for the club before they can go back to the senate to seek permanent recognition.

## Permanent Club Status

### Being a Permanent Club

#### Rules, Regulations, and Requirements

Permanent Clubs must meet the rules, regulations, and requirements expressed in “Rules, Regulations, and Requirements for All Recognized Student Association Clubs,” of this document.

#### Privileges of Permanent Clubs

All permanent clubs are granted the privileges given to temporary clubs as expressed in the “Privileges of Temporary Clubs” located within this document in addition to the following privileges:

- 1. Access to Student Association Vehicles for Official Club Business** - The Student Association maintains vehicles for permanent clubs to use for official club business. For further information on reservation and rental policy, please see the “Vehicle Policy” located within this handbook.
- 2. Ability to Apply for a Club Office through the Department of Student Unions** - Every year the Department of Student Unions allows permanent SA clubs to apply for office space. More information is made available by the Department of Student Unions each spring semester.
- 3. Ability to submit an Alcohol Request for Club Events** - Permanent clubs may apply to have a cash bar at their club events. For more on this policy please see the “Alcohol Policy” located within this handbook.
- 4. Club Budget** - The Student Association allows permanent clubs to apply for a club budget. Budget packets will be made available in the spring semester and allow permanent clubs to apply for a budget for the following academic year. The process will be announced and handled through the Student Association Treasurer.
- 5. Club Listserv** - Permanent clubs are eligible to receive access to a club listserv for distributing club information on a bulk level. For more information and assistance, please speak to the professional staff in the Student Association Office.

#### Maintaining Permanent Status

All permanent clubs must follow and obey the rules, regulations, and requirements set forth throughout this document for permanent clubs in order to maintain permanent status.

#### Consequences of Non-Compliance with Student Association Policy

All clubs which fail to comply with all rules, regulations, and requirements set forth may lead to the club being put on probation at the discretion of the respective council coordinator or Student Association Vice President; being suspended by any of the Student Association Executive Board members; being investigated, and/or financially sanctioned by the Student Association Senate; being financially sanctioned by any of

the Student Association Executive Board members; and/or being de-recognized by the Student Association Senate and Vice President for permanent clubs or the Student Association Vice President and the respective council coordinator, together, for temporary clubs.

Additionally, the Student Association Executive Board and the respective council coordinator reserve the right to freeze the budget line(s) of any club, or place any club on probation who fail to comply with any rule, regulation, or requirement set forth by the Student Association

## Title IX Policy for Student Association Clubs

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### Title IX

Title IX prohibits discrimination on the basis of sex in any educational program or activity that receives federal financial assistance. Both men and women have a right to equal access under Title IX. Title IX is commonly associated with equity in athletic facilities and opportunities. While Title IX covers these areas, it also protects both men and women against gender-based discrimination in any school program or activity. It also requires schools to take appropriate action in cases of sexual harassment and sexual assault.

### Mandated Reporting as Student Leaders

As club executive board members, you are student leaders who represent the Student Association and the UB at all times. As such, you have a responsibility to report instances of sexual harassment and assault. The Student Association wants to ensure that you are prepared to appropriately and properly handle this responsibility. Although, SA encourages all executive board members to be trained, only the top four members of all club executive boards will be required to **complete a Bystander Intervention Training which will be planned by a Student Association staff member.**

- Request a special training for your club; you must have more than twenty participants to request your own Bystander Intervention Training.
  - To request a training: complete Wellness Education Services Program Request Form online: [https://www.buffalo.edu/studentlife/who-we-are/forms/request-a-workshop/health-workshop.html#title\\_1979727926](https://www.buffalo.edu/studentlife/who-we-are/forms/request-a-workshop/health-workshop.html#title_1979727926) and select Bystander Intervention Training.

Your attendance will be confirmed by your UB Card at the training. **Failure to complete the mandatory training will result in a frozen budget and inability to use any services from Student Engagement or the Department of Student Unions.**

# Vehicle Policy

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## To Reserve a Vehicle

1. Must be a club in Good Standing
2. Drivers must pass a van test by the Transportation Manager or their designee.
  - a. To schedule an appointment for a van test, you must visit the SA website and fill out the corresponding forms. The transportation coordinator will email you to schedule an appointment after it is determined that you have met all requirements,
3. Drivers must be at least 21 years of age and hold a valid NYS Drivers License and fill out permanent driver form.
4. **Drivers will be subject to a DMV check.** SA performs this check through the NYS Lens Program. No potential driver will be allowed to drive other than for the vehicle test until the Lens report has been received and checked by the SA office (receiving the report may take up to a week). If a Lens report comes back with four (4) or more points on their license, driving privileges will not be given to that individual.
5. SA receives updates to the Lens reports any time a driver incurs changes. If at any point an update makes an approved driver ineligible their driving privileges will be revoked immediately. These reports are confidential and may only be viewed upon written request by the individual whose name is on the lens report.
6. Must have a PO Number before the reservation is made

## The Request

All Requests must be made at least fourteen (14) days in advance and no more than a semester in advance. Request, are to be submitted to the Transportation Coordinator via their mailbox in 350 Student Union. There are five request forms, 2 for vans, 2 for trucks and one for cargo vans. Van forms are broken down into 2 requests, one is within a 100 miles; the other is, outside 100 miles. The same is true for the truck requests. There is only one request form for the cargo vans because they are not allowed outside the greater buffalo area. **A FORM MUST BE FILLED OUT FOR EVERY VEHICLE YOU ARE REQUESTING EVEN IF IT IS FOR THE SAME TRIP.** Example if you want 5 vans you need to fill out 5 van forms.

## The Form

1. Form must be filled out completely, Legibly, and correctly or it will be denied
2. A list of all students traveling in the vehicle must be filled out with their names, person number and their cell number (a person cannot be listed in multiple vehicles)
3. Proper documentation must be attached. This documentation must include proof of event, event time and location at the very least. **SA may at any time request more information or different documentation.**
4. All requests require that you attach a map / directions of where you are going and the estimated mileage for the trip.
  - a. Please note: Feel free to use resources on the internet such as google maps or any online travel planner to print out your map and other travel requirements.
5. You must include all locations that you will be traveling to.
  - a. Example: Your club is traveling to North Carolina and you are going to stay at Ted's house along the way. Ted's house is 50 miles off of the estimated directions. List that additional mileage to get to and from Ted's house and the reason for the extra mileage.
  - b. If you are staying at a hotel and must drive to a different location for your event estimate the distance and list the additional mileage and reasons
  - c. If you plan on driving to dinner or to see any sight list the estimated additional mileage and reasons
6. Form(s) must be turned in to Transportation Coordinator
7. Form(s) will go through the approval process
  - a. The Transportation Coordinator and SA E-Board approve all requests
  - b. Vehicles going outside a hundred miles are subject to approval by university officials in addition to the SA E-Board.
8. You will receive a notification by email for whether you have been approved or denied for the vehicle.

## Trucks and Cargo Vans

The trucks and cargo vans follow all of the above stated policies and procedures. To reserve either a truck or cargo van you must pass an additional vehicle test for the respective vehicle. If you do not pass you will not be eligible to reserve or drive trucks or cargo vans.

The trucks and cargo vans can only be reserved for specific purposes and are not available to all clubs for use unless the use falls within those purposes. The Cargo vans may only travel the greater buffalo area (roughly within 20 miles of the school). **Please contact the transportation coordinator with any specific cargo van questions.**



## Picking up a Truck or the Cargo Van

If you have been approved for a vehicle:

1. The driver(s) of the vehicle(s) must come to the SA Office, 350 SU, and speak to the Transportation Coordinator, Administrative Director, or Associate Administrative Director by 4:00pm and:
2. Sign out Vehicle
3. Pick up keys
4. Pick up a Vehicle Return Form
5. Check the vehicle to see if there are any problems let Transportation Coordinator, Administrative Director, or Associate Administrative Director know before you take the vehicle out of the parking lot
6. Make sure the gas tank **is full. If it is not let the Transportation Coordinator, Administrative Director, or Associate Administrative Director know** before you leave.
7. If you do not you will **NOT** be reimbursed for the first tank of gas.
8. All vehicles must be signed out using the correct procedure. If a vehicle is taken out without being signed out by the Transportation Coordinator, Administrative Director, or Associate Administrative Director the vehicle will be reported stolen and you may face criminal charges.

## Returning a Truck or Cargo Van

### Before you return the Vehicle

1. Make sure your gas tank is full
  - a. If you don't fill the gas tank your club will be charged \$100
  - b. Do not return the vehicle at the level of gas that you received it if it is not full. Your club will be charged \$100.
2. Check your vehicle for any scratches dents etc...
  - a. All Damage must be reported
3. Clean your vehicle
  - a. If vehicle is not clean your club will charged \$100
  - b. If a vehicle is returned with open Alcohol bottles/cans or smelling of Alcohol, your club will lose its vehicle privileges for the remainder of the year. (i.e. A van is returned in September smelling of beer. Your club will be charged the cost of cleaning the van until it is clean (no longer smells). You will also not be eligible to take an SA van out again until the next school year.)
4. Fill out vehicle return form completely
5. Vehicles must be parked in a SA spot in Jarvis Lot or there will be a \$100 charge.

Please Note: your club can incur up to \$1,000 in charges for incorrectly returning vans.

## Returning the Vehicle

1. **KEYS MUST BE TURNED IN BEFORE NOON ON THE DAY IT IS DUE TO BE RETURNED**
  - a. There will be a charge of \$100 a day for any vehicle not turned in on time
2. Bring Vehicle Return Form and keys to office and turn into the Transportation Coordinator, Administrative Director, or Associate Administrative Director
  - a. If Vehicle Return Form is not filled out or returned with the Key there will be a \$100 charge.
3. Your vehicle will then be checked by the Transportation Coordinator or their designee
  - a. The cost of repairs for any damages a vehicle sustains while signed out to your club will come out of your budget. If we need to use our insurance because of an accident the club will be responsible for paying the insurance deductible.

**In case of an emergency** where you think you may arrive later than noon, please email Amanda Johnson (alj7@buffalo.edu)

## Other Penalties

1. If you lose the vehicle keys
  - a. Your club will be charged \$100 or the cost of replacement whichever one is greater.
2. Any traffic or parking tickets incurred are the responsibility of the driver. There will be \$100 charge per month for every month the driver who is responsible for getting the ticket paid does not do so.
  - a. Proof that the ticket has been paid must be brought to the SA office and kept on file.
3. The SA vehicles have the office phone number on the side of them. If we receive two or more reports of bad or dangerous driving your driver privileges will be suspended.
4. All mileage for any trip will be checked for reasonableness. Your club is responsible for accounting for all mileage placed on the vehicle. On the back of the Vehicle Return Form you will find places to enter information about your mileage usage. SA will allow for a reasonableness threshold of 10% of the total mileage used. Clubs who go over this threshold without approval or explanation your club will be charged a dollar for every mile traveled beyond the threshold.

## In Case of an Accident

You will find an envelope in the glove compartment of the vehicle that will have all the documents you need and the phone numbers to call in the event of an accident.

1. Call 911 immediately
2. Call SA Office
  - a. If on a weekend call Transportation Coordinator or an SA E-Board Member (Numbers will be listed on the front of the emergency envelope.)

3. Call AAA (If car is not drivable or needs repairs)
  - a. SA has AAA there will be a copy of it in the vehicle's glove compartment
  - b. Get information about where the vehicle is being taken.
4. Before you leave the accident scene get a police report
5. If the accident is found to be your fault your club will be charged the cost of the repairs and the driver will lose driving privileges. (IF YOU GET A POLICE REPORT)
6. Any club that gets into an accident and does not bring in a police report the entire club will lose vehicle privileges.

**Any accidents/or damage must be reported to SA  
IMMEDIATELY.**

**Any accident must also be reported to the police  
immediately.**

**DO NOT LEAVE THE SCENE OF AN ACCIDENT UNTIL THE  
POLICE HAVE GIVEN YOU A POLICE REPORT!!!!**

### **In Case of Breakdown**

If your vehicle has broken down call AAA

1. SA has AAA there will be a copy of it in the vehicle's glove compartment inside the emergency envelope
2. Call the SA Office
  - a. If weekend Call Transportation Coordinator or a SA E-Board Member
  - b. The phone numbers can be found on the outside of the emergency envelope

### **Vans**

SA does not own its own van fleet. We do however have 8 vans on permanent rental from Enterprise for club use. Because we do not own the vehicles clubs must go to the enterprise location to pick them up.

### **Picking up a Van**

Due to the fact that SA does not own the vehicles clubs must go to the enterprise location to pick them up. We also need to schedule the pickup times. The following is the procedure for picking up an Enterprise van.

1. When you receive the email stating your club is approved you will also have to sign up for a van pick up time.

2. The Enterprise where our rentals are kept is not staffed all day. You MUST sign up for a pick up time or you will not be able to pick up the vehicle.
3. If for any reason you must change your pick up time you must inform the Transportation Coordinator immediately.
4. When you get to Enterprise at the predetermined time you will work with the Enterprise agent to sign out the van.
5. The Enterprise agent will give you a vehicle return form

### How to get to Enterprise

1. You can either drive yourself and leave your vehicle at enterprise
2. Drive with a friend and take both the vehicle and the van or
3. Get a ride from the transportation manager.

### Returning the Van

#### Before you return the Vehicle

1. Make sure your gas tank is full
  - a. If you don't fill the gas tank your club will be charged \$100
  - b. Do not return the vehicle at the level of gas that you received it if it is not full. Your club will be charged \$100.
2. Check your vehicle for any scratches dents etc...
  - a. All Damage must be reported
3. Clean your vehicle
  - a. If vehicle is not clean your club will charged \$100
  - b. If a vehicle is returned with open Alcohol bottles/cans or smelling of Alcohol, your club will lose its vehicle privileges for the remainder of the year. i.e. A van is returned in September smelling of beer. Your club will be charged the cost of cleaning the van until it is clean (no longer smells). You will also not be eligible to take an SA van out again until the next school year.
4. Fill out vehicle return form completely

### Returning the Van

1. **KEYS MUST BE TURNED IN BEFORE NOON ON THE DAY IT IS DUE TO BE RETURNED**
  - a. There will be a charge of \$100 a day for any vehicle not turned in on time
2. Vans must be returned to the Enterprise where they were pick up.
3. Vehicle Return Forms must be returned to the SA office and turn into the Transportation Coordinator, Administrative Director, or Associate Administrative Director.

### Other Penalties

1. If Vehicle Return form is not filled out or returned with the Key there will be a \$100 charge.

2. Your vehicle will be check an Enterprise Agent who will report to SA the status of the van.
  1. The cost of repairs for any damages a vehicle sustains while signed out to your club will come out of your budget.
3. If you lose the vehicle keys
  1. Your club will be charged \$100 or the cost of replacement whichever one is greater.
4. Any traffic or parking tickets incurred are the responsibility of the driver. There will be \$100 charge per month for every month the driver who is responsible for getting the ticket paid does not do so.
  1. Proof that the ticket has been paid must be brought to the SA office and kept on file.

### **In Case of an Accident**

You will find an envelope in the glove compartment of the vehicle that will have all the documents you need and the phone numbers to call in the event of an accident.

1. Call 911 immediately
2. Call SA Office
  - a. If a weekend call Transportation Coordinator or an SA E-Board Member (Numbers will be listed on the front of the emergency envelope.)
3. Call Enterprise Rent A Car
  - a. If it is during business hours call the Enterprise Branch listed on the envelope
  - b. If it is after business hours call 1-800-Rent-A- Car for help
  - c. Enterprise will walk you through the steps you need to take
4. Before you leave the accident scene get a police report
  - a. If the accident is found to be your fault your club will be charged the cost of the repairs and the driver will lose driving privileges. (IF YOU GET A POLICE REPORT)
  - b. Any club that gets into an accident and does not bring in a police report the entire club will lose vehicle privileges.

Any accidents/or damage must be reported to SA IMMEDIATELY.

Any accident must also be reported to the police immediately.

***DO NOT LEAVE THE SCENE OF AN ACCIDENT UNTIL THE POLICE HAVE GIVEN YOU A POLICE REPORT!!!!***

# SA Bus Rental Policy

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The Student Association and SA recognized clubs/student organizations (collectively referred to as "SA") may hire a company to provide bus transportation services (a "Company") only in compliance with this policy.

Any motor vehicle with the capability of seating more than 7 people shall be deemed a "bus" within the meaning of the policy. All Companies shall be independent contractors; this policy shall not be construed as creating an employer-employee relationship between SA and anyone.

## **Documentation to be provided by Bus Company Doing Business With SA**

Any Company that SA hires the services of to provide bus transportation must upon request provide the SA Administrative Director with the following at least 4 weeks prior to the trip (and current updates of the same, upon request):

- 1. Insurance certificate evidencing that the Company has a minimum of \$5 million U.S. in applicable liability insurance coverage;*
- 2. U.S. DOT number, and any state DOT number, as may be applicable, and proof of license/authority to operate wherever the Company will be providing services to SA;*
- 3. Copies of the Commercial Driver's Licenses of all drivers who will/might be providing services to SA, and a schedule of who will be driving when;*
- 4. Contact information for a responsible person(s) at the Company (other than the bus drivers) accessible 24/7 for handling contingencies and emergencies;*
- 5. The Company's pre-trip safety briefing policy (upon request of any SA Officer);*
- 6. Proof of annual inspection of any vehicle that will be used (upon request of any SA Officer);*
- 7. A copy of the Company's driver drug and alcohol testing program (upon request of any SA Officer);*
- 8. Three credible positive references (preferably from other university or not-for-profit groups), to be verified by the SA Officers (or their designee), if SA has not done business with the Company in the preceding 3 years; and*
- 9. All of the above related to anyone/any other company that the Company will subcontract with for equipment or drivers for services that will be provided to SA.*

A Company that has done business with SA in the preceding 3 years does not have to re-submit information/proof that they have already provided (so long as the information remains current and accurate), unless an SA Officer requests that the Company do so in order for the Officer to determine whether such information/proof is current.

The SA Officers may waive these requirements in contracting with the University at Buffalo itself or any UB department to provide bussing or transportation services.

## **Decision-Making Regarding Whether to Allow a Particular Expenditure**

Expenditures relating to a bus or busses may be approved on behalf of SA by (1) the SA Treasurer (or designee), and (2) either the SA President or Vice President. Each of the SA Officers may review and consider any of the following in determining whether to allow (or not allow) an expenditure for hiring the services of a bus or busses, in addition to the requirements listed in Section A, and in addition to the documentation regularly requested for other expenditures:

- 1. The publicly available information regarding the Company's safety record (or the lack of information available due to the Company being too new to have a verifiable strong safety record), and the Company's compliance with applicable federal, state and local laws, and (if applicable) SUNY policies;*
- 2. Reasonableness of expense involved;*
- 3. Impressions of the Company's management and/or drivers;*
- 4. The appearance of the Company's office, facilities and/or vehicles;*
- 5. Past experiences with the Company, including those of SA and credible reports by third parties;*
- 6. Concerns related to the Company's insurance policy and/or carrier;*
- 7. Proposed schedule, itinerary, and pick up and/or drop off locations, and any safety concerns related thereto;*
- 8. Any contract that the Company proposes to use, and risk analysis from SA's attorney related to such contract; and/or*
- 9. All of the above items in this section, as they pertain to any subcontractors used by the Company in providing services to SA.*
- 10. In addition, the executive officers reserve the right to review club history when determining whether or not to allow.*

# Travel Policy

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## 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 UB's North Campus and involving SA or an SA recognized club/organization.

Clubs that encourage or require one 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 Senate and may include: (1) fines to the club or de-recognition of the club, and/or (2) loss of van privileges for the club or travelers involved in the violation, and/or (3) prohibition on violating students travelling to future SA or SA club events, and/or (4) personal liability on the part of the violator.

## 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 be used at all times. Maximum passenger capacity in vehicles shall be the amount of people who can fit in the vehicle with each having his/her own seat belt.*
- 3. People traveling to and from activities or events covered under this policy should have a minimum of six (6) hours sleep before driving and drive no more than six (6) hours of driving 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. Any club trip must be approved by the SA Treasurer and either the SA President or Vice President; this approval shall be evidenced by their signature on the pre-encumbrance form for the expenses related to the trip.*
- 2. Anyone going on club trip must 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.*
- 3. 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.*



4. *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 laws and SUNY, UB and SA policies.*
5. *The following information must be provided to the SA Administrative Director in writing and certified by the club president at least **5 business days prior to any trip**: destination and itinerary, documentation of the allowable purpose of the trip, list of travelers (including name, date of birth, address, phone number of traveler and phone number of emergency contact), and detailed information about any privately owned vehicle that will be used in the trip (including copy of registration and proof of insurance). This includes if you are flying someone in from elsewhere.*

### **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 in order for it to be deemed a club event for which Student Activity Fee funds may be used.*
2. *There is no limitation on the amount of funds a club can fundraise in support of a trip.*
3. *Any portion of the trip not paid for by the club shall be paid by the traveler directly in advance. The SA Treasurer may set reasonable rules concerning the collection of any student contribution.*
4. *Clubs may pay for travel, overnight stay accommodations, participation in organized events (such as competitions, conferences or exhibitions) or a portion thereof.*
5. *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.*
6. *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).*
7. *Only actual, necessary and reasonable business expenses will be paid for. A common carrier (train, bus, plane) usually results in the most economical method of transportation. The most economical method should be used unless there are circumstances that would make this unreasonable.*
8. *When choosing the method of transportation SA Participants should consider several factors, such as distance traveled, time to travel this distance, number of travelers, numbers of locations to be visited, and what type of transportation may be available. Many airlines offer lower fares for travel on weekends. SA Participants should take advantage of super saver rates whenever possible, if a savings is realized. To obtain the lower airfare, there may be additional lodging and other expenses. A cost comparison should be done to determine cost effectiveness (show airfare savings exceeds extra costs incurred).*

### **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 in order to enter the country. It is the traveler's responsibility to determine whether he/she 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 these costs.
3. Each traveler at his/her own expense must acquire medical insurance and medical evacuation/repatriation insurance that will cover him/her 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. According to the U.S. Department of State, "Travel Warnings are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff."
5. The U.S. Department of State also lists "Travel Alerts" on its website. "Travel Alerts are issued to disseminate information about short-term conditions, either transnational or within a particular country, that pose significant risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert." 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.

# Alcohol Policy

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1. The only events at which alcohol may be served are formal and semi-formal dances and receptions.
2. Further, these events will only take place at banquet facilities where the bulk of the revenue/marketing does not involve alcohol (i.e., no bar parties or nightclub parties of any kind). Our objective is *not* to make alcohol the mainstay of events.
3. SA will have a safety plan on file that will be available, upon request, at the SA office.
4. SA will provide for any resources which Student Engagement reasonably deems necessary to make the events safer (for example: extra security, bussing, taxis, etc.).
5. Student Engagement and SA officials shall have the right to inspect any event at which alcohol is served to ensure sufficient security measures.
6. SA will work with Student Engagement to develop a list of “approved banquet facilities.” We will only do these events at locations that the university administration feels comfortable will take all necessary and reasonable security measures. Please refer to the preferred vendors list that is located within the SAFE system on the SA website.
7. No Student Activity Fees will be used to purchase alcohol, and all events will be “cash bar” only (except for Winter Gala, Spring Gala, and Commencement Celebration).
8. “After-parties” for any SA event will not be endorsed or supported by SA or any SA clubs. Sanctions for any club violating this rule will be significant.
  - a. After parties/after celebrations/anything along those lines for any SA event will not be endorsed or supported by SA or any SA clubs. Sanctions for any club violating this rule will be significant.

## How SA Will Determine Which Clubs Should Be Allowed to Host Formal or Semi-Formal Events at Which Cash Bars May Exist:

1. *How Clubs Will Be Approved:*
  - Alcohol Request Forms are available on the Student Association Website.
  - The Request will be reviewed by the Student Association Vice President and respective Club Coordinator. Revisions may be required to be completed by the club before their request will be approved.
  - Once approved by the Student Association the request will be submitted to the Office of Student Engagement for review and approval. More revisions may be required before the request is fully approved.
2. *Criteria for Events:*
  - The club must be permanently recognized by SA.
  - The club must show a successful past with events not relating to alcohol.
  - A club must demonstrate that they serve a significant amount of the UB undergraduate student body.

- The event must be semi-formal or formal.
- 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.
- Traditional Events (events held annually for at least 3 years) with a successful past will be considered stronger candidates than newer events. Long-standing events will be prioritized.
- The club requesting the event must have NO recent history of wrongdoing in regards to SA regulations or university policies.
- Please refer to the event planning guide which is located on the SA website.
- *Potential Consequences of violating the Student Association Alcohol Policy include but not limited to:* Significant budget sanctions
- Suspension
- De-recognition

## Copies Services Policy

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### What we offer:

The Student Association provides copying services for clubs to promote their events. Flyers can be copied onto colored paper or be color copies. SA color paper selection is as follows: White, Blue, Green, Pink, Yellow, and Goldenrod.

### To receive copies:

Fill out a Copy Request Form from the reception desk in 350 Student Union, attach the original flyer, and return to the receptionist. The flyer will be reviewed for compliance with the requirements listed below. If approved, the copies will be made clubs can pick them up from the front desk in the SA office. If the flyer is rejected, the club will be informed through email with a reason attached to it. Your club then has the opportunity to revise and re-submit the flyer.

### Content Requirements:

Flyers Must contain the Following:

- Club Name
- Name of Event
- The time, date and location of the event
- The SA logo (digital versions are provided on the SA website [www.sa.buffalo.edu](http://www.sa.buffalo.edu))
- Less than 50% Ink Coverage
- Vulgar or pornographic, content is not permitted

- All content is required in English:
  - Non-English languages may be allowed if a complete English translation is included in the flyer
  - Translations that cannot be confirmed by SA will result in the rejection of the flyer.

### Format Requirements:

- For Flyers originals must be printed on 8 ½" x 11" sheets of white paper with a ½" border on all sides and submitted to the front desk of the Student Association
- Originals will be copied as they are received
  - Quarter sheets must be designed and handed in as quarter sheets to be copied as such
- For Posters (11"x17") a jpeg or pdf must be emailed to [ubsa@buffalo.edu](mailto:ubsa@buffalo.edu) for printing.

### Time Requirements:

SA does not guarantee same day printing on any flyers submitted. Please allow at least 2 full business days from the end of the business day that the flyer was submitted for copy completion.

### The Credit System

Each copy or print cost the club credits. Each club gets only 3000 credits for the year. It is important to keep track of how many credits are being used so that we can plan paper and ink orders appropriately for the year. If a club uses their allotment of credits they may buy copies from their budget.

Below please find what each copy / print cost in credits and monies:

Flyers (8 1/2 x 11)

White or Colored Paper Single Sided Black Ink Only:	1 Credit	\$0.03
White or Colored 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 \*\*\*

Posters (11 x 17)

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

## Banners (42 x 72)

Banners do not cost credits but the club may receive only ONE (1) free banner per event but two (2) a year. The cost for additional banners will be \$35.00 each to be taken from the club's budget. Banners can be designed by submitting a Club Graphic Request Form. To have a banner printed a jpeg or pdf must be emailed to [ubsa.buffalo.edu](mailto:ubsa.buffalo.edu).

## Campus Posting Policies:

- Posting is limited to one flyer on a public bulletin board as per UB's posting policy. Visit [https://www.buffalo.edu/studentlife/who-we-are/departments/campuslife/guidelines-and-policies.html#title\\_986816342](https://www.buffalo.edu/studentlife/who-we-are/departments/campuslife/guidelines-and-policies.html#title_986816342) for the complete posting policy.
- Violation of campus posting policies may result in penalization of the offending club as per UB's posting policy
- Posting in the Residence Halls is forbidden without RHA approval.

# Sport Club Participation Agreements

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In certain instance SA may require your club members to complete waivers for events or activates your club has planned. All members of sport clubs are required to complete sport club participation waivers before they may partake in any physical active of the club.

# Event-Based Insurance Policy

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The Student Association provides General Liability insurance to cover most of your club's activities. However, if your club holds an event involving any of the following activities, the details must be submitted to our Insurance Company 30 days prior in order to obtain approval:

- Events having a parade.
- Events involving aircraft or hot air balloons.
- Motorcycle runs or Automobile rallies.
- Fireworks.
- Firearms.
- Animals (other than house pets).
- Carnivals with mechanical amusement rides.
- Rock, Hip-Hop or Rap concerts with attendance greater than 500.
- Events involving contact sports.
- Rodeos.
- Political Rallies.
- Events lasting more than 5 days.
- Events with more than 500 people in attendance at any one time.

- Any activity by third party telemarketing, direct mail or internet advertising firms.
- Any event where the venue requires your organization to name them as an Additional Insured.

Please inform the Student Association with details of any events involving any of the aforementioned activities at least 45 days beforehand. This will ensure that we are able to properly document and process all the information needed in order to get insurance for your event.

## Club Insurance Policy

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### **Sports Clubs**

Sports Clubs are automatically insured through NIRSA/NACDA, the national insurance company for intercollegiate club sports. Before official recognition is granted by the Student Association, the prospective club sport must be added to the insurance list.

### **Non-Sports Clubs**

If a club participates in a physical activity, but is not a sports club, insurance must be obtained. The club will need to give all required information and details to the Student Association, in order for the Student Association to file an insurance application on the club's behalf. This is a process that must be done through the Student Association, and meet the Student Association's internal insurance standards. If the club desires to change the amount of physical activity offered, or the specific offerings of physical activities, the Student Association must be immediately notified so the insurance application can be updated. Any club that does not follow this policy will face disciplinary action at the discretion of the Student Association Executive Board, with the possibility of de-recognition.

## Safety (Risk) Assessment Policy

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### **What Risk Assessment Is**

Risk Assessment highlights areas where there are safety concerns and helps you create plans, precautions or procedures to be put in place to prevent foreseeable harm.

Although it seems like a massive job, assessments aren't really that hard to work through and complete.

## When Risk Assessment Needs to be Done

Anytime there is an event that:

- Needs the input of the University's Major Event Committee.
- Requires purchasing additional insurance.
- You have concerns about safety or someone's well-being.
- SA has concerns about the event you are planning
- When the event capacity exceeds 100 expected attendees.

## Why Risk Assessment Needs to be Done

- Creates an awareness of hazards and risks.
- To keep people (members, event attendees, visitors, etc.) safe.
- Most Importantly- It helps make your event run smoothly which in turn makes life easier for you

## How to Do Risk Assessment

In general, to do an assessment, you should:

- Figure out what can be hazardous (meaning a problem).
- Evaluate the likelihood of an injury or illness occurring, and its severity.
- Check the history of the event with former E-board(s).
- Monitor to confirm the risk is minimized or controlled during the event.
- Evaluate & adjust procedures as needed
- Keep any documentation or records that may be necessary. Documentation may include detailing the process used to assess the risk, outlining any evaluations, or detailing how conclusions were made.
- This should be done in a comprehensive document that can be shared and edited when necessary with any of the SA executive board or professional staff.

## SA Is Available to Help

If you don't know where to start, need additional help or your former E-board isn't available to get the history of your event, come see RP or Amanda in the SA office to get more insight on how your event was previously planned.

## Consequences for not Doing Risk Assessment

Depending on the severity of the occurrence, your club can face having its budget frozen, be put on probation/suspension or in some circumstances club de-recognition.



## Risk Assessment Step by Step Procedure

**Step One - List all event activities or concerns.**

**Step Two - Identify risks associated with each activity.**

**Step Three - Use the Matrix to determine the level of risk before applying any Risk Management strategies**

**Step Four-Brain storm methods to manage risks. See if you can reduce the probability that something will go wrong.**

**Step Five - Submit Risk Management & Insurance Matrix with Activity Proposal to SA.**

### Step 1 - Identify the Hazards

Consider the events that are likely to result in harm.

Risks could be considered with the following categories:

- Equipment maintenance, usage or appropriateness
- Transportation
- Personal Accidents
- Manual Handling (setup or breakdown of event)
- Lack of "hand on deck" for large events.( Executive board to club members ratio, either too many or not enough)

You should consider all possible sources of injury or accident, for example; loading equipment to trailers, use of minibuses, activity and skill level of participants, social activities, etc.

Risk Assessment should only include what you could reasonably be expected to know - you are not expected to anticipate unforeseeable risks (bus showing up late/not at all, fight, capacity being reached, etc.).

### Step 2 - Determine Who Might Be Harmed

Consider everyone who could be affected by any hazards. This will not only include club members but also members of the public, coaches/officials or other activity participants.

### Step 3 - Determine How High the Risk Is

Before assessing whether controls are adequate, it is necessary to evaluate how great the risk is. Depending on the level of risk, controls and precautions may be adequate or insufficient. (either use the simplified scale within the table, giving a risk a high, medium or low probability)

OR

Assume: Risk Factor = Seriousness of Outcome X Probability

Injuries range from 1 to 5 (one being nearly fatal while cuts and bruises would be five).

Probability ranges from 1 to 4 (one being possible but unlikely and four being very likely).

### Step 4 - Create and Implement a Plan

Plan actions that will reduce the risk of harm.

- What precautions can you implement against the risks from hazards listed?
- Can you provide information, training or instruction?
- Are there adequate systems and procedures in place?
- Do the existing precautions represent good practice and reduce risk as far as is reasonably practical?

If the answer to these questions is yes, then risks are suitably controlled.

If the answer to these questions is no, then what else can you do to adequately control the risks?

Remove the risk completely

Try something less risky

Issue protective equipment

If there are a number of inadequately controlled risks, you may wish to talk to SA for help and ideas on what can be done to limit the risks of harm to anyone, thing, or place at your event.

### Step 5 - Review and Revise

An essential part of a Risk Assessment is reviewing your action plan after the event. Documenting what you did and how well it worked can help your club's future E-board

prepare and plan for the events of the club. You should review, suggest revisions, and note anything that happened that you did not plan for that happened. Everyone's goal is to make sure that all students and participants of events have a safe and enjoyable time at our events. Completing the Risk Assessment before your event and reviewing and revising it after your event helps ensure that we meet these goals every time.

Remember SA is here to help you every step of the way.

## Gift Policy

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Items or services bought exclusively for the personal use and ownership of club E-Board members shall not exceed \$25.00 in value unless express permission is granted by the SA Executive Board.

## Recognition by Outside Entities

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Student Association clubs may be recognized by an outside organization with the approval of the Student Association. All rules, regulations, and requirements of the Undergraduate Student Association have priority before any rules and regulations of any other entity.

## Dues

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Clubs may not enact or vote on mandated dues under any circumstance. Any club that desires to charge dues must make them voluntary. Dues may not be used as a criterion for voting membership.

## Collaborations with outside clubs and organization

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This requires extensive review before any agreement is made, by the Student Association Executive board, professional staff and council coordinators and should be handled on a case by case basis.



## Club Handbook Statement of Understanding

Date: \_\_\_\_\_

We have been given, read, and understand the Student Association Club Handbook. We understand that as an E-board member of

\_\_\_\_\_, a club recognized through the Student Association that we are required to uphold all the rules, regulations, and policies outlined in the handbook. I understand that not following the rules in the 2018-2019 Club Handbook could lead to my club being placed on probation, suspension or ultimately de-recognized. By signing below, we swear to do our utmost to follow all rules, regulations, and policies for the betterment of our club and the Student Association.

**President:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Vice President:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Treasurer:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Secretary**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_