Section 2 Subject 2.6 **Policy 2.6.4**	General Administrative Policies and Services Facilities Use **Registering a Faculty or Staff Organization**	06/20/96- Originated 08/01/08- Revised w/ changes - Reviewed w/o changes Office of the President - Author

Registering a Faculty or Staff Organization

Policy

UTMB registers faculty and staff organizations through the Office of the President in accordance with the guidelines listed below.

Registration Requirements

Registration as a faculty or staff organization does not imply official UTMB endorsement or support of any actions taken by such organizations.

- An organization is eligible to apply for registration if all members of the organization are full-time or part-time employees of UTMB and the purposes of the organization are not in conflict with any applicable Regents' Rules and Regulations.

- A registered faculty or staff organization is subject to all applicable rules of UTMB and The University of Texas System. If an organization violates such rules, it is subject to disciplinary action which may result in suspension or revocation of the registered status of the organization.

Registration Procedures

A group of UTMB employees may request registration as a faculty or staff organization by obtaining an application form from, then submitting the completed form to, the Office of the President.

Updates to Representative and Officers

Any changes in information contained in the application form must be reported within ten (10) days of the change to the Office of the President. Failure to report such information may result in the cancellation of the organization's registered status.

Falsification of Information

If the Office of the President determines that the statements in such affidavits are false, registration shall be denied, or if it is determined that such affidavit has become false during any period of registration, such registration shall be canceled.

Application Renewal

Registration as a faculty or staff organization must be renewed annually. The registered status of an organization expires on August 31 of each year. It is the responsibility of the organization to submit a new application for registration on an annual basis. Applications to renew registration are handled through the Office of the President.

Restricted Use of Name and Seal

A faculty or staff organization shall not use the name of UTMB nor the name of The University of Texas System as a part of the name of the organization. In addition, it shall neither display the seal of either UTMB or The University of Texas System in connection with any activity of the organization nor use such seal or seals as part of any letterhead, sign, banner, pamphlet, or other printed material that bears the name of the organization.