

Complete this form to request the establishment of a new organization or to register an existing organization. Refer to [HOP 4.23](#) for guidance. [Submit the completed form to admin.ops@utsa.edu](mailto:admin.ops@utsa.edu).

ORGANIZATION'S POINT OF CONTACT:

Name: _____
 Title: _____
 Dept.: _____
 Email: _____
 Phone: _____

ORGANIZATION INFORMATION:

Name of Organization: _____
 Academic Year: _____ Members: Faculty Staff Both
 Meeting Frequency: _____ If Other, please explain: _____
 List national, state or local affiliations, if any: _____

GENERAL STATEMENT OF ORGANIZATION'S PURPOSE: Provide a description of the organization and include contact information as you would like to appear on [this website](#).

ACKNOWLEDGEMENT: By submitting this form, I confirm my awareness and acceptance of the following:

- Membership is limited to UTSA employees. Membership, meetings, and activities must be open to all employees, regardless of race, age, color, national origin, sex, religion, or disability.
- The mission and purpose of the organization must align with UTSA's mission and values.
- The organization must adhere to university policies, protocols, and guidelines regarding space utilization and event planning for meetings and events.
- The period of registered status of an organization shall not exceed one academic year and such status shall automatically terminate at the end of each academic year; provided, however, an organization previously registered as a faculty, staff, or student 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.
- A faculty or staff organization shall not use the name of The University of Texas at San Antonio or the name of The University of Texas System as part of the name of the organization, and it shall neither display the seal of either UTSA or U.T. System in connection with any activity of the organization nor use such seal or seals in any printed material that bears the name of the organization.
- In accordance with HOP 4.23, a registered faculty or staff organization shall be subject to all applicable rules and regulations of the University of Texas at San Antonio (UTSA) and UT System. Action taken by or on behalf of a registered faculty or staff organization that results in a violation of such rules and regulations is subject to disciplinary action that may result in the suspension or revocation of the registered status of the organization.

Signature of Organization's Point of Contact: _____ Date: _____

Approval from Exec. VP, Business Affairs (*Staff Organizations*): _____ Date: _____

Approval from Provost & Exec. VP, Academic Affairs (*Faculty Organizations*): _____ Date: _____

Please provide a complete list of officers and members. Attach additional pages if necessary. This information shall be updated by the organization as necessary during any period of registration.

Name	Official Title in the Organization	University Title	Home Address	Email