

Handbook of Operating Procedures

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Chapter 9 – General

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Responsible Executive: VP for Busin

9.10 Solicitation of Any Kind and Distribution of Newspapers and Other Materials on the UTSA Campus

Part One, Chapter VI, Subsection 6.6 and Section 10 of the Regents' [Rules and Regulations](#) provide policy for solicitation and the distribution of publications.

1. The term "solicitation" means the sale, lease, rental or offer for sale, lease, rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; an oral statement or the distribution or display of printed material, merchandise, or products that is designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; the oral or written appeal or request to support or join an organization other than a registered student, faculty, or staff organization; the receipt of or request for any gift or contribution; or the request to support or oppose a candidate, issue, or proposition appearing on the ballot at any election held pursuant to state or federal law or local ordinances.
2. No solicitation shall be conducted on any property, street or sidewalk, or in any building, structure, or facility owned or controlled by the University of Tennessee System unless permitted by the Regents' [Rules and Regulations](#).
3. The activities listed in the Regents' [Rules and Regulations](#), Part One, Chapter VI, Section 6, Subsection 6.61, shall not be deemed prohibited solicitations if conducted in accordance with the approved rules and regulations of the University and the Regents' [Rules and Regulations](#). These activities must be conducted in a manner that does not disturb or interfere with University academic programs and administrative activities or any program or activity that is conducted or is authorized by the UT System or the University; does not interfere with traffic entry to or exit from a building, structure, or facility; does not interfere with the flow of pedestrian or vehicular traffic on the sidewalks or streets or a place of ingress or egress to and from property, buildings, or facilities; does not harass, embarrass, or intimidate the person or persons being solicited; and does not violate any applicable state, federal, or local laws or regulations.
4. The distribution or sale of publications through vending outlets must be approved by the Vice President for Business Affairs (VPBA). Newspaper vending is permitted only in the areas designated in advance by the VPBA. The approved designated areas are indicated on the attached campus map. Any request for other newspapers and/or additional distribution areas should be directed in writing to the Vice President for Business Affairs.
5. Additional solicitation rules and regulations are in Regents' [Rules and Regulations](#), Part One, Chapter VI, Subsection 6.61 (a) through 6.61 (v).
6. Anonymous publications are prohibited, and any individual or organization publishing or aiding in publishing, or circulating or aiding in circulating, or distributing an anonymous publication will be subject to disciplinary action.
7. A registered student, faculty, or staff member in violation of solicitation policy is subject to disciplinary action. A registered student, faculty, or staff organization in violation of solicitation policy is subject to disciplinary action including registered status cancellation.
8. Student's association and each registered student organization shall, within thirty (30) days after the beginning of each long session semester, file with the Vice President for Student Affairs a statement fully disclosing the sources and amounts of money obtained from solicitations during the preceding semester and fully disclose the purposes and amounts of the expenditures made during the preceding semester or summer session. Any organization failing to comply with this policy requirement or for any purpose not specifically authorized by the Regents' [Rules and Regulations](#) shall be prohibited from conducting solicitation activities until the organization files the required report.
9. Prior authorization to conduct solicitations or distribution of materials on campus by registered student organizations or by registered faculty or staff organizations must be obtained through the Office of the Vice President for Student Affairs (student organizations) or through the Office of the Vice President for Business Affairs (faculty or staff organizations). Persons desiring to conduct solicitations or to distribute materials strictly for personal reasons or for personal profit or gain will under no circumstances be granted permission to do so.

Any violation of the above policy should be reported to the Office of the Vice President for Business Affairs (210-458-4201).