



Acknowledgement of Club Officer Responsibilities

I, as an officer of a University at Buffalo Student Association Inc. (“SA”) club, hereby acknowledge that it is my responsibility to review all State University of New York (“SUNY”), University at Buffalo (“UB”) and SA policies and rules applicable to SA clubs and their officers and members. All SA policies can be viewed at sa.buffalo.edu. It is also my responsibility to regularly view the SA website to ensure that I am aware of any update(s) to SA policies.

I hereby certify that I will not violate any of the SUNY, UB, or SA policies or rules applicable to SA clubs. Without limitation or waiver of any others, I acknowledge the following rules and/or policies in particular:

1. No SA club may be a separate legal entity from SA; SA-recognized clubs may not have any accounts or financial activities outside of SA.
2. SA club officers may not sign contracts or otherwise enter into agreements on behalf of any SA club.
3. All purchases shall strive to obtain the best value for goods and services; this means that when negotiating any potential deal between SA and a vendor related to club business, it is the club officer’s responsibility to represent the interests of SA and the club, not the vendor.
4. No agreement between SA (or the club) and any outside organization shall violate, or compel or allow any SA club to violate, any SA, UB or SUNY policy or rule.
5. The SA Encumbrance and Expenditure Policy must be followed with respect to all expenditures; trade agreements are not permitted.
6. All sales and ticket give-aways, including but not limited to, event tickets, merchandise, or bake sales must follow SA’s Ticketing and Merchandise Sales Policy.

I shall be responsible for my violation of this agreement.

Agreed to by:

Email: _____

First Name: _____

Last Name: _____

Signature: _____