

Guidelines for Registered Faculty or Staff Organizations The University of Texas Medical Branch

In keeping with Regents' Rule 40201 Registered Organizations, the University of Texas Medical Branch at Galveston has developed the following guideline for registration of faculty and staff organizations.

How to Become a Registered Faculty or Staff Organization

A group of UTMB employees may form a registered organization by submitting the following information to the Office of the President, 6.100 Administration Building, Route 0129.

1. A memorandum outlining the rationale for establishing the new organization.
2. A completed organization registration application.

An Office of the President representative will notify the proposed organization of registration status within thirty (30) days of receiving all of the required documentation (see 1 and 2 above). Incomplete documentation will delay the registration process, so organizations should ensure their application packets are complete before submitting them for review.

Application

Each application for registration as a faculty or staff organization must include a complete list of the names and addresses of all officers of the organization. The application must also identify the name and address of the person or persons who are authorized to speak for or represent the organization in its relations with the institution and who are authorized to receive for the organization any official notices, directives or instructions from the institution. This required information shall be kept current during any period of registration. Any changes in information contained in the application form must be reported within ten (10) work days of the change to the Office of the President.

If any statement in the application documents is found to be false, the organization's request for registration will be declined. If it is determined that any information has become false during any period of registration, and the organization has not taken the appropriate steps to update the information, the organization will be cancelled.

Application Renewal

Registration status of all faculty and staff organizations expires on August 31st of each year, regardless of the original date of registration. Organizations must renew their registration Annually and are responsible for submitting the appropriate documents to the Office of the President each year.

Organization Members

The organization cannot deny membership on any basis prohibited by law, including but not limited to race, color, national origin, religion, sex, age, veteran status or disability.

Use of University Facilities

To ensure the equitable and appropriate use of campus facilities, registered faculty or staff organizations may request the use of the [University facilities](#). Only members listed on the application form under “authorized representatives and officers” may speak for or represent the organization in relations with the University. Only these members are permitted to make room reservations, schedule events and conduct other official business for the organization.

Solicitation

Use of state resources, campus mail and electronic communications (voicemail, e-mail, TV monitors, mainframe, marquee, internet homepages, etc) may not be used for:

- Solicitation of new members to an existing organization
- Partisan political purposes
- Religious purposes
- Advertisement or endorsement of a commercial product
- Commercial or private gain
- Newsletter mailings or other bulk mailing that are customarily mailed from state or national organizations. The envelope for any communication shall display the name and address of the sending organization, and the size of each piece of mail must comply with measurements allowed by the U.S. Postal Service.

Use of Name and Seal

Because the University does not officially endorse faculty and staff organizations (whether registered or unregistered), such organizations may not use the UTMB or university of Texas System names as part of organization names. In addition, use of the UTMB logo or seal, or the University of Texas System seal, is not allowed in connection with any organizational activity or as part of any letterhead, sign, banner, pamphlet or other printed material that bears the name of the organization.