



STUDENT ORGANIZATION HANDBOOK

GUIDELINES AND PROCEDURES

2025 / 2026

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Welcome

Being a student leader is a challenging and rewarding experience. It will give you the opportunity to make an impact and leave your mark on The University of Texas Health Science Center at Houston (UTHealth Houston). Throughout the years, student leaders have learned about civic responsibility, advocacy, and the best way to make positive changes in the community through their participation in student organizations. The UTHealth Houston Student Affairs Office (part of the Office of Academic and Faculty Affairs) is here to support and assist you in your role as a student leader and to help broaden student engagement on campus and in the communities in which we serve.



We encourage you to engage in planning and coordinating events, with help from your advisor(s) and School's Student Affairs Office, that best suit your organization. Take advantage of the wealth of knowledge that is available to you.

Benefits

Relationship with UTHealth Houston

Student organizations at UTHealth Houston actively participate in and contribute to a vibrant university community. The 200+ registered student organizations at the university provide invaluable experiences and opportunities for students to grow as individuals, leaders, and community members. Organizations may be formal or informal and they emphasize a spectrum of activities. Organizations may be social, professional and/or affiliated with a local, state or national organization. The lectures, social and cultural events, debates and many other events put on by student organizations contribute to making UTHealth Houston a dynamic and exciting campus.

Benefits *(continued)*

We encourage each organization to recognize its responsibility for serving an educational as well as a social purpose in the development of programming and goals. Staff and faculty advisors assist student organizations by informing students about university policies and procedures in regard to their activities, sharing information and assisting as needed in setting up a new organization or renewing a student organization. The Office of Student Affairs in each UTHealth Houston school works to help student organizations achieve their goals and appropriately manage any risks.



Benefits for Registered Student Organizations

Being a registered student organization at UTHealth Houston has many benefits. Registered student organizations are entitled to be officially listed as such. All annual registered student organizations can be found listed by school [here](#). Registered organizations are permitted to

- use on-campus facilities
- raise funds
- sponsor speakers on university property
- promote events (in accordance w/ policies and permission by the university)

Beyond the obvious advantages of being a registered student organization on campus, there are many other rewards. First, student organizations add an important component to campus life by providing an outlet for the student's voice to be heard and a vehicle for students to have an impact on campus. Second, students gain valuable experience in the practical aspects of leadership, communication, risk management and teamwork. Finally, students who are involved on campus may be more successful in their academic pursuits and gain more from their time at UTHealth Houston.

Responsibilities

Starting a New Student Organization

New student organizations are always forming. If you cannot find an established student organization that meets your needs, consider forming your own organization. Check with your school's Student Affairs Office for a list of student organizations at your school or visit the [listing](#).

Starting a New Student Organization (*continued*)

Per Handbook of Operating Procedures ([HOOP](#)) 110, Student Organizations, membership in student organizations at UTHealth Houston is restricted to students, faculty and/or staff of UTHealth Houston. New student organizations can be formed throughout the academic year, but must follow the procedures (outlined below) for registering the new student organization.

The formation of student organizations is governed by [HOOP 110](#). A group of three or more students currently enrolled at UTHealth Houston may form a registered student organization by completing a new student organization application found [here](#) and following these steps:

- Complete a new student organization application, attach current bylaws (following the bylaws sample template) in a WORD document
 - Be sure to review the Sample Bylaws Template found on the listed website above to ensure that your bylaws contain all the required information for registration. For review purposes no PDFs of the bylaws will be accepted for final registration approvals. Only bylaw documents saved in Microsoft Word (.doc) will be accepted.
- Submit application and bylaws to your school's Student Affairs Office
- Once your application packet is received by your Student Affairs office, it will be reviewed to ensure it is complete and has all of the appropriate school signatures. The application will then be forwarded from your Student Affairs office contact to the UTHealth Houston Student Affairs Office. ****Please note that all communication regarding a student organization needs to be sent through your School's Student Affairs office****
- When your application is received by UTHealth Houston Student Affairs, it will undergo a final review. This process takes at least 2-3 weeks to complete.
- Once your review is complete, the UTHealth Houston Student Affairs Office will sign off on the application packet. We will then forward a final approved PDF copy of your application and bylaws back to your School's Student Affairs office.

At this point, your organization is considered an official student organization recognized by the University. Solicitation requests may now be submitted. It is your responsibility as a student organization to work closely with your School's Student Affairs Office representative to make sure you have been officially registered before planning any official function or activity.

Annual Renewal of Registered Student Organizations

Per HOOP 110, all student organizations are required to register their organizations annually at the institutional level through the applicable school Student Affairs Office. Failure to return the required registration forms as requested by your Student Affairs Offices will result in the organization's loss of privileges to use university facilities or resources until the forms are submitted and approved. Student Organization applications are accepted August 1 through November 1 of each academic year. Applications received after November 1st will not be reviewed or processed for that academic year. Follow these steps for annual renewal:

- Renewal applications are found [here](#)
- Complete and submit the renewal application and a WORD document of your current bylaws to your School's Student Affairs Office.
 - Be sure to review the Sample Bylaws Template found on the listed website above to ensure that your bylaws contain all the required information for registration. For review purposes no PDF's of the bylaws will be accepted for final registration approvals. Only bylaw documents saved in Microsoft Word (.doc) will be accepted.
- Once your application packet is received in your School's Student Affairs office it will be reviewed to ensure it is complete and has all of the appropriate school signatures. The application packet will then be forwarded from your School's Student Affairs office contact to UTHealth Houston Student Affairs. ****Please note that all communication regarding a student organization needs to be sent through your School's Student Affairs office**** •
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At this point, you are considered an official student organization recognized by the University. Solicitation requests may now be submitted. It is your responsibility as a student organization to work closely with your Student Affairs Office representative to make sure you have been officially registered before planning any official function or activity.

Student Officers and Advisors



1 Student Officers

Authorized Representatives

As a registered student organization, you are required by the Rules and Regulations of the Board of Regents of The University of Texas System to designate the officers and members who are authorized to speak for, represent, or receive official notices, directives or instructions from the university on behalf of your organization. The list must be kept current and accurate throughout the year. Examples of university business includes making room reservations, scheduling events, raising funds and conducting other official business for the organization.

2 Advisors

Benefits of having an Advisor

UTHealth Houston requires that all student organizations have either a faculty or administrative advisor to assist them through the year in following university and school policy and procedures. Be sure and work with your School's Student Affairs Office with regard to finding an advisor.

An advisor can help provide continuity and serve as a signatory on official university forms when other authorized representatives are not available. The knowledge, leadership, and guidance that an adviser can provide your organization are priceless. Also, in most cases, your advisor will have more familiarity with the university and relevant policies and procedures.

Faculty Advisors

all student organizations require at least one faculty advisor



1 Purpose

An advisor can be an invaluable asset to student organizations, offering life experience, wisdom, and continuity. They help preserve organizational history and connect students to important resources. The primary role of an advisor is to serve as a knowledgeable and supportive resource for the organization. Advisors are expected to be regularly consulted on activities and programs, stay informed about upcoming events, and provide guidance and suggestions to support the group's success.

2 Role

While the specific roles of an advisor should be defined in collaboration with the student organization, advisors are generally expected to:

- Provide expert knowledge and guidance
- Review and approve (or disapprove) all event forms
- Stay informed about the organization's activities and programs
- Suggest and encourage innovative program ideas
- Help maintain high standards in both programming and individual performance
- Offer insight into the organization's challenges and achievements
- Provide continuity by preserving the organization's history and traditions
- Assist in developing effective procedures and action plans

3 Requirements

Advisors must be full-time faculty or staff members of UTHealth Houston who are not on sabbatical. They should be available during regular business hours, typically 8:00 a.m. to 5:00 p.m. If you encounter difficulty in securing an advisor or experience challenges with your current advisor, please reach out to your School's Student Affairs Office and/or UTHealth Houston Student Affairs for support and guidance.

Leadership Responsibilities



Every Student Organization Leader MUST:

- Register their organization annually with UTHealth Houston Student Affairs.
- Abide by all applicable local, state, and federal laws, the organization's constitution/bylaws, and all School and University policies and regulations.
- Anticipate, provide for, and fulfill all legitimate financial obligations.
- Act in the best interests of both their members and the University.
- Take reasonable precautions to ensure the safety and comfort of all participants at organization events.
- Immediately notify UTHealth Houston Student Affairs of any changes to the organization's officers or constitution.
- Inform the School's Student Affairs Office of all fundraising activities, and planned events through the event registration process. This includes notifying of any changes made to previously approved events.
- Ensure smooth and timely transition to incoming organization leader.
 - provide most current and approved copy of organization bylaws
 - provide goals, membership, structure, advisor, any org login information, meeting minutes/agendas, historical records, ongoing programs/activities/events, and financial records.

Fundraising Guidelines



General

- The purpose of any fundraising activity must align with the mission and objectives of the registered student organization. Additionally, all fundraising efforts must comply with legal, tax, and corporate regulations governing the University.
- Use of UTHealth Houston's tax ID number, logo, or name is prohibited.
- Student organizations may sell non-consignment merchandise, food, or non-alcoholic beverages on campus, provided these sales do not conflict with the interests or agreements of University-contracted vendors.
- Student organizations are not permitted to conduct fundraising on behalf of, or for the benefit of, any non-University recognized organization or corporation.
- Fundraisers may not be conducted for the private gain of any individual.
- All fundraising materials and solicitations must clearly state that the request is being made by the student organization—not by or on behalf of UTHealth Houston.
- An Event Registration Form is required for all fundraising efforts, including online fundraisers.
- Promotional items and apparel produced for activities, fundraisers and events -- whether the items are for sale or to give away -- must be purchased through UTHealth Houston approved vendors.

Student Government

- SGO funds may be approved in some cases for use in fundraisers. (Please note that all fundraisers must be approved in advance by the Auxiliary Enterprises office, whether or not they will use student government funds).

Prohibited Fundraisers

- RAFFLES ARE STRICTLY **PROHIBITED**
- Any event in which tickets are sold in exchange for a chance to win a prize is considered gambling—a game of chance—and is not permitted under University policy
- However, door prizes are allowed, provided no money or other consideration is exchanged for the opportunity to win

Event Registration



Policy

All student organization events, fundraisers, and community service activities must be submitted for review and approval using the Event Registration Form before the activity can take place.

Your School's Student Affairs Office is available to assist student organizations with planning on-campus events. To ensure timely processing, please submit your Event Registration Form at least two weeks prior to your planned activity.

How to Submit an Event Registration Form

- Submit an [Event Request Form](#)
- Must be approved by Faculty Advisor and your School's Student Affairs Office
- Following both approvals, you may proceed with necessary planning:
 - [Reserving Rooms/Campus Solicitation Form \(Use of University Facilities\)](#)
 - [Promoting the event](#)

Approval Process

- Must be approved by Faculty Advisor and your School's Student Affairs Office
- Following both approvals, you may proceed with necessary planning:
 - [Reserving rooms](#)
 - [Promoting the event](#)

Special Approvals Required

If your event meets either of the following conditions, additional approval is required:

- [Alcohol](#) will be served or available for purchase, including at venues licensed to serve alcohol—even if your organization is not directly providing it.
- Students will be working directly with [minors](#).

In these cases, the form will also be reviewed for approval.

Note: You may be contacted for additional details before final approval if alcohol is accessible at the venue or other special considerations apply.

Minors on Campus



Events/Activities Involving Minors

To ensure the safety and protection of minors, any student organization planning to host an event that benefits or involves minors must comply with the following requirements:

- The event must be sponsored and approved by your School's Student Affairs Office.
- All participating student organization members must complete the UTHealth Houston Child Protection Training and pass the corresponding assessment.
- HOOP Policy Number 164: Minors on Campus must be followed, most notably Section III. *Procedure D. Other Activities Involving Minors on Campus 1. Visits and Other Activities Not Part of a Youth Program*
 - Minors may be present on campus for visits or other activities that are not part of a Youth Program (e.g. campus tours for prospective students' families, visits by local school district classes, etc.) where custody, control, and care of a minor is not the responsibility of the institution but instead held by non-University teachers, official chaperones, parents, or legal guardians. In such cases, the project or visit organizer representing the University should contact UTHealth Houston Student Affairs to initiate a request.
 - Requests must be made at least 30 business days in advance of the event.

Campus Room/Space Reservations



The use of campus rooms and spaces by student organizations is subject to University policies and procedures. To ensure proper planning and compliance, please follow the guidelines below:

Reservation Requirements

- A student organization's [Event Request Form](#) must be approved before a room reservation can be requested.
- Room reservations must be submitted at least two weeks prior to the scheduled event or meeting.
- A reservation is not confirmed until the student organization receives a confirmation email of final approval from the building scheduler.
- Academic activities (e.g., classes, lectures) take priority over student organization events. Always prepare a contingency plan in case your preferred space is unavailable.

How to Reserve a Room on Campus

1. Submit an [Event Request Form](#) for your event.
2. Once fully approved, complete a [Request for Solicitation](#) on Campus form.

Special Reservations

- [Recreation Areas](#) (courts, sand volleyball, athletic fields, etc.):
 - Contact [Sarah Galecki](#) or [Pauline Habetz](#)
 - All requests must be submitted via email using the [Reservation Request Form](#)
- [Cooley Center](#)
 - [Reservations](#)
 - [Services and Rates](#)
 - [Usage Guidelines](#)

Events Involving Minors

If your student organization event includes minors and is being held on campus, please refer to the [Minors on Campus](#) Section of this Handbook.

Student Affairs Contact Information

McWilliams School of Biomedical Informatics

7000 Fannin, UCT 600
713-500-3591
SBMIAcademics@uth.tmc.edu

School of Dentistry

7500 Cambridge, SOD 4100
713-486-4431
sod-studentaffairs@uth.tmc.edu

Graduate School of Biomedical Sciences

6767 Bertner, BSRB, S3.8431
713-500-9875
gsbs.studentaffairs@uth.tmc.edu

McGovern Medical School

6431 Fannin, MSB G.400
713-500-5116
ms.studentorganizations@uth.tmc.edu

Cizik School of Nursing

6901 Bertner, SON 216
713-500-2025
soninfo@uth.tmc.edu

School of Public Health

1200 Pressler, RAS 214
713-500-9085
SPHStudentServices@uth.tmc.edu

UTHealth Houston Student Affairs Contact Information



 713-500-4880

 utoevpsa@uth.tmc.edu

 7000 Fannin St, Suite 1870

 www.uth.edu/student-affairs

Our Team



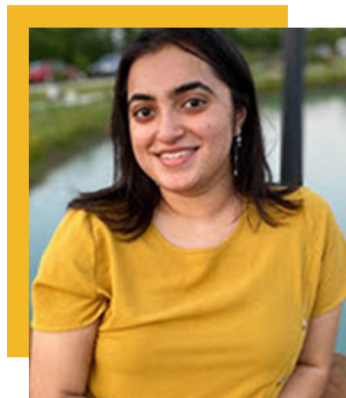
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