The University of Texas Health Science Center at Houston

Student Organization Manual Guidelines and Procedures

UTHealth®
The University of Texas
Health Science Center at Houston

Table of Contents

Section 1: Introduction

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).   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 Office of Academic Affairs and Student Success (part of the Office of the Executive Vice President & Chief Academic Officer) 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 Student Affairs Office, that best suit your organization. Take advantage of the wealth of knowledge that is available to you.

Section 2: Benefits and Responsibilities

Benefits

Relationship with UTHealth

Student organizations at UTHealth 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 a dynamic and exciting campus.

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 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 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 at https://inside.uth.edu/academics/organizations.htm. Registered organizations are permitted to use on-campus facilities, , raise funds, sponsor speakers on university property , promote events, post signs and distribute literature (in accordance with institutional policies and when granted 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.

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 at https://inside.uth.edu/academics/organizations.htm

Office Student Affairs Contact Information:

    School of Biomedical Informatics
    7000 Fannin, UCT 600
    SBMIAcademics@uth.tmc.edu

    School of Dentistry
    7500 Cambridge, SOD 4100
    713-486-4431 (Ms. Griselda 'Grace' Avila)

    Graduate School of Biomedical Sciences
    6767 Bertner, BSRB, S3.8332a
    713-500-9856 (Dr. Marenda Wilson)

    McGovern Medical School
    6431 Fannin, MSB G.400
    713-500-5116 (Main Number)
    ms.studentaffairs@uth.tmc.edu

    Cizik School of Nursing
    6901 Bertner, SON 216
    713-500-2101 (Dr. Diana Pressley)

    School of Public Health
    1200 Pressler, RAS 214
    713-500-9236 (Dr. Mary Ann Smith)

Per Handbook of Operating Procedures (HOOP) 110, Student Organizations, membership in student organizations at UTHealth is restricted to students, faculty and/or staff of UTHealth.

Here are the requirements and procedures for starting your own organization:

The formation of student organizations is governed by HOOP 110. A group of three or more students currently enrolled at UTHealth may form a registered student organization by completing a new student organization application found at https://inside.uth.edu/academics/organizations.htm and following these simple steps:

- Download the new student organization application, complete, attach current bylaws in a WORD document
- Submit application packet 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.

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 completed. Follow these steps for annual renewal:

- Renewal applications are found at URL: https://inside.uth.edu/academics/organizations.htm
- Download the renewal application, complete and submit the application and a WORD document of your current bylaws to your Student Affairs Office.
- No PDF's of the bylaws document will be accepted for annual renewals. Only bylaw documents saved in Microsoft Word (.doc) will be accepted.

Authorized Representatives (Student Officers)
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.

Benefits of having an Advisor
UTHealth suggests 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 Student Affairs Officer 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.

When selecting an advisor, find a faculty or staff member who will have the time to devote to your organization. Make sure that this person will take the role willingly and seriously, and find someone who has knowledge or skills related to the mission and purpose of the organization. Make certain that he/she has a clear understanding of the organization's purpose. Discuss with the potential advisor the requirements, duties, and time commitment that the role entails. Be open and honest with the potential advisor about the types of activities in which the organization may participate.

Role of the Advisor
By sharing knowledge about the university as well as personal experiences, the advisor can assist the organization in the conduct of its activities. In addition, valuable, mutually rewarding, co-curricular relationships between students and advisors are fostered.

The list that follows contains possible roles of an advisor. It is important that the advisor and the organization communicate their expectations to each other. The advisor should be very clear about what he/she will and will not do. Of course, the expectations will vary according to the needs of the organization and the advisor.

- The advisor recognizes and supports participation in the student organization for its contributions to the educational and personal development of students.
- The advisor should work with the registered student organization but not dictate the organization's programs or activities. The advisor should be frank in offering suggestions, considerations, or ideas, and in discussing possible consequences.
- The advisor will have privileges of the floor during meetings, but no voting authority within the organization. Advisors are not considered members of the organization.
- The advisor should be well informed about the plans and activities of the organization. The expectation is that the advisor will attend some meetings and will consult frequently with the organization's officers.
- The advisor should know the goals and direction of the organization and should help the organization evaluate its progress.
- The advisor should be aware of the constitution and bylaws of the organization and help with interpretation, if applicable.
- The advisor provides a source of continuity within the organization and is familiar with the organization's history.
- The advisor should be familiar with university policies and procedures and help the organization comply with them.
- The advisor should be aware of the general financial condition of the organization, and encourage good record keeping.
- The advisor should help in training new officers and help them develop their leadership skills.

- The advisor should be prepared to assist the organization in resolving problems.
- The advisor should monitor group functioning and encourage members to fully participate, to assume appropriate responsibility for group activities, to maintain a balance between academic activities, and to maintain a balance between academic activities and co-curricular commitments.

Student Organization's Responsibilities to the Advisor

Keep in mind that the advisor is voluntarily associated with the organization or elected by its members. It is the organization's responsibility to inform the advisor about the activities of the organization.

- Notify the advisor of all meetings and events.
- Consult your advisor in the planning of all activities.
- Consult him or her before any changes in the structure of the organization, or in the policies of the organization are made, and before major projects are undertaken.
- Understand that, although the advisor has no vote, he or she should have speaking privileges at meetings.
- Remember that the responsibility for the success or failure of the organization project rests ultimately with the group, not the advisor.
- Talk over any problems or concerns with the advisor.
- Acknowledge that the advisor's time and energy are donated and express appreciation.
- Be clear and open about your expectations for your advisor's role.
- At the end of each semester, evaluate your advisor and determine if any changes/additions should be addressed for your group.

Section 3: Creating an Effective Organization

Creating an effective student organization is challenging, but rewarding work. This chapter outlines many of the common issues that student organizations face throughout the year and offers valuable insight on strategies for handling these situations.

Constitution and Bylaws

Student organizations should adopt a constitution and bylaws that will help their organization function in an orderly manner. Per HOOP 110, all student organizations are required to submit their constitution and/or bylaws in a WORD document to the applicable Student Affairs Office for registration of a new organization and as part of the annual renewal process.

The constitution and bylaws articulate the purpose and procedures of a student organization. These governing documents are the backbone of the organization. The documents should be referred to when questions arise and should be reviewed annually and utilized in the training of new officers. The needs of a group will change over time, so it is important that the constitution and bylaws are kept up to date to

reflect the current state of affairs. Make sure that all members have copies of these important documents so they are informed about the organization and its procedures.

A constitution clarifies the organization's purpose, delineates basic structure and provides the cornerstone for building an effective organization. It allows members and potential members to have a better understanding of the organization and how it functions.

Bylaws set forth detailed procedures a group must follow to conduct business in an orderly manner. They provide further definition to the articles of the constitution and can be changed more easily as needs of the organization change. Bylaws usually only require a simple majority for passage.

Use the sample bylaw template found at https://inside.uth.edu/academics/organizations.htm to guide your organization as you draft your governing documents. UTHealth requires that the membership article in your bylaws include the stated anti-discriminatory statement found in the Sample Bylaw Template.

Preparing and Planning a Budget

Student organizations should become familiar with the preparation of financial plans and budgets, as well as the benefits of using a budget as a management tool. There are three primary purposes for developing a budget:

- to put the organization's plans into monetary terms;
- to provide a means of allocating limited resources among the organization's activities; and
- to aid in tracking the organization's actual revenues and expenditures against its goals.

Student organizations should budget their operations annually. The proper management of funds is important, especially when dealing with limited financial resources. Also, the more complex the group's objectives, such as managing multiple programs with different activities and funding sources, the more important the budget process becomes. A portion of the Student Services Fee charged to students goes to support each school's student government body and UTHealth's Student InterCouncil (SIC). Auxiliary Enterprises is responsible for overseeing the management of student government funds. Guidelines for the use of Student Government Funds are found on the Auxiliary Enterprise website under FORMS at https://www.uth.edu/auxiliary-enterprises/forms/

Planning a Budget

Use the following questions to help your organization plan and prioritize your budget.

1. Why was your organization established? Review the purpose of your organization as stated in your organization's constitution and bylaws.

2. What does your organization want to accomplish in the next year and how can your organization accomplish this? Develop goals and objectives that will help your organization fulfill its purpose.

3. What programs or events will help your organization meet its goals? Create a written plan for the next year that will help your organization achieve its goals and objectives. The proposed plan should include details such as how many people you think might attend each program/event, where programs/events can be held and how much you estimate what such programs/events will cost.

4. Which program proposals are the most important? When your organization has designed all of your program proposals, number them according to priority.

5. How will your organization pay for these programs? Now that your organization has organized its programs by priority, you will have a better idea of how much funding you will need. Identify potential sources of funding for each of your program proposals including fundraisers, donations and other student organizations that might co-sponsor your event.

Designing a Budget

If your organization has been in operation for more than a year, the easiest way to prepare a budget is to start by recording your last two or three years of financial data by year. This will allow you to compare trends and identify major expenses. For example, is the attendance at a particular event continuously growing? It will also point out areas where your organization is growing or declining and indicate areas where reductions and cost savings might be possible, such as an event where the funding for a component like decorations is never used.

This historical information can then be used as a basis for preparing a current year budget. After reviewing the historical data, your organization can adjust the current budget to reflect the trends and changes that you have identified. For an event with the growing attendance, for example, the program budget will need to be increased. The budget for an event that does not require decorations can be reduced or rearranged.

If your organization is new or has not kept financial records, begin creating a system now that can be used in the future. A budget can be designed as a simple chart or spreadsheet that breaks down your organization's finances by program. Your budget should include the following items:
- the name of the expenditure, event or deposit;
- the date of the event or transaction;
- a detailed description of the transaction, such as the individual items purchased;
- the amount of funds that you have allocated for the expense or estimate that you will deposit; and
- a running total of the funds your organization has available.

Remember that a budget design is not one-size-fits-all. Student organizations have unique structures and goals that will be reflected in their budgets. Organizations that have more complex events may wish to include more detailed information in their budget. Large organizations that use committees to meet their organization's goals may need to divide their budget by committee. The most important thing is that your budget design works for your organization and helps you to effectively manage your finances.

Summary
While preparing a budget may seem cumbersome, an organization that operates without a formal budgeting process cannot effectively manage or plan its activities. A properly prepared budget allows organizations to identify goals and to take action to reach success.

Running an Effective Meeting
Careful planning is the key to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive and a waste of time. Meetings can be productive and fun with proper planning. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

Before the Meeting
- Define the purpose of the meeting.
  Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- Develop an agenda and distribute it before the meeting so that members can be prepared.
- Choose an appropriate meeting time and length.
- Choose a location that is easily accessible for all members. A location on or close to campus is helpful for students who do not have their own means of transportation.
- Visit the location prior to your meeting to ensure that the space is appropriate for the size of your group and the activities you have planned.
- Check with your Student Affairs Office on the required process for reserving space at the school/university for a meeting.
- Advertise the meeting to your organization and potential new members. If possible, hold meetings at the same time and location each time.

During the Meeting
- Greet members to make them feel welcome and be sure to introduce any new members.
- Start on time. Follow the agenda. End on time.
- Encourage discussion to get different ideas and viewpoints. Members like to see that their ideas have an impact on the decision-making process.
- Keep the discussion on topic and moving toward a decision.
- Keep minutes of the meeting for future reference.

- The leader or facilitator should model leadership skills such as staying on task, listening, valuing members and appreciating diverse points of view.
- Announce the date and time for the next meeting.

After the Meeting
- Write up and distribute the minutes within one week to reinforce the importance of the meeting.
- Discuss any issues that may have surfaced during the meeting with officers so that the issues can be addressed.
- Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
- Add any unfinished business to the next meeting agenda.
- Most importantly, give recognition and appreciation to the members for their contributions

Accessibility
It is important that your organization is accessible to all interested students. UTHealth is a large community of diverse people, which is a tremendous benefit for registered student organizations. When we speak of diversity, we are speaking not only about ethnic diversity, but also diversity of race, religion, national origin, sexual orientation, ability, age, gender, gender expression, socioeconomic status and other unique characteristics that make us who we are. Groups that are intentional about being inclusive in their recruitment and retention of members have the advantage of being able to interact with students from a variety of backgrounds and experiences, which strengthens the group experience for all students involved.

UTHealth is committed to fostering diversity within the student organization community. **Student organizations may not discriminate on the basis of age, color, ethnicity, gender, gender identity or expression, national origin, disability, race, religion, sexual orientation, veteran status or any other basis prohibited by law.** *(The exception could be for an organization created primarily for religious purposes that may restrict the right to vote or hold office to persons who subscribe to the organization's statement of faith.)*

As a leader in a registered student organization, it is important to consider how you can make your organization as inclusive as possible for all students. Consider questions such as:

Where do you hold your meetings?
Hold your meetings in locations where all students feel comfortable and not in locations that might make some students feel unsafe.

When do you hold your meetings?
If your organization always holds your meetings at night, you might be excluding commuters or students who have family responsibilities.

Are your meetings and activities accessible to students with disabilities?
Let members know that you are willing to change meeting sites or provide accommodations for persons with disabilities. See HOOP 101, Disability Accommodations.

What do you talk about in your group? Is your group conversation inclusive, or do people use derogatory or oppressive language?
Educate yourself and your organization on how racist, sexist or other forms of oppressive language can be very damaging. See [HOOP 59, Sexual Misconduct](#) and [HOOP 183, Nondiscrimination, Anti-Harassment, and Equal Opportunity](#).

How do you advertise your organization and its activities?
If you only advertise in limited areas, it is likely that you are excluding some interested students from your organization. Think about how you can reach out by intentionally advertising in new ways and to new areas on campus. Relying
only on word-of-mouth advertising has a limiting effect on diversity.

Community Service
Community service, volunteerism and service learning enhance your university experience in many ways. The following are a few of the benefits that the members of your organization can obtain from participating in community service:
- a strong sense of self-worth and pride;
- new experiences, new friends, new possibilities;
- increased independence and managerial skills;
- improved decision-making abilities;
- visibility and prestige in the community and on the job;
- personal growth;
- contacts for job advancement; and
- satisfaction from helping to build a stronger and safer community.

Leadership Transition
Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership. Here are some reasons why transitioning is important:
- provides the new leader with significant organizational knowledge;
- minimizes the confusion of leadership change throughout the entire organization;
- outgoing leaders gain a sense of accomplishment and closure;
- shares the expertise of the outgoing leaders with the incoming leadership;
- increases the knowledge and confidence of the new leadership;
- minimizes the loss of momentum and accomplishments of the organization; and
- provides a sense of continuity among the membership.

Start Early
- Identify potential leaders in your organization early in the year.
- Encourage these potential leaders through personal contact.
- Have the officers help develop skills by delegating responsibility to potential leaders.
- Share with members the benefits of leadership.
- Clarify job responsibilities as listed in your student organization bylaws.
- Model effective leadership styles.
- Develop an organizational structure to support leadership development.
- Develop a mentoring program.
- Develop leadership notebooks.
- Create a shadowing program.
- Orient the new officers together with the outgoing officers so they can understand each other's roles and start building their team.
- Transfer the knowledge, information and materials necessary for the new officers to function well.

Make the Transition Smooth
- Hold officer elections at least one month before installation to provide an overlap period for new and old officers to work together.
- Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- Review your constitution and bylaws to reflect changes made during your year
- Review the job descriptions to make sure they accurately describe the duties of each officer.
- Encourage informal meetings between incoming and outgoing officers.
- Plan a transition retreat with outgoing and incoming officers.
- Review and update your mailing list or membership records.
- Leave behind organized files that will be helpful to the new person.
- Introduce incoming officers to advisers and the school's Student Affairs Office contact person.
- Orient incoming officers to resources used in the past.

Add Your Personal Touches
- Share the effective leadership qualities and skills you learned on the job.
- Share problems, helpful ideas, procedures and recommendations.
- Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns or ideas never carried out.
- Have the officers go through organizational files together.
- Acquaint new officers with physical environment, supplies and equipment.

Share the Organization's Structure and Documents
- Constitution and bylaws
- Job descriptions/role classifications

- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluations of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Mailing lists
- Historical records, scrapbooks and equipment

Section 4: Publicity

Printed Materials
All registered student organizations, whether sponsored or not, must print a prominent disclaimer in all material published, including external and internal web pages. The disclaimer should read:

> ***[Name of publication] is published by [name of student organization] a registered student organization. [Name of the publication] is not an official publication of UTHealth and does not necessarily represent the opinions of UTHealth nor reflect UTHealth policy, unless specifically stated.***

Anonymous publications are prohibited. All publications must follow the university's "Graphic, Editorial and Web Standards" found at https://inside.uth.edu/graphicguide/standards/web/

Distribution of Literature/Signs
Registered student organizations must follow the HOOP in regard to any distribution of literature. HOOP 165 Solicitation on Campus details the guidelines of permissible solicitation activities with required university approvals. HOOP 165 can be found online at https://www.uth.edu/hoop/policy.htm?id=1448178

Tables/ Displays
Using tables to promote your group is a popular option for student organizations. Tables can be used to display literature, disseminate information, raise money, and for other forms of expression. Organizations assume full responsibility for their displays, including all injuries or hazards that may arise from their presence on the campus. The university is not liable for damage that may occur to displays. Registered student organizations must follow the school/university policies in requesting approval to set up promotional tables around campus. Check with your Student Affairs Office on school guidelines. Your organization may be required to submit a Solicitation Request Form for university approval. HOOP 165(https://www.uth.edu/hoop/policy.htm?id=1448178) see also HOOP 174, Speech and Assembly (https://www.uth.edu/hoop/policy.htm?id=1448196).

No student or organization may operate a booth for the purpose of distributing, soliciting, or selling by accosting individuals or by hawking or shouting. Nor may any organization or individual distribute any petition, handbill, object or piece of literature; post or carry any sign, placard or banner; or engage in speech, either orally or in writing, or conduct on property or in buildings or facilities owned or controlled by the university if it is obscene, libelous or directed to inciting or producing imminent lawless action and is likely to incite or produce such action. *Each handbill, petition or piece of literature distributed must identify the student or organization responsible for its distribution*. The area around the booth must be cleaned on a daily basis while being utilized.

Copyrights and Trademarks

UTHealth's name, logos, and seal are the property of the Board of Regents of The University of Texas System. A registered student organization will not use the name of the university or the name of The University of Texas System ("UT System") as part of the name of the organization, including in email or website addresses. Further, a student organization cannot display the university logo or the seal of either the university or UT System in connection with any activity of the organization or use such marks as part of any letterhead, sign, banner, pamphlet or other printed material that bears the name of the organization. This prohibition includes, but is not limited to, using UTHealth's identity on flyers, posters, t-shirts, websites, social media or banners. Refer to HOOP 8 Use of University Name or Logo on Merchandise [https://www.uth.edu/hoop/policy.htm?id=1447864 – also HOOP 110, Student Organizations (https://www.uth.edu/hoop/policy.htm?id=1448068) for additional information.](https://www.uth.edu/hoop/policy.htm?id=1447864)

Merchandise bearing UT Trademarks and produced without proper written authorization may be considered counterfeit or infringing and subject to all available legal remedies, including, but not limited to, seizure of the merchandise.

Organizations may only use trademarks or logos owned by commercial entities in conjunction with any sponsored activity promoted or conducted on campus as long as the student organization has written permission by the sponsoring entity. Organizations are permitted to acknowledge a corporate entity for its support, providing there is no mention of products or services of that corporate entity. For example, "Special thanks to ABC Corporation for its support of this event" or a similar statement may be used. The company name should be in the same size, color and typeface as the rest of the statement.

Student organizations websites are required to comply with all trademark and copyright regulations of UTHealth and The University of Texas System.

Organizations selling or distributing t-shirts or other printed materials that use trademarks without written permission will lose privileges associated with being a registered student organization.

Section 5: University Rules and Policies

The UTHealth Handbook of Operating Procedures (HOOP) that contains all University Rules & Policies is found online at **https://www.uth.edu/hoop/index.htm**

HOOP Policies that Student Organizations should become familiar with:

HOOP Policy 54 Student Government
https://www.uth.edu/hoop/policy.htm?id=1447956

HOOP Policy 110 Student Organizations
https://www.uth.edu/hoop/policy.htm?id=1448068

HOOP Policy 165 Solicitation on Campus
https://www.uth.edu/hoop/policy.htm?id=1448178

HOOP Policy 174 Speech and Assembly
https://www.uth.edu/hoop/policy.htm?id=1448196

HOOP Policy 186 Student Conduct and Discipline
https://www.uth.edu/hoop/policy.htm?id=1448220

HOOP Policy 59 Sexual Misconduct
https://www.uth.edu/hoop/policy.htm?id=1447966

HOOP Policy 13 Travel
https://www.uth.edu/hoop/policy.htm?id=1447874

HOOP Policy 9 Alcoholic Beverages
https://www.uth.edu/hoop/policy.htm?id=1447866

HOOP Policy 2 Campus Security
https://www.uth.edu/hoop/policy.htm?id=1447852

HOOP Policy 116 Editorial, Graphic, Web and Signage Standards
https://www.uth.edu/hoop/policy.htm?id=1448080

HOOP Policy 219 Use of Social Media
https://www.uth.edu/hoop/policy.htm?id=91780f16-961e-4990-be50-8ac8aface6c7

HOOP 8, Use of the University Name or Logo On Merchandise
https://www.uth.edu/hoop/policy.htm?id=1447864

HOOP 11, Use of University Facilities
https://www.uth.edu/hoop/policy.htm?id=1447870

HOOP 211, Special Use Facilities https://www.uth.edu/hoop/policy.htm?id=c0ee735b-865c-4a69-8769-302f2c68674c