

**Institutional Handbook of Operating Procedures**  
**Policy 02.06.04**

Section: General Administrative Policies and Services	Responsible Vice President: Vice President and Chief of Staff, Office of President
Subject: Facilities Use	Responsible Entity: Office of the President

**I. Title**

*Registering a Faculty, Staff, or Student Organization*

**II. Policy**

The University of Texas Medical Branch (UTMB) registers faculty and staff organizations through the Office of the President. Student organizations are registered through the Office of Student Life. No organization may become registered or remain registered as a faculty, staff, or student organization unless the membership of the organization is restricted to faculty, staff, or students and in accordance with [Regents' Rule 40201](#) and the guidelines listed below.

**III. Registration Requirements**

Registration as a faculty, staff, or student 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 or students of UTMB and the purposes of the organization are not in conflict with any applicable [Regents' Rules and Regulations](#).
- A registered faculty, staff, or student 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.

**IV. Registration Procedures**

A group of UTMB employees may request registration as a faculty or staff organization by obtaining an application [form](#) and submitting the completed form to the Office of the President. A faculty or staff organization can register at any time during the fiscal year but will need to renew before August 31.

The [New Student Organization Registration Application and Handbook](#) are available through the Office of Student Life. Student organizations are required to complete registration or renewed registration by the start of the fall term.

**V. Updates to Representative**

Faculty and staff organizations are required to report any changes in information contained in the application form 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. Student organizations are required to report changes in officers and in January with a solicitation disclosure, any officer changes, and the organization agreement.

**VI. Falsification of Information**

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

**VII. Annual Application Renewal**

The registered status of a faculty or staff organization expires on August 31 of each year and must be renewed annually. 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. Student organizations must complete an Annual Student Organization Registration Renewal form at the beginning of each fall semester.

At the time of application for registration and at the beginning of each semester that an organization is registered as a faculty, staff, or student organization, each organization shall file a statement that the organization does not presently have, nor during any period of registration will it have, as a member any person who is not a student, faculty, or staff member at the institution.

**VIII. Restricted Use of Name and Seal**

A faculty, staff, or student organization shall not use the name of UTMB or The University of Texas System as a part of the name of the organization. In addition, it shall neither display the seal of UTMB nor 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. The faculty, staff, or student organization shall not suggest or imply that it is acting with the authority or as an agency of the institution.

**IX. Related UTMB References and Forms**

- [Faculty or Staff Organization Registration Form](#)
- [Guidelines for Registered Faculty or Staff Organizations](#)
- [Registered Student Organization Handbook](#)
- Student Organization Forms

**X. Dates Approved or Amended**

<i>Originated: 06/20/1996</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
09/05/2013	01/27/2017
	07/10/2020
	07/20/2023

**XI. Contact Information**

Office of the President  
(409) 772-2910