



Handbook of Operating Procedures

Section: 6.8.2
Originally Approved: 06/17/91
Last Amended: 06/04/03

RECOGNITION OF FACULTY AND STAFF ORGANIZATIONS

A. Purpose

The University of Texas-Pan American recognizes that faculty and/or staff may wish to establish organizations to facilitate scholarly, teaching, service, and other academic goals. To this end, The University of Texas-Pan American provides for the recognition of registered faculty and staff organizations. Registration as a faculty or staff organization does not imply official University endorsement or support of any actions taken by such organizations.

B. Regulations

1. Membership in any registered faculty or staff organization is limited solely to faculty and/or staff of The University of Texas-Pan American.
2. A registered faculty or staff organization shall be subject to all applicable rules and regulations of The University of Texas-Pan American and The University of Texas System.
3. A registered faculty or staff organization may state that its membership is composed of the faculty or staff of The University of Texas-Pan American, but it shall not suggest or imply that it is acting with the authority or as an agency of the University.
4. A faculty or staff organization shall not use the name of The University of Texas-Pan American or the name of The University of Texas System as a part of the name of the organization, and it shall neither display the seal of any University of Texas component institution 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.
5. Each application for registration as a faculty or staff organization shall be accompanied by a complete list of the names and addresses of all persons who are officers of the organization and the application shall identify by name and address the person or persons who are authorized to speak for or represent the organization in its relations with The University of Texas-Pan American and who are authorized to receive for the organization any official notices, directives, or instructions from The University of Texas-Pan American. This required information shall be kept current during any period of registration. If at any time during a period of registration it is determined by the President, or his or her delegate, that such information is not current and the organization does not make such information current within ten (10) days after being notified of such deficiency, registration shall be cancelled.



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6. Registration of an organization may be repealed and authorization to use University facilities withdrawn if an organization:
 - a. damages University property,
 - b. violates State laws or University regulations and policies, or
 - c. fails to pay any applicable charges or fees to the University.
7. The period of registration status of an organization shall not exceed one academic year and such status shall automatically terminate at the end of each academic year; however, an organization previously registered as a faculty or staff organization may apply for and be granted registration for subsequent periods of one academic year if it meets all applicable criteria in effect for the period for which registration is sought.

C. Registration Procedures

1. A group of University employees may request registration as a faculty or staff organization by submitting an application form to the Office of the Vice President for Business Affairs. Application forms are available upon request from the Vice President for Business Affairs. Required information noted in Section B.5 above must accompany the application.
2. 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.

D. Use of University Facilities

1. Registered organization shall be permitted the use of University facilities on a nondiscriminatory basis for meetings and events attended by University employees. This use is subject to the availability of facilities, the priority of regularly scheduled teaching or other official business activities, the *Rules and Regulations* of the Board of Regents of The University of Texas System, and the regulations provided by "The University of Texas-Pan American Facilities Use Policy" (*Handbook of Operating Procedures* Section 8.4.1).
2. In accordance with the "Facilities Use Policy" a reasonable service fee may be charged for use of any University facility.



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E. Review

This policy shall be reviewed every five years by the Vice President for Academic Affairs.