

PREFACE

Dear Student Leader,

Student organizations vitally enrich the Law Center community and the Law Center experience. Thank you for accepting the challenge of being not only a law student, but also a student leader. I realize that balancing the various responsibilities will be demanding at times, but I think that you will develop invaluable skills that will serve you well in your future endeavors.

This handbook has many policies, rules and procedures. They are not meant to make your job more difficult, but to establish order and fairness amongst the various groups and to assist you and the administration in managing your organization within the guidelines of the University of Houston.

Each organization is responsible for being aware of the policies contained in this handbook. Please become familiar with them. If you have any questions or concerns, please see either the Program Manger or me. I wish you and your organization great success in accomplishing your goals for the upcoming year.

Best regards,

Sondra Tennessee
Associate Dean for Student Affairs

ABOUT THIS HANDBOOK

Non-Discrimination Clause

As a Registered Student Organization at the University of Houston Law Center we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

Anti-Hazing Clause

All UH Law Center organizations and journals will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

This handbook was designed to assist student organization leaders with an understanding of the University of Houston Law Center Student Organization policies and procedures.

Information in this handbook is subject to change after printing and distribution. It does not create a contract. Please consult with the Program Manager for updates and assistance.

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Fall 2017

STUDENT ORGANIZATIONS

(Updated Fall 2017)

Advocates

Advocates for Life

Aggie Law Society (AgLaw)

American Constitution Society for Law & Policy –UHLC Chapter (ACS– UHLC Chapter)

Asian Law Students Association (ALSA)

Association of International Petroleum Negotiators (AIPN)

Association of Women in Law (AWIL)

Black Law Students Association (BLSA)

Christian Legal Society (CLS)

Corporate & Taxation Law Society (CTLS)

Energy & Environmental Law Society (EELS)

Evening Law Students Association (ELSA)

Federalist Society

Health Law Organization (HLO)

Hispanic Law Students Association (HLSA)

Houston Business & Tax Law Journal (HBTLJ)

Houston Journal of Health & Law Policy (HJHL&P)

Houston Journal of International Law (HJIL)

Houston Law Review (HLR)

Journal of Consumer & Commercial Law (JCCL)

If/When/How: Lawyering for Reproductive Justice

IPSO - Intellectual Property Student Organization

International Law Society (ILS)

Labor & Employment Law Society (LELS)

Law-Horns

Lex Judaica

National Lawyers Guild Student Chapter UHLC

OutLaw

Order of the Barons

Phi Alpha Delta Law Fraternity (PAD)

Public Interest Law Organization (PILO)

Space Law Society (SLS)

Sports & Entertainment Law Student Organization (SELO)

Student Bar Association (SBA)

Veterans Society

American Bar Association (ABA) – Student Representative

Houston Young Lawyers Association (HYLA) – Student Representative

State Bar of Texas – Law Student Division – Student Representative

OFFICIAL RECOGNITION OF STUDENT ORGANIZATIONS

Official recognition as a Law Center student organization entitles student organizations the use of campus mail and a mailbox, eligibility for funding support, use of designated official bulletin boards, links on the Law Center web page, use of Law Center facilities for events and meetings, participation in orientation and other official functions, and use of office space and equipment.

The Law Center administration will exercise some regulatory control over these organizations. Organizations are expected to act responsibly in their use of funds obtained and spent on behalf of the organization, in the activities they sponsor and support, and in their behavior related to the Law Center.

A. Procedure to Obtain Official Recognition

To obtain official recognition, a student organization must submit an application with the following information, in writing via email to Associate Dean for Student Affairs and cc'd to Program Manager for Student Affairs:

- (1) Official name of the organization;
- (2) The name of the organization's faculty advisor(s).
- (3) The name(s) and telephone number(s) of the person(s) making the request for official recognition;
- (4) A list of organization's membership (**the organization must have at least 3 primary officers and at least 10 law students interested in forming the organization**);
- (5) A statement of the organization's purpose, which reflects that (a) the organization's purpose is more than purely social and (b) the organization's purpose fills an important need in the Law Center community not already met by existing organizations;
- (6) A statement that the organization does not discriminate in membership on the basis of race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.
- (7) An **Annual Funding Request** for the upcoming academic year should be submitted, if the organization is recognized, before April 15th.
- (8) After the request for recognition is approved, then prepare a constitution that includes the organization's purpose (mission statement) and bylaws (articles). The organization will not be considered an official UHLC student organization until the By-Laws/Constitution have been approved. Contact the Program Manager in Office of Student Affairs for sample copies of constitutions/by-laws. Once the organization is given recognition at the Law Center then an informational meeting can be set up to

elect officers. See Program Manager for assistance.

(9) Once the officer elections have been completed, see Program Manager regarding instructions on how to register for University recognition through the Center for Student Involvement (CSI). Note: Attendance of President and Event Coordinator is mandatory at the annual Law Student Organization Orientation/ Risk Management Training Session held at the UH Law Center conducted by the Center for Student Involvement.

B. Student Organizations Not Wishing Official Recognition or Student Organizations Denied Official Recognition

Organizations whose sole purpose is social will not be given official recognition. Student organizations that do not wish to be given official Law Center student organization status are free to form informally. However, organizations that have not been given official recognition do not have the benefit or use of campus mail and a mail box, eligibility for funding support, use of designated official bulletin boards, participation in orientation and other official functions, and use of office space and equipment.

Organizations that do not wish official recognition and/or organizations denied official recognition must not identify their selves in any way as an official Law Center organization.

ANNUAL REPORTING REQUIREMENTS FOR OFFICIALLY RECOGNIZED STUDENT ORGANIZATIONS

All officially recognized student organizations must provide the following documents to the Program Manager prior to **April 15** of each year. Any organization that does not provide this information prior to **April 15** of each year may be subject to revocation of official recognition. Revocation of official recognition will result in eviction from the organization's office, loss of the organization's right to use of a mailbox, denial of funding, etc.

A. Funding Request

Student organizations will be informed as to the amount of their fiscal allocation in the fall of each year. Since any funds allocated must act as a supplement to fund raising activities, rather than as a primary source of income, each organization should make every effort to be self-supporting.

All student organizations, including those organizations that request no allocation, **must** submit a funding request for the next fiscal year to the Program Manager prior to **April 15** of each year. The funding request must follow the format of the Funding Request Form which is available on the Student Organization Share Point Website. The funding request must include all funds received by the organization from every source; cash on hand in any separate accounts (in financial institutions or with the Law Foundation), details of all expenditures, activities of the organization for the prior fiscal year, and activities planned by the organization for the fiscal year for which funding is requested. An account number and financial institution must identify each separate account. **All items listed on the Funding Request Form must be completed.** Indicate "0" or "None" where appropriate. If no allocation is requested, indicate "0" or "None" under "Allocation Amount Requested".

When preparing your organization's funding request, keep in mind that these funds are not distributed in a lump sum to your organization. Rather, your organization can count on being reimbursed for approved expenses up to the amount of the allocation. Therefore, your expenditures should be appropriate and in keeping with the guidelines in this Handbook and on the Student Organization Share Point website. **If in doubt as to whether an expense will be approved, always seek advance approval from Program Manager. All UHLC student organizations must be careful not to incur expenses without adequate funds.**

B. Bank Statement, Paid Invoices and/or Receipts, and Canceled Checks from the Preceding Year.

Each check written on a student organization separate account must be supported by an original receipt and/or invoice that must be kept by the organization. For each separate account, organizations must submit **original** (1) bank statements; (2) paid invoices and/or receipts, and (3) canceled checks from the preceding year (**April 1 through March 31**) to the **Program Manager prior to April 15** of each year. The original statements, invoices and canceled checks will be returned to the organization.

C. Verification of No Separate Account

Organizations that do not maintain a separate account, either with the Law Center Foundation or in any other financial institution, must submit a verification of no separate account in writing via email to the Program Manager prior to April 15 of each year.

D. Student Organization Information Summary

Each organization must submit to the Program Manager prior to May 15 of each year a list of officers for the following academic year on a **“Student Organization Officer/Membership Information Sheet”** form.

*** No student can serve as Treasurer of more than one student organization.**

Form is available in the office of the Program Manager. You will also find the Student Organization Information Summary form on the Student Organization Share Point website.

When an organization changes officers/representatives during the registration term, written notification via email must be submitted to the Program Manager. If the change in officer(s)/representative(s) results in the removal of those individuals who have attended a Student Organization Orientation Session and/or Risk Management Training with the Center for Student Involvement, the new officer/representative must attend orientation/Risk Management before the changes are made to the online registration with the Center for Student Involvement.

E. Student Organization Constitution / By-Laws

A current copy of the organization’s constitution or statement of method of operation must be submitted to the Program Manager prior to the registration with the Center for Student Involvement (CSI). **At Orientation, CSI will instruct the organization how to register on line (Get Involved website) and upload a scanned copy of the constitution.**

The following statement must be included in the Finance section of the organization’s Constitution / By-Laws: “Any fees collected will be handled and accounted for subject to all relevant UHLC and UH accounting procedures.”

The following required clauses must be in your constitution:

Anti-Hazing Clause

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Non-Discrimination Clause

As a Registered Student Organization at the University of Houston we adhere to the University of Houston’s Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

ANNUAL REGISTRATION OF OFFICIALLY RECOGNIZED UH LAW CENTER STUDENT ORGANIZATIONS

All officially recognized UH Law Center Student Organizations functioning at the University of Houston are required to register annually with the University through the Center for Student Involvement (CSI) www.uh.edu/csi.

A. Procedures for Registration

To apply, two representative of the organization MUST attend a Student Organization Orientation (to review certain policies and procedures applicable to Registered Student Organizations); attend a Risk Management Training; attend an Exploring Diversity Workshop; view online Risk Management videos; and submit the required application materials. Please consult with the Center for Student Involvement at 713-743-5180 or their website at <http://www.uh.edu/csi> for dates and times.

Registration materials include the following:

- B. Register organization online at <http://www.uh.edu/getinvolved/>. The online form requires basic information about the organization as well as the designation of three officers/representatives to serve as the contacts for the organization. These three individuals will become the official representatives of the organization for the Center for Student Involvement; any on campus business should be conducted or approved by one of these three individuals.
2. An updated copy of the organization's constitution or statement of method of operation and the Faculty Advisor Agreement Form will need to be uploaded annually.
3. Once materials are submitted, the Center for Student Involvement staff will verify compliance and enrollment of officers/representatives. The primary officer listed first on the online registration will receive written confirmation or denial of registration. **The primary officer receiving written confirmation is required to submit a copy to UH Law Program Manager.**

B. To Change Officers/Representatives & Other Registration Data

When an organization changes officers/representatives during the registration term, the online registration <http://www.uh.edu/getinvolved/> must be revised.

If the change in officer(s)/representative(s) results in the removal of those individuals who have attended a Student Organization Orientation/Risk Management Training Session, the new officer/representative must attend before the changes are made.

SEPARATE ACCOUNTS OF STUDENT ORGANIZATIONS

Although student organizations are allowed to maintain separate accounts, account data must be reported **prior to April 15** of each year.

A. Procedures for Opening a Separate Account

1. Prior to opening the account, approval must be obtained from the Program Manager.
2. The account must be structured so that **two signatures** are required for each check except:
 - (a) In the case of Law Review, Houston Journal of International Law, and The Advocates, any check written for more than \$200.00 **must** bear the signature of **both** account signatories.
 - (b) In the case of all other student organizations, any check written for more than \$100.00 **must** bear the signature of **both** account signatories.
3. A photocopy of the signature card **must** be provided to the Program Manager **within 10 days** after the account is opened.
4. Each check written on a student organization account **must be supported** by an **original receipt and/or invoice** which will be kept by the organization.
5. Bank statements, paid receipts and/or invoices and canceled checks for each year (April 1 through March 31) **must be submitted** to the Program Manager **prior to April 15** of each year.
6. To open a separate account the organization must obtain their own Tax Identification Number.

B. Procedure for Raising the Signature Limit on Separate Student Organization Accounts

Any student organization which desires the separate account signature limit to be raised to \$200.00, should submit a written request for the increase to the Program Manager. The written request must include documentation of emergency situations in which:

- (1) checks exceed the \$100.00 limit,
- (2) checks are needed on an emergency basis, such that only one signatory is available to sign the checks, and
- (3) the need for the checks could not be anticipated in time to obtain the signatures of both signatories.

C. Procedure To Change Signatures on Separate Student Organization Accounts

- (1) Obtain confirmation memorandum of registration with the University from the Center for Student Involvement.

(2) To change signatures on their existing student organization account, the newly elected President and Treasurer must go together to the bank and take the memorandum and TDL identification in order to change the signatures on their student organization account.

REQUEST FOR NEW STUDENT ORGANIZATION ACCOUNT MANAGED BY UH LAW FOUNDATION

There is also an option to set up banking services through the UH Law Foundation. Banking made easy...no checks to write. For more information contact Kendra Murphy, kdmurph4@central.uh.edu, Financial Services Room 18D. Submit copy of the student organization constitution along with the new student organization account managed by UH Law Foundation form to Helen Wang, Financial Services Room 18C. (See Student Organization Share Point- Law Center Forms). This form will also be used annually by existing organizations to change signatures of officers.

A. ADVANCE APPROVAL AND REIMBURSEMENT OF EXPENSES

1. Advance Approval

Advance approval is not required for the usual expenses involved in running your organization, to the extent these expenses fall within the funding plans established for the fiscal year. ***Always seek prior approval if you are in doubt as to whether an expense is reimbursable or if you are unsure of your organization's finances.*** In order for our financial resources for student activities to provide as much benefit as possible to all student organizations and their constituencies, the following expense guidelines should be followed:

2. Travel

As a rule, travel expenses for organization members or guest speakers will **not** be reimbursed. However, if your organization believes that extenuating circumstances exist which justify reimbursement; your organization must **seek advance approval** from the Program Manager.

**STANDARDS FOR SCHOOL-SPONSORED TRAVEL TO
REGIONAL AND NATIONAL CONFERENCES
From the Office of Student Services
Effective Fall 2017**

1. Requests for support of student organization officer attendance at the regional or national conferences of member organizations should be made in accordance with the provisions of this memo;
2. Requests must be submitted in writing via email to the Dean Sondra Tennessee and (cc: Kristan Withers) at least one month prior to the anticipated trip;
3. The request must include:
 - a copy of the Conference registration form;
 - a copy of the Conference schedule;
 - a detailed budget;
 - a list of meals included in the Conference registration fee;
 - a list of student(s) seeking to attend the Conference and their organization titles;
 - a statement explaining how attendance at the conference will promote the law school and the law school student organization; and
 - a statement of the level of financial support being provided by the student organization.
4. Conferences can be eligible only if the student organization seeking travel support is an affiliate of the national organization hosting the Conference and the Conference is a regional or national conference of the parent organization;
5. Funding assistance will be considered only for student organizations that have been active at the law school for at least one year and have a proven record of contribution to law students and the law school community;
6. Students and student organizations seeking funding are expected to contribute a portion of the costs of attendance;
7. Funding typically will be limited to one attendee;
8. Funding may be available to assist law students who have been elected to a national or regional office of their member organization. Funding is not available to support campaigning events;

9. Dean Tennessee will notify the students of the level of funding assistance within one week of the submission of the request for funding;
10. Airfare costs will be based on the lowest available internet fare;
11. See Kristan Withers at least three weeks prior to travel for assistance in preparing the Travel Request in the Concur system. Emergency contact information and the University of Houston Release and Indemnification Agreement for Adult Students must be completed, signed and submitted to Kristan Withers;
12. All requests for reimbursement (receipts) must be submitted to Kristan Withers no later than two weeks after the completion of the Conference, and must be accompanied by an original, detailed receipt for each item of expense included on the Statement. Only normal business expenses will be eligible for reimbursement, which does not include the cost of such items as entertainment alcohol, hotel internet service and meals not part of the registration fee; a report about the Conference and an outline of how the knowledge/information gained at the Conference will be used to benefit the student organization. The Travel Expense will not be submitted for reimbursement unless the report has been submitted.

If you have any questions, please see
Sondra Tennessee, Associate Dean for Student Affairs,
Office of Student Services, Suite 30 TLII
Phone: 713-743-2182 + Email: stennessee@central.uh.edu

The University of Houston does not provide health and accident insurance for participants in the activity or trip. A **Release and Indemnification Agreement For Adult Students** form has been provided by the Risk & Safety Management and the General Counsel Offices. **This form must be submitted to the Program Manager at least two weeks prior to a trip.** (Release and Indemnification Agreement forms are available on the Student Organization Share Point website – University Forms).

3. Meals and Entertainment

As a rule, food provided for a Law Center event such as guest speakers, panel discussions, workshops, etc. will be reimbursed. However, other entertainment expenses, such as entertaining guest speakers at restaurants, officers dining out, happy hours, etc. **will not be reimbursed without prior approval.**

i. No reimbursement for alcohol on UH dollars.

ii. Banquets must be self-supporting.

4. Consulting Fees Fees for coaching, etc., to be paid to outside consultants (this does not include payments for typing) **must be approved in advance.** As a general practice, students should seek voluntary assistance from faculty members or other volunteer members of the Bar, rather than hiring outside coaches or other consultants.

5. Competitions All student competitions that are supported by the Law Center are coordinated and funded through the Trial Advocacy Institute. **Expenses and fees for student competitions will not be funded through the UH allotments to student**

organizations.

B. Reimbursement of Expenses: Administrative Request Form (ARF)

Approved expenses are reimbursed through submitting an Administrative Request Form (ARF) to the Program Manager. ARF forms are available in Financial Services (5-BLB, basement level) or in the office (Suite 30-TUII RM 44) of the Program Manager. Complete the top half of the ARF and **attach all original receipts for which you are anticipating reimbursement AND a copy of advanced approval received. See the Student Organization Share Point website for an ARF example and instructions on how to fill out an ARF with attached original receipts for reimbursements from Law Foundation account and UH allocation.**

As a general rule, UH and UHLC will not approve UHLC reimbursements on expenditures by one individual in a student organization, when the same individual serves as the authorizing signature. There will be no exceptions without the additional approval of the Program Manager.

The completed ARF is then submitted to the Program Manager for authorization. The authorized ARF will be submitted to Financial Services, where a check will be issued according to the following guidelines:

1. Foundation Check Writing Procedures (Law Foundation Accounts) Foundation checks are processed weekly. Check requests received by Wednesday 5 pm will be processed the following week on Monday. IF NO PROBLEMS exist with the request, the check will be **mailed to the payee or returned to the Program Manager for pick up.**
Note: No checks will be placed in the student organization suite mailboxes.

The Foundation has adopted the policy of 120 days for you to submit your Foundation reimbursement request. The same receipting standards and expenditure guidelines as followed for UH funds are applicable. Original itemized receipts are required for reimbursements. Copies of credit card statements are not valid receipts.

2. University of Houston Administration and Finance Check Writing Procedure (UH allotments) Supporting documentation is required on all ARF payment request. Note: No alcohol beverage, entertainment, flower, or banquet expenditures will be reimbursed. Invoices, copy of contract, subscription renewal card, and postage metering receipts or similar documents are forms of supporting documents. A contract is required for acquisition of any professional services, especially for catering, consulting, guest lecturer, brochure designer, and photography. (When in doubt of when to use a contract, please contact Program Manager for assistance.) Vendor should not be allowed to work until the contract number has been assigned by the UH Contract Department.

The payee is selected from the PeopleSoft vendor list. If no entry exists in the system for the payee, the payee can be setup as follows:

- Vendor Setup is used for and completed by: Companies and Contractors
- Individual Setup is used for: Employees, Students, Prospective Employees, Refund Recipients and Individuals Who Will Only Receive a Reimbursement (Not Paid for Services)

The forms for Vendor Setup and Individual Setup include W-9 form and Direct Deposit form are to be faxed to UH Accounts Payable System at 713-743-0521. Please visit the following

Web address: <http://www.uh.edu/vendor/#Forms>

All payments issued by UH Accounts Payable WILL BE DIRECT DEPOSIT TO THE PAYEE.

ARF's are requested to be submitted for both Foundation and University within 7 days after the date of the invoice OR the date the expense is incurred, but no later than 30 days after the date of the invoice or the date the expense is incurred.

Any ARFs submitted AFTER August 1st may not be processed prior to the close of the fiscal year and, therefore, will be charged against the organization's allotment, if any, for the NEXT fiscal year.

C. Tax Exemption

1. Law Foundation Accounts for Student Organizations Student organizations that have existing Law Foundation accounts may use The Texas Sales and Use Tax Exemption Certificate for merchandise purchases to receive tax exemption status under the Law Foundation, an exempt educational organization. This certificate does not require a number to be valid and the certificate should be furnished to the supplier. Texas Sales and Use Tax Exemption Certificate form is available on the Student Organization Share Point website.

2. University of Houston Administration (UH allotments on reimbursement basis) The University is exempt from State of Texas sales tax. Organizations should present a copy of the University's Texas Sales and Use Tax Exemption Certificate when making a purchase for the university (when the organization will be receiving reimbursement from UH Accounts Payable). If an organization does not attempt to claim exemption from sales tax, the most they can be reimbursed is \$10.00 sales tax per transaction. Texas Sales and Use Tax Exemption Certificate form is available on the Student Organization Share Point website.

3. Separate Accounts for Student Organizations Student organizations with separate accounts should have their own (TIN) Taxpayer Identification Number. Student organizations should have supporting documentation (tax exemption) when making purchases using their external source of funds and should not use the Law Foundation or University of Houston Administration Tax Exemption forms when making such purchases.

OUTSIDE INCOME OF STUDENT ORGANIZATIONS: DEPOSITING WITH ALUMNI OFFICE AND BUSINESS SERVICES

A. Alumni Office: Invitation Mailing Lists and Solicitation of Funds

1. **Invitation Mailing Lists:** Invitation mailing lists for student organization events should be addressed only to the constituencies of those organizations and must be cleared through the Alumni Office prior to mailing. Any special exceptions to this rule should be included on the same mailing list so that coordination can be overseen through the Alumni Office at the Law Center.

2. **Solicitation of Donations, Cash Awards, Etc:** All solicitations of gifts from donors must be coordinated through the Alumni Office. Student Organizations may not solicit gifts from donors for cash awards to students, gifts to the organization, gifts to the organization's endowment, etc., without the prior approval of the Alumni Office. All philanthropic gifts from donors, including cash awards for students, gifts to the organization, gifts to the organization's established endowment, etc. must be delivered to the Alumni Office for processing. **These gifts must not be deposited in the student organization's separate accounts.** Gifts from donors for cash awards for students should be given as a prize and not indicated as a scholarship award. All donations accepted by student organizations where a contributor expects to receive tax deductible credit, **the check is to be made payable to UH Law Foundation** (received by the organization) and are to be turned in to: Alumni Office 7 Bates Law Building (7F) Cheryl Drew. Also, provide the following information:

- Account number or name (where money is to be deposited with Law Foundation Services).
- Contact person's name (company checks do not tell who is to be acknowledged).
- Contact person's address.
- Name of person within your organization that should receive copies of the acknowledgement letters.

Do not hold check(s). Check(s) are to be submitted within one week of receipt of donation.

Alumni Office does not accept dues, subscriptions or any funds received that have no donation associated with it. **Banquets and Events:** If your organization is sponsoring a banquet or event where contributions will be received and or payments will be made from a UH Law Foundation account, these checks need to be processed through the Alumni Office.

Every fall, an Annual Report is produced by the UH Law Center that recognizes ALL contributions made by alumni, law firms, and private companies during the past fiscal year. Contributors to your student organization can't be listed if the Alumni Office does not have the information. Please keep the Alumni Office informed about contributions that you receive.

B. Business Services: Deposits of Revenue

Those organizations that currently maintain an account in the Law Foundation through Financial Services can request reimbursement of operating expenses by using the ARF process. A copy of the deposit procedures for those accounts can be obtained from Financial Services. The deposit procedures must be followed closely. When making deposits of checks for **membership dues, donations, etc.** to the organization's law foundation account, please have individual write **check payable to the University of Houston Law Foundation** and indicate your organization name in the memo section of the check.

STUDENT ORGANIZATION OFFICE SPACE, OFFICE FURNITURE AND OFFICE KEYS

A. Office Space Office space and other resource needs for student organizations will be evaluated annually. Ordinarily, the space used in the previous year will continue. But, as the activities and needs of the organization change, resource allocation will be reassessed. Requests for financial and physical space resources must be submitted by April 15 (see Section II). Usually, any changes in physical space will occur during the summer.

B. Office Furniture and Facilities Furniture may not be moved without permission, and thermostats should not be altered or adjusted. Broken furniture or equipment should be reported to the Program Manager so that it can be replaced or repaired as soon as possible. Any furniture or equipment that is not being used should also be reported, so that it can be used by someone else.

C. Facilities to be Repaired Broken, lights, doors, etc., should be reported to LawBuildingHelp@Central.UH.EDU

D. Keys for Student Organization Offices Some of the members of student organizations may obtain keys for their student organization office by completing a Key Request Form, which can be obtained from the Program Manager. Any lost or damaged keys will be replaced at a cost of \$2.00, which must be paid by the student to whom the key was issued. Requests for a duplicate key, which includes an explanation as to the need for the duplicate, will cost \$2.00 and should be submitted to the Program Manager in writing via email. The Treasurer of each organization is responsible for the safe key and its contents. The Treasurer must complete a Key Request Form from the Program Manager, and upon approval one key will be issued. Mere provision and installation of the safes does not mean that the UHLC has assumed any responsibility for theft, losses or other acts. It is imperative to keep this safe and its contents secure at all times. ALL office KEYS MUST be RETURNED to the Program Manager PRIOR to MAY 15 of each year. Approval for graduation CANNOT be completed UNTIL ALL KEYS have been RETURNED by the student whom they were issued.

JOURNAL TELEPHONES

All Law Journals are allowed to have long distance authorization codes. The use of UH long distance codes for personal long distance calls is prohibited. One person from each of the Journals is responsible for the security of the long distance code. Contact UH Law Facilities for the long distance code.

PLANNING YOUR ORGANIZATION'S ACTIVITIES: GUEST PARKING; REQUEST FOR SPECIAL PARKING; AUDIO/VISUAL EQUIPMENT

Student organizations have varied interests and activities, including publishing law reviews, conducting competitions, providing a forum for exchange of ideas, socializing, arranging for speakers, recognizing achievement, sharing common experiences and providing services to the law school.

In planning programs, groups should keep in mind that their group is not the only group planning activities. If several have noon-time speakers on the same week, probably none will get a good turnout. This may vary, where the organization's focus is quite specialized and the membership is quite loyal, but that is not always the case. Therefore, organizations should plan events carefully and consider co-sponsoring some activities.

To the extent that several student organizations hold their banquets or receptions in close time proximity, both student and faculty attendance will be dissipated. Dates for major events, such as banquets and receptions, should be set as soon as possible (ideally in May before the next academic year). In any event, no major event should be scheduled less than 90 days in advance of the event date.

To avoid event conflicts the President/Editor in Chief or Managing Editor will request event dates and room requests through the Student Organization Share Point Tentative Calendar.

A. Obtain Parking for Guest Speakers

You can immediately make your guest speaker parking arrangements, once you have received from the Program Manager a room reservation confirmation email.

First: Contact Law Facilities at LawBuildingHelp@Central.UH.EDU or phone (x32115) NO LATER THAN three full working days prior to the date of the speaker event.

"It is obviously better to give as much advance notice to Law Facilities as possible. Due to the large number of guests we invite here, Law Facilities may not be able to accommodate last minute requests."

Second: Pick up Visitor Only One Day tag(s) from Program Manager.

Third: On the day of the event, a representative from your organization is responsible for meeting your guest speaker(s) to show them the parking location and to give them the Visitor Only One Day Tag.

Fourth: When the guest speaker has left, return the red cone(s) to the Law Center Facilities office BLB 19.

For events that exceed ten guests, contact Clifford Kennedy, Parking & Transportation at (713) 743-5854.

Special Parking for conferences, meetings or other events held at the UH Law Center (blocked off parking space(s) in Lot 19 B) Submit your announcement to the LEX indicating that a designated number of parking spaces in Lot 19 B will be blocked off for an event on a particular day and time. A 48 HOUR NOTIFICATION TO THE LAW CENTER COMMUNITY IS REQUIRED.

B. Audio/Visual and Other Equipment Requests If you need a microphone (only

adaptable for use in Krost Hall Auditorium), VCR, VCR camera, reel-to-reel tape player, monitor, screen, carousel projector or any other audio/visual equipment for your organization's event, contact Chad Kitco at CKitko@Central.UH.EDU.

PROCEDURES FOR RESERVING ROOMS FOR STUDENT ACTIVITIES

A. Room Use Officially recognized student organizations are invited to take full advantage of the facilities offered at the UH Law Center however the following guidelines are to be observed: When any student organization uses a UHLC facility, they must strictly observe the time limitations and leave the room at least as clean as it was before they came, particularly during the crunch time of midday, when rooms are constantly in use. You must clean up and vacate the room on time so that the next group or class can use the room. Any organization in breach of this policy will be given a warning, and if it happens twice in a year, the organization will be prohibited from using any UHLC facility. Please police yourselves and keep your Law Center in orderly fashion.

The individual making the room request will be personally responsible for ensuring that prior to the start of any other use for that room the room has been returned to its original status, including returning furniture to its original position and cleaning up trash. Podiums should not be moved from one room to another. Any individual or student organization that abuses the privilege of room use may lose the privilege and may be obligated to pay damages.

B. Room Request Procedures

Only recognized UHLC Student Organizations are permitted to use the UHLC facilities, subject to UHLC needs and availability. President/Editor in Chief are the only individuals who have authorization to request meeting/event date on the Share Point Student Organization Tentative Calendar located at <https://share.uh.edu/law/students/>

Program Manager will review request for event conflicts, approve or reject date, place room reservation and respond with email confirmations of date and room.

If you reserve a meeting space during the lunch hour, your meeting must end by 12:50 p.m.
Special Notice for 213 BLB: Please do not rearrange seating in this room.

C. Requesting Rooms for More Than One Day Any room requests for multiple days OR for an entire semester cannot be granted UNTIL at least 2 weeks into the NEW semester, in order to allow professors time to adjust their classrooms, although you may turn in such requests in advance. **APPROVAL IS REQUIRED.**

D. Room Reservation Cancellation Notify Program Manager to cancel a room reservation. Please do so as soon as possible.

Reservations of the Hendricks Heritage Room, 4-BLB, Commons, Krost Hall Auditorium, Albertus Room

Program Manager will request permission on behalf of your organization for use of the Hendricks Heritage Room, Albertus Room, Common or Krost Hall Auditorium.

Hendricks Heritage Room Use of this room is limited to special functions. Furniture must not be moved without consent of Robert Gonzalez, Facilities Manager. Special care should be taken with food and beverages. Any damage to the room will be charged to the individual and/or organizations requesting use of the room.

Room 4-BLB Use of this room is very limited. No food or beverages are allowed in the room. Damage to the room will be charged to the individual and/or the organization requesting use of the room. The Trial Advocacy Program will be given first priority for the use of Room 4-BLB. This room can be reserved no more than 2 weeks in advance by anyone other than the Trial Advocacy Program. Use of this room must be approved by the Director of Trial Advocacy. (1) faculty member give prior permission of agreeing to sponsor the function with their presence and (2) the faculty member MUST be present for the event.

Albertus Room The Frankel Room may be reserved for events conducted by student organizations with (1) faculty member must give prior permission of agreeing to sponsor the function with their presence and (2) the faculty member MUST be present for the event.

PUBLICIZING YOUR ORGANIZATION AND YOUR ORGANIZATION'S ACTIVITIES

A. Publicizing Your Organization and Its Activities

1. **University of Houston Law Center Website** All recognized UHLC student organizations should have a profile listed on the UHLC website. Please contact the webmaster to update your organization's profile or to have a profile created if you're not listed. If you have a separate web page for your organization and would like that web page linked to the UHLC website, please contact the webmaster. Contact information Ruth McCleskey RShauber@Central.UH.EDU

To view your organization's profile, please go to the following web address:

<http://www.law.uh.edu/organizations/>

Each web page account must have a sponsor and a UH Law Center Web Server Account Application must be completed each year and returned to Ruth McCleskey (The application form can be obtained from the Student Organization Share Point website- Forms Program Manager)

Once your web page is set up, the organization is responsible for maintaining accurate and current information. The UH Law Center reserves the right to remove the link to any page it finds in violation of the UH Law Center Publishing Guidelines. The policies contained in the guidelines are subject to revision. It is the user's responsibility to ensure that they are at all times in compliance with the current policy.

2. **Calendar of Events** There is one event calendar which carries all law center events to be sponsored at the Law Center and outside the law center.

<http://www.law.uh.edu/calendar/event-calendar.asp>

3. External Publicity If your organization is planning an event that may be of interest to the University or the community, contact Elena Hawthorne at ehawthor@central.uh.edu

4. For all potential events involving (1) any elected or appointed officials, (2) any public figures, or (3) ANYONE whose presence merits either a notice on our home page or sending out invitations contact the Program Manager for approval first. We also need to follow University security protocols. If the University administration has been notified of the potential event and they have no objections to having the Law Center host the event, then event publicity can be coordinated by Elena Hawthorne at ehawthor@central.uh.edu

5. Internal Student Publications Advance notice of events by posters, The Lex and announcements in class are essential to good attendance. Published daily, The Lex serves as the official record of the UHLC, and advertises activities, events and announcements for the community. Go to Lex web page address at: <http://www.law.uh.edu/lex/> to submit an announcement.

6. Orientation Only recognized UHLC student organizations are permitted to participate in the first year orientations. The Activities Mart is a great opportunity to meet and greet the new incoming students and to showcase your organization. As a recognized UHLC student organization, tables are provided to allow you to display view books and tri-fold boards, give out brochures, show off trophies, and give away novelties and candy.

7. Use of Law Center and University Logo UH and UHLC have licensed campus agents and vendors to sell all items that incorporate the UH/UHLC logos. Therefore, UH Law Center Student Organizations are not permitted to sell, on or off campus, T-Shirts or any other items with the UH/UHLC Trademark Logo. T-Shirts and other articles that are approved for sale by UHLC Student Organizations may include the following language, but no UH or UHLC logo: Organization Name Organization Name at the University of Houston. University of Houston Law Center T-Shirts and other articles may be included with the paid membership in the UHLC Student Organization, but these items may not include the trademarked UH/UHLC logos. Any questions concerning this policy should be addressed to the Program Manager, 30 TUII. Only UH Law Center student organizations with official recognition status will be permitted to identify itself in any way as a UH Law Center student organization.

B. Student Organization Bulletin Board(s)

1. Posting on Bulletin Boards by Officially Recognized Student Organizations

a. Posted notices must include the organization's name, date posted and name of officer. Notices should be removed promptly following the event.

b. Student organizations can post notices on the GENERAL notices bulletin board (across from the Convenience Store). Organizations should also publicize meetings and other events in the The Lex and on Events Monitors.

2. SBA Approval for Posting by Individuals or Organizations Not Directly Associated with the Law Center. Outside organizations, such as BARBRI, PMBR, etc., must obtain approval from the Program Manager on all notices to be posted in the Law Center. Students representing such agencies must abide by this procedure or their posting privileges will be revoked. Once the notice is initialed as approved by the Program Manager, the outside organization can post the notice on the GENERAL notices bulletin board (across from the Commons area) ONLY. Outside organizations cannot distribute flyers or other materials to the student carrels and classrooms.

C. Flyers/Posters

Areas where flyers/posters may be placed:

- Small bulletin boards at the entrance to classrooms & bulletin boards in 1L carrel areas.
- Cement Pillar on front of stairway in hallway leading to Commons.
- Special program posters may be displayed on easels, but NOT on WALLS or any GLASS. (Please see Program Manager for appropriate places)
- A handwritten event announcement on the chalkboard in classrooms (upper right hand corner). The Professor has the discretion to erase the entire chalkboard.
- Bulletin board next to vending machines in Commons.

Areas where flyers/posters will not be permitted:

- Painted walls throughout the Law Center.
- Glass throughout the Law Center.
- Banners may not be strung between cement pillars in the Commons Area or on painted walls in the Commons Area.
- Glass doors doors to carrel areas and study area.
- Finnel rooms and inside classrooms.
- Painted or concrete walls inside the carrel areas and study area.
- Bulletin boards designated for programs, departments, and professors.

The organization is responsible for removing all flyers/posters when the event is over.

The SBA will take on the responsibility for making sure that these notices are removed in a timely fashion and that fair access is granted to all organizations.

Groups that do not abide by this policy will not be permitted to have events at the Law Center.

D. Signs Posted on University Grounds

The only types of signs permitted on University grounds are those that promote official University events or activities. University departments wishing to display signs on University grounds that promote official University activities and events must obtain the approval from the UH Dean of Students, Room 252, University Center at least ten business days prior to the proposed display. Signs will be subject to reasonable time, place, and manner restrictions and must include the name of the University department sponsoring the activity that it promotes.

E. Table Reservations in the Commons Area and Student Organization Suite

Tables and mobile cart(s) cannot be set up outside any classroom to conduct social events, bake sales, fundraisers, or any other type of student organization activity. Student organizations are only permitted to set up in the designated area in the Commons and the Student Organization Suite with approval of the Program Manager. Student organizations CAN NOT SET UP TABLES OUTDOORS WITHOUT APPROVAL from the Program Manager (permits and forms require approval from the Center for Student Involvement and the UH Dean of Students).

Tables cannot be set up in the Commons Area next to the elevator near the Office of Student Services by outside groups or student organizations. Outside vendors are permitted 4 table reservations per semester with approval of the Program Manager. To reserve a table: First check availability by reviewing the Table Reservation Book located at the front desk in the Office of Student Services. Then submit your request in writing to the Program Manager.

F. Mail

1. Use of Campus Mail System Only recognized UH Law Center Student Organizations will be given a mailbox in the Student Organization Suite. Incoming mail for your organization will be delivered to the Student Organization Suite.

2 Stamps must be affixed to all outgoing mail.

E. Listserv Mailbox for Student Organizations

1. New Organizations Contact the Program Manager in writing with your request to establish a listserv mailbox for the new organization. Provide the Program Manager with the name(s) of officer(s) who will be responsible for the mailbox and updating the names on the distribution list.

2. Established Organizations Each academic year the newly elected President of the organization is required to e-mail the Program Manager with the name of the organization and the officer(s) who will be responsible for the mailbox maintenance.

UNIVERSITY OF HOUSTON HAZING POLICIES

UH Philosophy Regarding Hazing

The University of Houston believes that true human development can best occur in an atmosphere of social and ethical responsibility.

The University views responsible pre-initiation activity as a positive educational approach to preparation for student organization membership.

The University views hazing activities as not contributing to the positive development or welfare of the individual.

Therefore, the University of Houston recognizes acts of hazing as irresponsible, intolerable, and inconsistent with the principles of higher education and basic human development. (see UH Student Handbook for more information).

UNIVERSITY OF HOUSTON ALCOHOL POLICY

An individual or group that sponsors an event where alcoholic beverages are available is responsible for adherence to the applicable federal, state and local laws regarding the distribution, possession, and consumption of alcoholic beverages and applicable university procedures. A permit to distribute alcoholic beverages on the campus of the University of Houston is a privilege granted to registered student groups. Failure to adhere to University regulations may result in the denial of future registration and disciplinary action. For a detailed compilation of the relevant laws, you should contact the UH Dean of Students Office at 713-743-5470.

Procedures for Distribution of Alcoholic Beverages at Student Events

1. Departments or registered campus organizations desiring to serve or consume any type of alcoholic beverage on campus MUST register their event IN ADVANCE by completing the Registration of Alcoholic Beverage Distribution Form and Sponsorship Form. Forms may be obtained from the Program Manager's office (Suite 30-TUII RM 44) and the Student Organization Share Point website – Forms University. The Registration of Alcoholic Beverage Distribution Form and Sponsorship Form must be completed and uploaded to the Get Involved Student Organization page at least fifteen (15) business days in advance of the event in order to permit time to clarify issues and to distribute copies of the registration to other university officials. Registration forms must be approved by the UH Dean of Students or designate. A copy of the signed registration form or alcoholic beverage distribution must be available at the event as proof that registration was made and filed with the Program Manager.

2. Alcoholic beverages may be distributed in areas approved for programming within designated hours. Space and facilities for the event must be reserved through the appropriate university channels. Alcoholic beverages may be dispensed at campus events between 5:00 p.m. and 2:00 a.m., Monday through Friday, and between 12 noon and 12:00 a.m. (midnight) on Saturday and Sunday. For special campus-wide events, the UH Dean of Students or designate may permit earlier distribution.

3. Any event at which alcoholic beverages are to be consumed pursuant to this policy may not have that consumption be the main focus of the event. Any publicity for the event may refer to such beverages only as incidental to the event. Advertising will not portray drinking as a

solution to personal or academic problems. Also, it may not promote gimmicks or games (i.e., "one charge for all you can drink", "chugging contests", "drink and drown contests", etc.), which enhance irresponsible drinking.

4. Persons responsible for distributing alcoholic beverages MUST:

1. a. Be 21 years of age or older.
2. b. Check a valid driver's license or Texas ID for proof of age and identify legal age drinkers by the use of a hand stamp or wristband.
3. c. Post a sign at the point of distribution indicating. "No alcoholic beverages may be consumed by anyone under age 21. "
4. d. Have nonalcoholic beverages available and displayed throughout the event as prominently as the alcoholic beverages. If the alcoholic beverages are being distributed free, a nonalcoholic beverage other than water must be available at no charge.
5. e. Stop serving alcoholic beverages one hour before the event's scheduled conclusion or at 12:00 a.m. (midnight), whichever is the earlier time.
6. f. Cease serving alcoholic beverages to any person who appears to be under the influence of alcohol or any other intoxicating substance, to the degree that he or she may endanger himself/herself or another.
7. g. Take other appropriate steps they may identify to encourage the responsible use of alcoholic beverages at their event.
8. h. Post a sign announcing their willingness to call a cab for those under the influence of alcohol or any other intoxicating substance.
9. i. Provide food items in sufficient amounts for the number of persons attending the function.

3. Students shall NOT:

1. a. Use false identification cards in order to receive alcoholic beverages;
2. b. Provide alcoholic beverages to a minor;

3. c. Consume alcoholic beverages on campus except in approved food establishments, at events where such beverages are being distributed legally, and in approved areas in the residence halls;
4. d. Bring alcoholic beverages into or out of an event where such beverages are being distributed legally.

Students will be held responsible for their guests' compliance with university regulations. For additional information, including a summary of state law, resources for assistance, and educational guidelines or programming, contact the Center for Student Involvement, the Student Centers Conference & Reservations Office, Counseling and Psychological Services, UH Wellness or the UH Dean of Students Office.

The Distribution of Alcoholic Beverages Policy does not apply to football game tailgating activities. Football tailgates are governed by the General Rules for Tailgating administered by the Athletics Department. Tailgate sponsors should register with and secure the General Rules for Tailgating from the Athletics Department.

SERVING FOOD

Student organizations must comply with University requirements relating to food service, therefore, your organization must plan these events well in advance.

A. Obtaining a Temporary Food Dealer's Permit

1. All outside caterers or contractors providing food for sale at the University of Houston, must be in possession of a valid Food Permit issued by the City of Houston, Harris County or the State of Texas and must also employ a Certified Food Services Manager.
2. Registered student organizations intending to use a caterer or an outside contractor to cater OR JUST DELIVER FOOD for an event on campus must follow all rules and regulations mandated by the University of Houston Safety and Risk Management <http://uh.edu/fire/>.
Submit your event online at Get Involved at least 7 day in advance.
THE APPROVED CERTIFICATE FORM MUST BE POSTED AT THE EVENT.

Please instruct vendors to park their delivery vehicles at the UH Law Center loading dock area located on the east side of Krost Hall Auditorium. Vehicles parked at the curb in front of the Law Center, lot 19B will be towed. Please relay this information to all vendors, especially a food vendor.

3. All registered student organizations wishing to sell food and /or beverages for bake sales, food sales, etc., on campus, must REGISTER EVENT ONLINE AT GET INVOLVED. Registered student organization EVENT at least seven (7) working days prior to the proposed event and upload the Temporary Food Dealers Application which is found at (<http://www.uh.edu/ehls/general/food-safety/temp-dealer/application/>)

4. Registered student organizations operating temporary food service establishments on campus shall comply with the requirements of the Texas Department of Health, Rules on Food Service Sanitation, Section 229.170 and the City of Houston Food Ordinance, Article II, Section 20-23. Failure to comply with these rules and regulations will result in the revocation of the Temporary Food Dealers Permit and appropriate University disciplinary action.

There are some restricted operations and the University may impose additional requirements to protect against health hazards related to the conduct of the temporary food dealer. Also, the University may prohibit the sale of some or all potentially hazardous foods.

Those temporary food establishments planning to use barbecue pits, reheating or hot holding devices that require an open flame must obtain an Open Flames Permit from the UH Fire Marshal Office located on 4135 Cullen Blvd. or register your event online at Get Involved and upload the Open Flames permit (<http://www.uh.edu/ehls/fire/permits/>) when registering the event with food.

A copy of the signed temporary food dealers permit and burn permit must be available at the event as proof of registration and filed with the Program Manager or print out the event certificate from Get Involved to post at your event.

Note: For more information, contact Safety and Risk Management at 713-743-5861.

B. Environmental and Physical Safety Department Guidelines for Temporary Food Dealers The following list identifies guidelines that MUST be met while operating a temporary food establishment.

1. Ice used for human consumption must be from an approved source and held in bags until used and dispensed properly. Do not store any food in contact with water or undrained ice.
2. Food contact surfaces of equipment shall be protected from contamination by consumers: use separating counters, tables, sneeze guards, etc.
3. Provide only single-service articles (e.g. plastic knives, forks, and spoons).
4. Provide potable (liquid suitable for drinking) water for cleaning and sanitizing utensils. Provide three containers with the following contents: a. Container for water and soap mixture b. Container for clean water c. Container for water and one capful of bleach mixture
5. Provide potable water, soap and paper towels for handwashing. Potable water must be kept in a clean gravity type dispenser (i.e. ice chest with spigot or five gallon water jug with spigot). Provide a catch basin for falling water.

6. Dispose of all liquid and solid waste properly.
7. Provide cleanable floors in food preparation and service areas (concrete/tight, wood/asphalt, etc.).
8. Provide a ceiling in food preparation and service areas (wood, canvas, or other material that protects the interior of the establishment from weather and other agents).
9. All individuals working in the booth shall wear an effective hair restraint (ball cap, hairnet, scarf, etc.). In addition, those individuals with hair below their shoulders shall pull it back or wear it up under the hair restraint.
10. All potentially hazardous food (meat, poultry, dairy, beans, rice, potatoes, pasts, etc.) must be maintained at one hundred forty (140.0) degrees Fahrenheit or above or forty-five (45.0) degrees Fahrenheit or below.
11. Potentially hazardous foods needing to be reheated prior to start of event must be done so rapidly to one hundred sixty-five (165.0) degrees Fahrenheit or above. Microwave oven, conventional oven, stove or electric skillet may be used. DO NOT use crock pots, chafing dishes or food warmers to rapidly reheat potentially hazardous foods.
12. Store all food, utensils, plates, cups and napkins at least 6 inches above the ground.
13. Do not eat, drink or smoke inside the food booth area.

C. **Cold Beverage Policy** Coca-Cola USA and the Houston Coca-Cola Bottling Company are the exclusive sponsors for cold beverage product to the campus. This exclusive agreement covers the sell, distribution, sampling, purchase and advertising of all cold beverage products on the campus.

FUND-RAISING POLICY AND PROCEDURES

All student organizations sponsoring sales of any sort is required to register your event on Get Involved. This will help the organization assure compliance with University policies and procedures as well as state laws regarding sales tax.

Individual students are not allowed to solicit for personal gains. A sign indicating the name of the organization and reason for selling goods or soliciting funds must be displayed at the sales site.

Print out event certificate and post at your sales table.

FREEDOM OF EXPRESSION POLICY

The University of Houston is committed to fostering a learning environment where free inquiry and expression are encouraged. The University expects that persons engaging in expressive activities will demonstrate civility, concern for the safety of persons and property, respect for University activities, respect for those who may disagree with their message, and compliance with University policies and applicable local, state, and federal laws.

The University of Houston maintains its right to regulate reasonable time, place, and manner restrictions concerning expressive activities. Additionally, any activities that are unlawful or

disruptive to the normal operations of the University including classes and University business activities will not be tolerated. The purpose of the University of Houston's Freedom of Expression Policy (MAPP 13.01/01) is to provide for expressive activity to be conducted on the grounds of the University in a manner consistent with these principles. Groups or individuals engaging in disruptive activities or failing to comply with university policies and applicable local, state, and federal laws may face immediate removal from the campus and other appropriate actions by University officials and University police.

To request approval, groups must upload a completed Organized Expressive Activity Description Form online to Get Involved at least 7 working days in advance of the proposed activity. A Freedom of Expression Organized Expressive Activity Description Form is available on the Student Organization Share Point website - Forms University.

Along with the Freedom of Expression form, a University Sponsorship Verification Form (which is also available on the Student Organization Share Point website – Forms University), is to be uploaded to Get Involved. Departmental sponsorship of outdoor activities held on the University Law Center grounds must be verified by a signature from Associate Dean Sondra Tennessee.