

Texas Tech University Health Sciences Center
Student Life

Registration of Student Organization Guidelines

A. Conditions for Registration

1. Student organizations wishing to register with the Texas Tech University Health Sciences Center must file an application with the office of Student Life. This application shall contain, but not be limited to, the following information:
 - i. A statement of the organization's purpose
 - ii. Any present or intended relation the organization may have to any other local, state, or national organization
 - iii. The organization's proposed activities
 - iv. A list of the organization's officers
 - v. A copy of the organization's constitution/by-laws
 - vi. A copy of the constitution/by-laws of any related organization if any.
 - vii. The signature, title, and campus address of a full-time member of the faculty or staff indicating his or her willingness to serve as the advisor of the organization.
2. The purposes and activities of the organization shall be lawful and not in conflict with regulations published by the Texas Tech University Health Sciences Center.
3. Membership in the organization shall be open only to students of Texas Tech University Health Sciences Center without regard to race, religion, sex, handicap, or national origin, except in cases of designated fraternal organizations with are exempted by federal law from Title IX regulations concerning discrimination on the basis of sex. Faculty and staff may hold adjunct memberships in accordance with the organization's constitution.
4. The organization shall not duplicate the purposes and functions of a previously registered organization unless need for such duplication is substantiated.
5. All funds allocated to the organization from TTUHSC controlled sources must be maintained in a TTUHSC account.

6. The organization shall not use the name of the Texas Tech University Health Sciences Center, or an abbreviation of the name of said institution, as part of its name, nor advertise or promote events or activities in a manner which suggests that the function is sponsored by the Health Sciences Center.
7. The organization shall agree to adhere to the policies, rules, and regulations of the Texas Tech University Health Sciences Center.
8. Registration of an organization results from compliance with the regulations; it does not imply TTUHSC approval of the organization or its activities.

B. Faculty or Staff Advisor

Each registered organization shall have a TTUHSC full-time faculty or staff advisor to be available to the officers and members for consultation about the organization's affairs, to attend organization meetings and functions as often as possible, to certify the expenditures of the organization by co-signing checks or vouchers, to offer suggestions regarding the operations of the organization, and to oversee adherence to TTUHSC regulations and the organization's constitution and by-laws.

C. Conditions for Maintaining Registration

In order to maintain its registration, a student organization shall comply with the following requirements:

1. The organization shall file a list of its current officers and advisor within one (1) month of the first day of classes of the fall semester each year. The current president of the organization, or his or her designated representative shall file notification of subsequent changes, when such changes occur.
2. The organization shall submit to the office of Student Life for approval, all changes in documents on file in that office relating to the organization, such as revisions in its constitution, changes in its statement of purpose, changes in procedures for handling organization funds, or changes in membership requirements.
3. The organization shall maintain its funds in accordance with Section A of this part and be in good standing with the Texas Tech University Health Sciences Center.

4. The organization shall demonstrate by its activities that it is working to achieve its purpose as state on the application.
5. The organization shall conduct its affairs in a lawful manner, in accordance with the constitution and by-laws it has on file, and in accordance with applicable Texas Tech University Health Sciences Center regulations and state statutes.
6. The organization shall be responsible for the observance of all applicable TTUHSC regulations by off-campus individuals or organizations whose appearance on campus is sponsored by the organization.
7. The registration of an organization may be withdrawn by the office of Student Life for non-compliance with the rules.

D. Denial of Registration

1. No student organization will be officially registered with the Texas Tech University Health Sciences Center if the office of Student Life determines that the organization's actions or activities are detrimental to the educational purposes of the University.
2. If registration is denied, the designated president and advisor of the applying organization shall be notified of the decision in writing. The applying organization may appeal in writing to the Vice Provost for Student Affairs within five (5) working days from the date of the denial letter. The decision of the representative for the Office of HSC Student Affairs is final.

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Student Organization Constitution/By-Laws Format

A constitution and its by-laws should be simple and should reflect scope and purpose of the organization. You may refer to the following suggested guidelines. Remember to include the date when your constitution/by-laws document is adopted or revised.

Article One (Name)

State the name of the organization.

Article Two (Purpose)

State the purpose and aims of the group. Include how your purpose will be accomplished.

Article Three (Members)

State the requirements of membership (Note: Active members must be enrolled students and must be open to ALL disciplines with the HSC). Include rights and responsibilities of members, resignation, and expulsion procedures.

Article Four (Officers)

Include list of officers, terms of office, and descriptions of responsibilities. Include provisions of vacancies of officers, methods of electing officers, election procedures, and date of election.

Article Five (Meetings)

State regular meeting times and describes provisions for calling special meetings. If there is no regular meeting time, describe provisions for calling meetings. State what constitutes a quorum at any meeting.

Article Six (Relationship)

State any present or intended relation the organization may have to any other local, state, or national organization.

Article Seven (Activities)

State proposed activities.

Article Eight (Committees)

State the structure of the executive committee, description of standing committees, their responsibilities, and method of member selection.

Article Nine (Advisors)

State selection procedure for advisor and advisor's responsibilities.

Article Ten (Parliamentary Authority)

Provide for accepting rules or order, such as Robert's Rules of Order Newly Revised.

Article Eleven (Amendments)

State requirements for adopting amendments.

***Note:** See the policies and procedures outlined in Registration of Student Organizations for a more detailed explanation of requirements.