STUDENT ORGANIZATION HANDBOOK

TEXAS A&M UNIVERSITY-CORPUS CHRISTI
Student Organization Handbook

Student Activities
Student Involvement Center UC 218
361-825-2707

Texas A&M University-Corpus Christi, a member of the Texas A&M University System, is an equal opportunity educational institution.

If you have a disability and need this information in an alternative format, please call Student Activities at 361-825-2707.

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1. INTRODUCTION

1.1 Preface
Student Activities (SA) is home to many of the student organizations that exist on the Texas A&M University-Corpus Christi (TAMU-CC) campus. The Student Activities Office strives to complement students’ academic experiences by providing services and resources that engage students in creating a campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resource materials, leadership development opportunities, and administrative support services to impact students’ growth and development and enhance the success of each student organization.

This handbook serves as a resource for new and already established student organizations. It is designed to assist your organization with understanding university rules and regulations related to student organizations and to provide helpful information on how to help your organization be successful. If this handbook does not adequately answer your questions, please feel free to contact the Student Activities Office 361-825-2707 (University Center 218) for clarification or assistance. All information contained herein is also available on the web at iengage.tamucc.edu.

Although this handbook was prepared based on the best information available at the time of publication, all information is subject to change. Any additions, deletions, or corrections to this handbook, once approved, will be made available online and through e-mail.

1.2 Mission of Student Activities

The Student Activities Department is dedicated to cultivating students of character. Through inclusive programming, we promote leadership development, campus and community engagement and responsible citizenship that compliments the academic experience and instills Islander pride.

For more information, please visit http://studentactivities.tamucc.edu
3. UNIVERSITY REGISTRATION

2.1 Definitions & Relationship Statement

General: The purpose of this statement is to define terms related to student organizations and describe the process of attaining and maintaining recognition.

Definitions:

a. **Recognized Student Organization** - a group of 5 students who have successfully completed the registration process and other council-specific requirements which enable the organization to hold recognition status.

b. **Interest Group** - a group of 5 students who are in the process of completing the registration process to become a new recognized student organization or is an unrecognized organization seeking recognition after holding an unrecognized status for 1 year.

c. **Unrecognized Student Organization** - a group of students wanting to associate that have not completed the minimum requirements in order to attain or maintain recognition. An unrecognized student organization may also describe a student organization that has had privileges and/or recognition revoked due to conduct or other policy violations.

d. **Departmental Organization** - Departmental Organization- are student groups advised by a full-time university employee, whose purpose fulfills part of the mission of the university and is funded through university accounts. Examples include: Student Government Association, Islander Green Team and Island Waves.

e. **Fraternity & Sorority Organization** - A single-sex organization that is considered to be social in nature and is recognized by a national or regional entity, brought together by a set of values, philanthropy, service, and educational goals.

Guidelines & Description:

In order to register and retain official recognition, student organizations must meet certain requirements and, in turn, agree to comply with regulations and procedures that have been established for the governance of student groups. The institution acknowledges the wide range of groups that exist on our diverse campus and therefore has established categorical descriptions to more clearly define the status and benefits for various organizations, to develop a system of governance for student organizations and to develop unity among the various organizations and a sense of loyalty to Texas A&M University-Corpus Christi.

a. The term recognition at TAMU-CC is a status granted to student groups after fulfilling all of the necessary requirements to establish an organization formed for purposes that are consistent with the philosophy and goals that have been developed for the creation and existence of Texas A&M University Corpus Christi.

b. Student groups at TAMU-CC maintain recognition through an annual registration process among other requirements imposed by the council with which they are affiliated. Each year, the recognized student organization is required to re-register in order to maintain the status.

c. When student groups do not complete the registration process, they become unrecognized student organizations and are not able to utilize the resources available to student organizations.

d. If a student organization is unrecognized for multiple years, new documentation may be required including updated constitutions, by laws, etc. in addition to fulfilling the registration requirements designated by the council.

All recognized student organizations are separate entities of the university. As such, the university will not take responsibility for the actions of any student organization.

e. Departmental organizations do not affiliate with any council but are advised directly by full-time university employees. Departmental organizations support the University’s mission and are funded through university
accounts. While Departmental organizations are not required to be governed by a council, they must follow university rules, policies and procedures.

2.2 Student Organization Annual Registration Process

All student organizations, regardless of council affiliation, must complete the annual registration process during the six-week registration period every fall semester in order to reserve rooms or facilities on campus, use University resources, request funding from the University, etc. New organizations and unrecognized student organizations have the opportunity to complete registration in the spring. These organizations will be required to re-register in the fall. Organizations will register annually by updating their organization’s I-Engage profile information (tamucc.campuslabs.com/engage/). The following items must be completed:

Annual Registration:

a. Update the organization’s I-Engage Profile: This includes but is not limited to; having advisor fill out the Advisor Acknowledgement Form, updating officer information (president and schedulers are minimum positions required), and update constitution (must be submitted every 4 years).

b. Policy & Risk Management Training: Every organization is required to have two officers attend the Policy & Risk Management Training. Every organization is also required to have two officers complete all online modules. All organizations are required to submit proof that the organization presented the Texas A&M System Risk Management Presentation to organization members required by Texas State Law HB 2639/SB 1138.

c. Adhere to all policies, rules and regulations in this Handbook as well as those put forth by the University, the City of Corpus Christi, and the State of Texas.

In addition to the annual registration process, organizations may also be required to complete additional steps by their governing council.

No organization will be granted registration privileges if it is not open to all students with respect to race, color, national origin, religion, sex, disability, age, citizenship status, genetic information, sexual orientation, gender identity or whose stated purpose violates state, local or federal laws and/or University rules and regulations. Those organizations, which fall under the Title IX exclusions, such as fraternities, sororities and men/women only sports clubs, retain the right to be single-sex.

2.3 Benefits of Registration

Benefits of maintaining registration include funding, ability to post marketing materials on campus, ability to have storage/work space, use of the Student Involvement Center, use of copy/button service, ability to make reservations on campus, ability to fundraise, etc.

Registered Student Organizations at Texas A&M University-Corpus Christi have rights and obligations associated with their official status. These include:

2.3.1 Utilization of University Name

Use of the name “Texas A&M University-Corpus Christi” on publicity and references. Any use of the university name or logo in connection with commercial or political enterprises is prohibited unless specifically approved by the Vice President of Student Engagement & Success. Text must be in the format of “Organization Name” at “Texas A&M University-Corpus Christi” and not “Texas A&M University-Corpus Christi “Organization Name”. Please contact the Student Activities Office at 361-825-2707 or ucsamarketing@tamucc.edu for any further questions.
When referencing the university, the following are allowable naming designations:

- Texas A&M University-Corpus Christi
- Texas A&M-Corpus Christi
- A&M-Corpus Christi
- All abbreviation references should include the hyphen: TAMU-CC

### 2.3.2 Fundraising

Student Organizations can solicit sponsorship from profit-making entities and solicit funds for organizational activities in accordance with university regulations. All fundraising activities must be approved by the Student Activities Office five business days prior to the activity. The form can be found in the forms section on the UCSO I-Engage page. Only electronic submissions will be accepted. Please see Appendix C for more information on fundraising.

### 2.3.3 Organizational Mailbox

Student Activities will provide a mailbox for each organization that should be checked regularly (at least once every two weeks) by an officer of the organization for important university and university-related correspondence, as well as the organization’s general mail.

Mailboxes are in the Student Involvement Center and are provided for all student organizations. Mail for student organizations sent to the university will be delivered to Student Activities and placed in student organization’s mailbox.

All organizations should use the following address:

```
“Organization Name”
Student Activities
Texas A&M University-Corpus Christi
6300 Ocean Drive, Unit 5783
Corpus Christi, TX 78412-5783
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Organization mail must be picked up on a bi-weekly basis. Organizations that misuse, or do not check their mailbox could have this privilege revoked.

### 2.3.4 Student Involvement Center

Use of the services of the Student Involvement Center, including assistance in planning and evaluating activities, programs, leadership development, officer training, etc. Use of the Student Involvement Center also includes the potential for locker space for your organization to utilize for storage.

The Student Involvement Center in UC 218 has lockers available for Registered Student Organizations. There are two types of lockers: medium lockers (26” H x 25.5” W x 27” D) and large lockers (39” H x 25.5” W x 27” D).

Applications are available on I-Engage and can be submitted at any time. Lockers are assigned to those organizations showing need for space. Although every attempt will be made to keep items in the Student Involvement Center secure, the university is not liable for any loss, theft, damage, etc. of any item left in the Student Involvement Center. The following factors will be considered when assigning space:

- Level of activity anticipated for the following year.
- History of organizations activity.

**Locker Policies**

- UCSO provides a combination lock for each locker. Organizations should never place their own lock on a locker.
- Combinations will be issued only to individuals listed as schedulers on the organization’s I-Engage page.
If a President graduates, resigns, is replaced or is otherwise removed from office, a new combination lock may
be requested by contacting ucsos@tamucc.edu.

Registered Student Organizations are responsible for their assigned locker and need to have respect for it by
keeping it in a clean and orderly fashion.

Do not store perishable food in lockers.

Full-time staff members in University Center and Student Activities may open any locker or workstation drawer
or bin at any time for certain reasons. These reasons include, but are not limited to, removing food or other
perishable item left in a locker or drawer, checking for illegal items (drugs, guns, bombs, etc.), removing items
after an organization has gone inactive (after reasonable notice is given), etc. These reasons do not include, but
are not limited to, retrieving stored items for organization members who do not have access, looking through
items to check organization status or membership, etc. For specific instances check with Student Activities.

**Banner Station Policies**
The banner station is available for use by any Registered Student Organization

- The banner station in the Student Involvement Center is first come, first serve. If the area is free, then your
  organization may use the space.
- The banner station is available for use for any Greek Organization, Registered Student Organization, or
  Departmental Organizations
- Paint kits must be checked out at the Student Involvement Center front desk with a SandDollar$ ID. Once the
  paint and clean brushes are returned, the SandDollar$ ID will be returned.
- Paints and brushes may not leave the Student Involvement Center for any reason.
- For reservations, banners may not exceed six (6) feet in length.
- Painting may only be done on the work tables or tiled floor, not the carpet, computer desks, or any other surface.
- No Glitter is allowed. No exceptions.
- Remember, to hang a banner in the UC, space must be reserved through the University Center Scheduling Office
  (UC Information Desk).
- Failure to follow these policies will result in the organization losing banner station privileges.
- Organizations may make a reservation for their banner to be picked up from the Student Involvement Center
  once it is taken down, but the Student Involvement Center will only hold them for one (1) week. After one (1)
  week the banner will be disposed of.

**Student Involvement Center Staffing**
There will be a 218 Office Assistant or staff on duty during all hours of operation. The 218 Office Assistant’s main
responsibility is to oversee the operation of the Student Involvement Center. The 218 Office Assistant will issue keys,
provide information, oversee space usage, and handle emergencies. The 218 Office Assistants will monitor the center
and have the authority to file a Violation Report to ensure that the space is being used appropriately.

2.3.5 Publicity Resources
Student Organizations can use publicity resources, such as Island Waves (ads may be purchased at a discounted rate, but
are not free), I-Engage, campus wide monitors, etc. Please see Appendix E for more information on marketing and
publicity resources.

2.3.6 Distribution of Organizational Literature
Distribution of literature relating to the organization’s purpose and activities is subject to university policy on student
publications as found in the University Rules, as well as scheduling procedures as they apply to the time, place and
manner in which materials can be distributed.

2.3.7 Off Campus Speakers/Performers
Student Organizations have the privilege to invite off-campus entities (such as speakers, artists, companies) to appear for regularly scheduled meetings, events, and/or information tables (subject to scheduling in accordance with procedures). Please see Appendix D for more information on speakers/performers.

2.3.8 University Sponsored Activities and Programs
Student Organizations have the privilege of participating as a group in all university sponsored activities and programs. Acceptable behavior and proper conduct of members will be expected at all times during these activities; the organization will be responsible for monitoring any members in attendance. Please see Appendix D for more information on sponsored activities.

2.3.9 Events/Social Activities/Parties
Student Organizations have the privilege of sponsoring and hosting campus events, social functions and other similar events. Various guidelines exist to ensure the safety of all members and guests at social functions, both on and off campus. Please see Appendix D for more information on events and socials.

2.3.10 University Sponsored Activities and Programs
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2.3.11 Events/Social Activities/Parties
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2.4 Responsibilities of Recognition
1. Adhere to all municipal, state, and federal laws; the Texas A&M University-Corpus Christi Code of Conduct and Student Organization Conduct Process; and all university rules and procedures including the Student Organization Handbook
   a. A copy of the Student Code of Conduct Handbook and the Student Organization Conduct Process can be found here: https://judicialaffairs.tamucc.edu/studentcofc.html
   b. The Student Organization Conduct Process can be found in the campus links section on the I-Engage homepage.
   c. All student organizations must abide by the Member Bill of Rights, found in Appendix I.
2. Recognized Student Organizations must file all student organization registration forms with the University via I-Engage by the designated date. If the information changes throughout the academic year, it is the organization’s responsibility to report the changes via I-Engage and e-mail ucso@tamucc.edu with these changes. If the organization fails to complete the registration paperwork and/or submit changes as they occur, the organization could lose registered status and the privileges that accompany it.
3. Organizations must have a faculty/staff advisor who is employed by the University at least on a part-time basis and in a benefits eligible position (student workers, graduate assistants, and interns may not serve as advisors) who should disseminate information contained in this Handbook to their organization.
4. Organizations must comply with all information distributed to organizations by the University Center and the Student Activities Office and update, whenever necessary, any of the information required by that office.
5. Organizations must conduct fiscal operations in accordance with standards of good management practice. The university may not be held financially liable for actions/commitments taken/made by an organization.
6. Organizations must remain in good standing with the university, including full compliance with any conditions, stipulations, or restrictions placed upon organizational registration.
7. Organizations must demonstrate respect for the University community and other student organizations.
8. Organizations must operate in a manner consistent with the mission and goals of the University and the governing documents of the organization.

9. Organizations must consult with the appropriate university departments, offices, or representatives when planning large, unusual, or potentially complex events, in a timely manner.

10. Organizations must ensure continuity in leadership from year to year by training newly selected leaders and maintaining organization records.

11. Affiliation with an external organization in no way implies that Texas A&M University-Corpus Christi approves of, supervises, sanctions or takes responsibility for the organization.
   a. Any student organization wishing to affiliate with an off-campus national, state or local organization must upload a copy of the off-campus organization’s constitution, bylaws and/or articles of incorporation to the organization’s I-Engage page. The organization will not be registered until this paperwork has been uploaded on I-Engage.
   b. A student organization may not affiliate with a national/local organization which requires a specific position or practice in conflict with university regulation or any local, state or federal laws.

12. Organizations must maintain a minimum of 5 enrolled, student members.

13. It is recommended that organizations avoid duplication of purposes, goals and activities with other organizations.

14. Organizations must be open in their membership, unless otherwise permitted under applicable federal law. For more information regarding discrimination and Title IX, please see Appendix H.

15. Organizations must uphold the above responsibilities whether the group is acting as an organization on campus or off campus.

Please note: Student organizations are considered separate entities of the University. As such, the University will not take responsibility for the actions of any student organization.

### 2.5 Loss of Recognition

When student groups do not complete the registration process, receive a student organization conduct violation, or violate policies, they become unrecognized student organizations and are not able to utilize the resources available to student organizations. Unrecognized student organization is defined as:

“A group of students wanting to associate that have not completed the minimum requirements in order to attain or maintain recognition. An unrecognized student organization may also describe a student organization that has had privileges and/or recognition revoked due to conduct or other policy violations.”

If an organization loses their recognition status by not completing all the registration steps, the organization will become an unrecognized organization for the remainder of the semester. If the organization loses recognition status in the fall semester, they may complete the registration process at the beginning of the spring semester to regain recognition status.

If an organization loses their recognition status due to conduct or policy violations, the organization must follow the outcomes given by Conduct office or the Student Activities Office.

Once an organization loses recognition status, they may not become an interest group. An existing organization must hold an unrecognized status for 4 years before receiving an interest group status.
3.1 University Council of Student Organizations (UCSO)

Student Organizations at Texas A&M University-Corpus Christi affiliated with the University Council of Student Organizations (UCSO) fall into the following categories: Academic; Cultural; Faith-Based; Honor; Professional; Service; and Special Interest. UCSO is responsible for the education and training of student organization officers and advisors as well as ensuring that the student organizations within its purview remain in compliance with all UCSO, University, Local, and State laws. Additionally, UCSO provides monthly meetings and other avenues in which students can voice their concerns about the day-to-day operations of student organizations at Texas A&M University-Corpus Christi. It is the responsibility of the UCSO Officers and Advisor to be a voice for student organizations and represent them to the greater University community as well as advocate for them whenever necessary.

3.2 Student Organization Funding

As an affiliate of UCSO, Student Organizations and Greek Organizations are can receive funding from the University as long as they remain in good standing and complete all requirements of recognition. In order to receive funding, Organizations will need to complete an application outlining why they are asking for the funding and what it will be spent on. A committee made up of student UCSO Representatives and Greek Representatives will then review each application and decide whether to award student organizations the funds they are requesting. The Student Organization Funding Guidelines can be found in Appendix G. If an organization is awarded funds, they will not be given money prior to the event. Additionally, any and all funds left over at the end of the Spring semester will be rolled into Summer Funding. There are three (3) different ways that student organizations can utilize funds they are awarded from UCSO; each of these is outlined below.

1. Reimbursement
To be reimbursed after an event has taken place, the organization must submit original, itemized receipts, along with a Reimbursement Form, to the Student Activities Office 30 days after the event or purchase. If it is the first time for the organization to request reimbursement, they will also need to complete and attach a Vendor Create form (also known as a W-9) and submit it along with the reimbursement form and receipts. Once the reimbursement materials have been submitted and processed, a check will be made out to the organization, not individual members. For this reason, student organizations who wish to utilize University funding are required to have an up to date bank account. Reimbursement requests may take up to 2-4 weeks to be processed. (Please note: taxes cannot be reimbursed). Located below are additional guidelines for reimbursement:

1. Reimbursement for travel will be based on state policy and completion of all required travel paperwork. Reimbursement for gas will only be given for the amount on the gas receipt. Credit card copy is not acceptable. Reimbursement for gas will NOT be given based on mileage.
2. Submit an original receipt with name of company and date of purchase. Write name of organization and purpose of purchase for each receipt on the reimbursement form. The reimbursement form can be found on the UCSO I-Engage page under the documents section.
3. Receipts should only contain items for the student organization. Personal items should not be included in purchases for the organization. Alcoholic beverages should never be included on any receipt that the organization turns in for reimbursement.
4. If a hotel receipt is turned in, the receipt must be itemized and issued at check out that shows the bill has been paid and there is a zero balance. A credit card copy is not acceptable. Personal items such as telephone calls and in-room movies are not reimbursable. It is not recommended that room service be used. It is an extravagance that is not an
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appropriate use of funds derived from student fees. Rooms for student organization advisors will not be eligible for reimbursement.

5. Restaurant receipts must have the name of the restaurant, the date and total (bill must be itemized). A roster of all people who attended the meal must be included. Tips or gratuity will not be reimbursed. Credit card receipts are not acceptable.

6. Only one person, such as the treasurer, should be responsible for submitting receipts. If several members have receipts for reimbursement, they should give all receipts, properly identified with all necessary information, to the treasurer. The treasurer will then submit all receipts to the Student Activities Office for processing.

7. If attending a conference, please attach a copy of the conference schedule.

2. Interdepartmental Transfer (IDT)

If the organization is purchasing supplies or services from a campus department (i.e. Dining Services, the Bookstore, or Campus Copies) the organization may request the funds be transferred to the department directly from UCSO. To do this, first contact Council Advisor to inform them of the purchase to be made. Then, inform the department that you want to make a purchase utilizing your UCSO funding. The department will then contact Council Advisor with the amount to be charged at which time they will provide the account number.

3. Purchase Order (PO)

A purchase order may be created for certain purchases by the organization. To do this, an organization must meet with the Council Advisor to discuss this possibility. In order to create a purchase order, an invoice of the charges must be provided. The purchase order must be created before the items purchased are received.

3.3 Organization Advisors

An advisor is an educator in a “non-traditional classroom.” The advisor uses personal expertise and perspective to stimulate individual development of members and the overall development of the organization.

By sharing both knowledge about the University and 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 relationship between an advisor and an organization will vary from year to year and individual to individual. However, the student/advisor relationship can be crucial to the success of the organization. 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 the things he/she will do, and the things he/she will not do. Of course, the expectations will vary according to the needs of the organization and the advisor.

1. The advisor recognizes and supports participation in student organizations for its contributions to the educational and personal development of students.
2. Advisors should work with student organizations but not dictate the group’s programs or activities. However, advisors should be frank in offering suggestions, considerations or ideas, and discussing possible consequences.
3. 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.
4. The advisor should know the goals and directions of the organization and should help the group evaluate its progress.
5. The advisor should be aware of the constitution and bylaws of the organization and help with interpretation, if applicable.
6. The advisor provides a source of continuity within the organization and is familiar with the organization’s history. In addition, the advisor assists in making sure that officers of the organization understand their responsibilities, as well as explaining the policies and regulations established for student organizations.
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7. The advisor should be familiar with university policies and procedures and help the organization comply with them. This includes policies pertaining to organizations at Texas A&M University-Corpus Christi as well as rules and regulations governing Texas A&M University-Corpus Christi students.

8. The advisor is encouraged to annually review the policy training power points with their organization and are encouraged to attend offered advisor trainings.

9. The advisor may advise the organization in the exercise of responsibility, but will not have the power to control the policy of such organizations, except in situations where such policy violates established regulations of the university.

10. The advisor should be aware of the general financial condition of the organization and encourage good record keeping.

11. The advisor should help ensure that the organization’s activities justify expenditure of students’ time, abilities, energy, and dues.

12. The advisor may aid in the area of program content and purpose by helping students use their best judgment in selecting programs.

13. The advisor can encourage the organization to provide opportunities for educational and personal development for its members.

14. The advisor should help in training new officers and help them develop their leadership skills.

15. The advisor should assist the group in setting and evaluating realistic goals and objectives each year.

16. The advisor should point out prospective members, give direction to the group, and introduce new program ideas.

17. The advisor should discourage the domination of the organization by an individual or group.

18. The advisor should be aware of liability issues (i.e., hazing, alcohol, etc.) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.

19. The advisor should be prepared to deal with major problems or emergencies within the organization.

20. 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.

21. The advisor should be available to meet with officers of the organization on a regular basis for advice and consultation.

3.4.1 The Organization’s Responsibilities to the Advisor

Keep in mind that the advisor is voluntarily associated with the organization. It is the organization’s responsibility to inform the advisor of the activities of the organization.

1. Notify the advisor of all meetings and events.
2. Consult your advisor in the planning of all activities.
3. Consult him/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.
4. Understand that although the advisor has no vote that he/she should have speaking privileges.
5. Remember that the responsibility for the success or failure of the organization project rests ultimately with the group, not the advisor.
6. Talk over any problems or concerns with the advisor.
7. Acknowledge the advisor’s time and energy are donated, and express appreciation.
8. Be clear and open about your expectations for your advisor’s role.
9. At the end of each semester, evaluate your advisor and give appropriate feedback.
Appendix A Student Travel

Texas A&M University-Corpus Christi is supportive of student organization travel, but also recognizes that the safety of its students is of the utmost importance. The requirements outlined in this section apply to student organization travel to an activity that is organized, sponsored, and/or funded by the University or by an organization properly registered at the University that is more than 25 miles from campus. Students traveling on behalf of the University must obtain prior approval from the appropriate department. This section applies to travel by car, truck, train, van, bus, and/or airplane.

The following procedures, in conjunction with University Procedure 13.04.99.C1.01: Student Travel Procedures http://academicaffairs.tamucc.edu/rules_procedures/assets/13.04.99.c1.01_student_travel.pdf, are considered a minimum standard for organized student travel. Departments, units, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of organized student travel. Student organizations should consult with the organization’s advisor and the Student Activities Office staff prior to implementing any additional standards.

Departments, units, and student organizations sponsoring organized travel outside the United States are responsible for assuring that no State Department Travel Advisory restricts travel by U.S. citizens to the destination country as per System Regulation 25.02.01.

The following documents are required for all organized student travel:

1. Trip Itinerary
2. List of Travelers (including A# and signature)
3. Texas A&M System Waiver (for each participant)
4. Emergency Information (for each participant)
5. Driver’s Record Request (each student who will be driving needs to fill one out). Out of state drivers are responsible for requesting their driving records from their own state at their own expense.
6. Driver Release Form (each student who will be driving needs to fill one out)
   a. Copy of driver’s license and proof of insurance (regardless if driving a personal car or not)

Note: The organization must take a blank copy of the Incident/Accident Report Form with them on the trip in the event of an emergency.

All forms can be found on-line at: http://purchasing.tamucc.edu/travel/Student%20Travel.html--Forms are due at least five (5) business days prior to travel to the appropriate departmental office (all UCSO/Greek organizations must submit forms to the Student Activities Office; Sport Clubs must submit form to Recreational Sports).

Student Activities staff will review the forms and, if approved, forward the original copies to the University Police Department. If any paperwork is incomplete, the organization representative will be contacted at which point it will be the responsibility of the organization to provide missing information. If travel forms are received within less than five business days or incomplete by the time of travel, the following disciplinary actions will take place:

| First violation | Written warning, inability to receive University Funding for the trip/expenses, meeting with SA staff member, possible monetary fine |
Subsequent Violations | Loss of funding for the year, loss of reservations for a specific period of time or loss of reservations for the remainder of the academic year, probation, monetary fine, inability to participate in university sanctioned/sponsored events for a period of time or remainder of academic year, loss of registration for the remainder of the academic year, formal notice to corresponding national entity (Headquarters), inability to be eligible for awards

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**Risk Management for Travelers**

1. Travelers must abide by all federal and state laws.
2. It is recommended that organizations not drive for more than 14 hours in any given 24-hour period. The majority of the hours must be daylight.
3. Drivers are encouraged to change every 4 hours to avoid driver fatigue and ensure the safety of the passengers.
4. Drivers must be at least 18 years old.
5. If a breakdown occurs, immediately notify a member of the department sponsoring the travel activity.
6. A first aid kit must be taken for the trip (these can be checked out from the Student Organization Center), along with copies of Emergency Information forms, a blank Incident Report and List of Travelers.
7. Only organization members and the advisor may travel together. Family, friends and other non-members may not travel in the same vehicle due to liability issues.
8. For more information on University Travel and other precautions necessary for travel, please visit: [https://purchasing.tamucc.edu/travel/Student%20Travel.html](https://purchasing.tamucc.edu/travel/Student%20Travel.html)

**Travel to Mexico & Other International Travel**

Mexican law requires travelers entering Mexico, via state or personal vehicle, to furnish the following documents at the border:

1. Notarized photocopies of vehicle title
2. Photocopies of declaration page of University liability insurance coverage
3. Signed affidavit that the vehicle will be returned
4. Proof of citizenship (passport)
5. Driver’s license
6. Proof of Mexico Tourist Insurance
7. Vehicle’s registration receipt
8. Departure tax

Additionally, the person organizing the trip should inform travelers of all international travel guidelines regarding immunizations, political conditions and other health and safety issues before traveling. All travelers are responsible for ensuring compliance with these requirements. It is important to remember that all international students will need visas to enter another country or to return to the United States. If traveling to sites near the border, international students must bring their passports and visas as there will be border checkpoints.

For all other international travel please refer to the list below:

- If a single traveler is proposing a single trip to an extreme risk country, an International Travel Questionnaire for Extreme Risk Countries form should be completed and sent to System Risk Management for review prior to the trip.
- Future goal or intent of TAMUS Risk Management is for this form to be completed for a project waiver. However, at any time a single traveler is traveling to a high or extreme risk country, a questionnaire is still required prior to travel.
• It is TAMUS Risk Managements intent to assist in the cost/benefit analysis of the risks associated with these extreme risk countries trips and make recommendations to consider prior to taking trip or during trip.
• Travel to extreme risk countries may be approved if recommendations by TAMUS Risk Management are implemented and will raise the level of safety to an acceptable level.
• If after questionnaire is reviewed by TAMUS Risk Management and they do not believe adequate measures can be utilized to elevate safety to an acceptable level – both parties will need to talk to determine outcome.

Travel by undergraduate students will not be approved when the travel is to any foreign country that is under a Travel Warning by the U.S. Department of state, travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/

Graduate students traveling to a country under a Travel Warning must have approval in advance by the university President and be accompanied by a completed Acknowledgement of Risk Form.
Appendix B  Additional Funding & Best Financial Practices

Additional Funding

Catering Incentive Fund:
Registered student organizations and Departmental organizations can apply for assistance with catering expenses for banquets hosted for the organization events and activities happening on the TAMU-CC campus once per semester. First priority for assistance is given to any registered student organization, including UCSO organizations, Greek organizations, and sport clubs. Departmental student organizations that have their own line item in the university budget (i.e. Campus Activities Board, Islander Cultural Alliance, Island Waves, Interfraternity Council, Panhellenic Council, University Council for Student Organizations, Student Government Association, etc.) are eligible to apply and will be considered after registered student organization requests have been determined and if catering incentive funds are available.

A committee of students appointed by SGA and UCSO and an advisor will determine recipients of the catering incentive fund. The committee meets twice an academic year (once in September and once in February).

The Guidelines:

- Each organization may only receive one allocation from the fund per semester.
- The catering incentive fund allocation is the amount that the organization would be charged for the food, not Dining Service’s actual costs to prepare the food.
- Organizations may receive full or partial assistance for their catering. The committee will determine the actual amount of assistance.
- Allocations can only be made to events happening on the Texas A&M-Corpus Christi campus or in Texas A&M-Corpus Christi facilities.
- Food provided through the catering incentive program cannot be used for fundraisers.
- Preference will be given to programs/events/meetings that are open and advertised to the entire campus community.
- Applications must include an Islander email address.
- CIF may not be used for student organization general meetings.
- Allocations can only be made for events happening on the TAMU-CC campus (property owned/leased/operated by the university).
- Only complete applications will be reviewed. A more thorough application helps the committee determine your need and justify your request.
- If the student organization is approved, a member from the organization must attend 1 Student Government Association weekly meeting, which are held on Wednesdays at 12:15 - 1:45 pm.

No organization will be denied based upon the political, religious or ideological views of the organization. Applications must be submitted through I-Engage only; no paper copies will be accepted.

Best Financial Practices:

- If you have an outside bank account, require two signatures to sign off on checks and require two names to be listed on the signatory card. This may not be possible as fewer financial institutions offer two signature checks. Another strategy would be to have at least 2 signers on the account(s) so that they can be monitored by more than one person.
- Don’t use ATM/Debit card services. If your organization chooses to get a debit card, do not use it for cash withdrawals and ensure that only the financial officer has access to the card.
- It is advisable that all banking transactions are handled through checks and deposit slips so there is a written record of all transactions so as to minimize any risk of misappropriation or misuse of student organization funds.
- In the event that you do need to withdraw cash from your account, fill out a withdrawal ticket for the account, document on your copy of the withdrawal ticket what the cash is to be used for, and attach receipts paid for with cash to clearly show what the cash was used for.
Inform all members in advance that they are expected to provide original receipts when seeking reimbursement. Whenever possible, handle payment of expenses directly with a check (or through purchasing and payment procedures of the university for any financial support provided by a departmental sponsor).

In developing budgets, estimate expenses and income as realistically as possible. Contact vendors for estimated costs as you develop the budget.

Develop a clear mission and goals for your organization. Financial decisions and priorities for expenditures should relate consistently with the organizational mission and goals.

Develop clear written duties and expectations for all officers, especially the Treasurer.

The Treasurer should prepare a financial report/statement monthly for the organization’s officers/Board/full membership.
Appendix C  Fundraising

1. Proceeds from fundraising activities (i.e., resale of retail merchandise, food and ticket sales) are subject to state sales tax laws.
2. Fundraisers may not be conducted for private gain of individuals or for for-profit business.
3. No DATE or SERVICE AUCTIONS are permitted.

College or university student organizations registered with an institution of higher education may hold a one-day, tax-free sale each month. The college or university student organization must have a primary purpose other than engaging in business or performing an activity designed to make a profit. The primary purpose of the one-day sale must be to raise funds for the college or university student organization. The exemption does not apply to items sold for more than $5,000, unless the item is manufactured by the organization, or the item is donated to the organization and is not sold to the donor.

Registered student organizations are exempt from collecting or paying sales tax on items sold in the following manner:

1. The first $5,000 in total receipts from taxable sales in a calendar year is exempt from sales tax. Sales generated on the monthly one day tax-free sales day (see below) are not included in the $5,000 total (section 151.321 of the Texas Tax Code).
2. A taxable item may be sold tax-free if the purchase price is $5,000 or less in a one day only sale and such sale is held only once per month. One day means a 24-hour period. The registered student organization itself must have a primary purpose other than engaging in business or performing an activity designed to make a profit, and the purpose of the sale must be to raise funds for the organization. A sales tax exemption exists for a taxable item sold regardless of the sales price, if the item was manufactured by the qualified student organization, or the item was donated and not sold back to the donor. When buying taxable items to resell, the qualified student organization may supply the vendor with a sales for resale certificate (form can be obtained from Campus and Community Involvement) showing the student organization as the purchaser and stating the reason for the exemption is that the items are being purchased for resale during such a one-day sale. If questioned by customers as to why no tax is being charged, the student organization should indicate that the sale is one of its tax-free events. (section 151.321 of the Texas Tax Code).

Taxable items are taxable services as well as tangible personal property. Tangible personal property is any personal property that can be seen, weighed, measured, felt, touched, or that is perceptible to the senses in any other manner. Sales of services are exempt unless specifically designated as taxable (Section 151.0101 of the Texas Tax Code). Please visit the Texas State Comptroller’s website for a list of publications that may help you to determine whether a service is taxable at http://www.window.state.tx.us/taxinfo/taxpubs/index.html#sales

A sales tax permit is required when gross sales exceed $5000 in a calendar year. A Texas Sales and Use Tax Return for the calendar year is due and payable by January 20 if gross sales exceed $5000 and the organization sells more than one day per month or the organization submitted a Texas Sales and use Tax Return the previous year.

Fundraising request forms must be turned in at least ten (10) business days prior to organization’s fundraiser. Please remember that if the fundraiser involves food, then a food exemption form needs to be submitted to University Services ten (10) days before the fundraiser. Student Activities will not approve the fundraising request if the organization does not have an approved food exemption form. Proof of a food handler’s license is also required.

Rules from the Texas A&M Tax Manual

Student Organizations
Student Organizations are not allowed to use the sales tax exemption certificate granted to the University by the Comptroller’s Office. Student Organizations are NOT automatically exempt from paying state sales tax and cannot use the University’s EIN to make tax-exempt purchases or to collect tax-deductible donations. If an organization would like
to obtain tax-exempt status, the appropriate forms must be completed and approved by the IRS. To find out if your organization may file to become sales tax exempt, refer to Comptroller of Public Accounts, State Sales and Use Tax, Rule 3.322 (Texas Tax Code 151.309, 151.310: Texas Civil Statutes, Article 342-908). For more information go to www.irs.gov or call 1-800-829-5500 and ask for Publication 557.

An organization that obtains tax-exempt status is still obligated to collect sales tax on all applicable items sold.

**Tax Information**

1. Tournament fees or other entry fees/ticket costs are not taxable.
2. Rummage/garage sales may only be held one day per month or tax must be collected.
3. To collect sales tax, each organization must register with the State of Texas Comptroller’s Office.

All fundraising activities, and especially planned sales of t-shirts, mugs, caps, or any items that use the name of Texas A&M University-Corpus Christi or any trademark of its symbols, should be reviewed by University Services staff to ensure compliance with university regulations. Products that violate trademark or licensing regulations will not be approved for sale or distribution. Products in violation of copyright or trademark regulations may be confiscated. Early review and advice from University staff members is highly recommended.

**Sales Tax Permit**

Generally, exempt groups must obtain sales tax permits and collect and remit sales tax on all items they sell. In order to obtain a copy of the application, visit the website listed below. You will immediately obtain a sales tax number. You must also take a copy of the organization’s EIN determination letter sent after the organization applied for its EIN.

The Sales Tax Permit allows each organization to collect sales tax and report all taxes collected to the Comptroller’s Office. When the application is approved, the organization will also be issued a Resale Certificate that is used when purchasing items for RESALE only. When the certificate is presented to the cashier, tax will not be charged on those items. Remember, this is only for items that will be SOLD and not for supplies. The official permit will be mailed in about four weeks. [http://www.cpa.state.tx.us/taxinfo/taxforms/01-forms.html](http://www.cpa.state.tx.us/taxinfo/taxforms/01-forms.html)

College and university student organizations must continue to pay sales tax when buying taxable items for their own use unless the organizations qualify for exemption under IRS Section 501(c)(3).

Questions regarding sales, including tax rates and the taxability of items, should be directed to the Comptroller’s Tax Assistance Section of the Telephone Bank Operations at 512/463-4600, or 800/ 531-5441, extension 3-4600.

**Reporting Requirements**

For those required to file, sales tax returns are due on or before January 20th. Organizations that collect more than $5000 in sales tax and have sales that exceed more than 1 day per month, or organizations that have submitted a Texas Sales and Use Tax Return in the previous year should file taxes. Texas A&M University-Corpus Christi is in no way responsible for reporting taxes for a student organization, this must be done by the organization itself.

**Fundraising FAQs:**

Q: Does my organization need to submit a fundraising request every time we fundraise?
A: Yes. Fundraising Requests are due 10 (ten) business days before the event. This is required to make sure that the fundraiser does not violate any TAMU-CC or state laws and is conducive to the goals of the organization. Also, an approved fundraising request is required to reserve a sales table in the University Center or on campus.

Q: How many fundraisers can my organization have a month?
A: Organizations are allowed one (1) sales tax free fundraiser per month; however, that fundraiser can only benefit the organization, not a charity. Organizations can have an unlimited amount of fundraisers that are non-taxable and these fundraisers can benefit the organization and/or charity.

Q: What is a “Sales Tax Free” Fundraiser?
A: A sales tax free fundraiser is the type of fundraiser that organizations can have once a month without penalty, as long as it supports the organization, not a charity. Examples include: t-shirt sales, food sales or sales of a tangible good. Essentially, anything you would normally have to pay sales tax on, for one fundraiser a month you do not have to collect or report sales tax. If you have a question as to whether or not something is taxable please contact 361-825-3239.

Q: What is a Non-Taxable Fundraiser?
A: You can have unlimited non-taxable fundraisers a month that benefit your organization and/or charities. Examples include: car washes, donation jars or holiday grams. Essentially, items you would not normally pay sales tax on.

Q: What are the exceptions?
A: If your organization requests a sales tax permit and reports sales tax to the state of Texas you can have unlimited taxed fundraisers a month. It is the organization’s responsibility to report all sales tax to the state and show proof of permit with Fundraising Request.

Additionally, if you are sponsored by a national organization and qualify for UBIT (Unrelated Business Income Tax) status (https://www.irs.gov/charities-non-profits/unrelated-business-income-tax). For more information on UBIT, contact your national organization.

Q: What does it mean to be Tax Exempt?
A: My Organization Has 501(c) Status.

If your organization is tax exempt, you do not have to pay sales tax when purchasing items but every organization must collect sales tax when something is sold.

**Raffles**
A raffle involves paying money for the chance to win a prize of great value, and is considered to be a form of gambling. Instead of raffles, University Center and Student Activities suggests that student organizations hold “Free Drawings” in which no money is exchanged.

The Charitable Raffle Enabling Act, effective January 1, 1990, permits “qualified organizations” to hold up to two raffles per calendar year.

There are four basic types of entities that qualify to hold raffles:

1. Religious organizations that have been existence in Texas for at least 10 years.
2. Volunteer emergency medical service organizations
3. Volunteer fire departments;
4. Nonprofit organizations that meet ALL of these criteria:
   a. Existed for at least the 3 years preceding the raffle;
   b. During which it has had a governing body duly elected by its members;
   c. Is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (proof of status must be submitted to University and Student Activities);
   d. Do no distribute income to its members, officers, or governing body, AND
   e. Do not engage in political campaigning or lobbying. Does not devote a substantial part of its activities to attempting to influence legislation and does not participate or intervene in any political campaign on behalf
of any candidate for public office in any manner, including by publishing or distributing statements or making campaign contributions.

Student organizations may conduct raffles on campus for qualified off-campus organizations. Any organization conducting a raffle on campus must complete a fundraising request form. Raffle tickets may not be advertised statewide through paid advertisements. Each raffle ticket must state the name and address of the organization holding the raffle, the name of an officer of the organization, the price of the ticket, and a general description of each prize to be awarded that has value of over $10. A prize may not be money. Only members of the organization may sell tickets. No one may be compensated directly or indirectly for organizing or conducting a raffle or for selling raffle tickets.

For further information on raffles, refer to the Texas Attorney General website or contact the Student Activities Office.

**Fundraising for Non-University Organizations**

Student Organizations that wish to host a fundraiser, philanthropy or event meant to raise money for a non-University entity may be subject to additional processes, costs, and restrictions. If the organization will be collecting money for any reason other than to support the Student Organization itself, they must communicate the event to Crystal Seehorn (crystal.seehorn@tamucc.edu) in Community Outreach. Organizations may be asked to pay for spaces being used on campus or to purchase additional resources to ensure that the event is compliant with University Policies & Procedures, as well as University Facilities Use Rules & Regulations.

Please refer to Sec. 33.04.99.C1 of the University Rules for further explanation on the Use of University Facilities.

**Solicitations and Donations**

Student Organizations are required to complete a form through the Institutional Advancement Office which can be found at [https://ia.tamucc.edu/fundraising](https://ia.tamucc.edu/fundraising) prior to soliciting or asking for donations from companies. Student organizations should be prepared to show a sample letter requesting donations and a list of businesses they will be approaching to gain approval. Once approval has been given, student organizations are also responsible for reporting gifts to the Institutional Advancement Office. Student organizations will be required to provide proof of approval from Institutional Advancement to Student Activities via the Fundraising Request form.

Click [here](https://ia.tamucc.edu/fundraising) to review the University’s policy on solicitations.

**Fundraising with Food**

**Food Sales**

1. The selling of individually wrapped items is taxable (unless the fundraiser occurs only one day per month). This is per the Food Sales Tax Rule set by the State of Texas (immediately consumable goods are taxable). If quantities of 6 or more items are sold together, they are not taxable. The sale of quantities of 5 or less IS taxable. For example, 3 cookies are taxable, but 6 cookies are not; a pie is not taxable, but a slice is.

2. You may not bake/cook food at home to sell. It is against City of Corpus Christi Department of Health Guidelines. If you wish to prepare food to be sold for fundraising, it must be prepared in a certified kitchen by an individual who has a Food Handler’s permit (see Section 10.2).

3. A food exemption form must be completed and approved through University Services.

**Food Handler’s Permit**

Any time food is being prepared or pre-packaged, those coming in contact with the food must have a current food handler’s permit. Baked/cooked items to be sold may only be cooked in a kitchen that is certified by the Health Department. Anyone preparing, cooking or packaging the food must have a Food Handler’s permit.

To obtain a permit go to [http://www.texasfoodhandler.com/?gclid=CNrr5ZjGo7kCFepZ7AodGxgAog](http://www.texasfoodhandler.com/?gclid=CNrr5ZjGo7kCFepZ7AodGxgAog). It is a $10 fee.
Appendix D  Events & Activities

Meetings & Other Events
Organizations may use university facilities for meetings, functions, programs and other appropriate activities, provided that proper reservation requirements are followed with the appropriate office, and that all regulations of facility use are followed. Failure to comply with facility use regulations may restrict an organization from future use of that and other similar facilities.

All student organization events should be held in the University Center unless there is a valid reason for using another space.

1. University Center and Outdoor Spaces
   a. To reserve meeting and event rooms in the University Center go to http://events.tamucc.edu or go to UC Information Desk (located on the first floor of the UC) and complete a digital request form for a room. For general information on the UC call 361-825-5281.
   b. Requests for fall semester meetings/events are accepted beginning on April 1st. Requests for meetings/events occurring in the spring semester are accepted beginning on November 1st. After these dates, routine events must be scheduled at least two (2) working days in advance; extraordinary events must be scheduled at least five (5) working days in advance.
   c. Requests for events designed primarily for the benefit of, and open to the entire University/student community will be accepted up to one year in advance.
   d. Student organizations will not be charged space rental fees for routine meetings or events open to the University community free of charge. Space rental fees may be charged for events involving admission charges or registration fees. Additional labor fees for complex set-ups involving special staffing and/or operator fees for stage/sound/lighting/A-V equipment will be charged in addition to room rental fees for all meetings/events. A University account number or a deposit equal to the full amount of the estimated charges for an event is required before a space request involving fees will be confirmed.

2. Classrooms Reservations
   a. Classrooms should only be used if a meeting room in the UC cannot be scheduled. In this case, the University Center Scheduling Office will facilitate the reservation of classrooms.

         Dugan Wellness Center Reservations
         a. To reserve space in the Dugan Wellness Center (Gyms, rooms, hike & bike trail, pool), contact Recreational Sports at 361-825-2455.

Social Policy
Student organizations are not required to register their off campus social events with Student Activities unless it is a fundraiser.
Organizations may have their own alcohol or social event policy to follow, either set forth by their headquarters or self-imposed. If this is the case, then the organization should follow this policy in addition to adhering to University policies. In the event that two or more organizations with alcohol policies are co-hosting an event, the stricter of the policies must be followed in order to ensure that the organization with the stricter policy is complying. Student organizations may sponsor events at a restaurant, bar or tavern (venue) on their own, or in conjunction with another student organization or outside charity. However, the venue may not be a co-sponsor of the event. An event may be considered co-sponsored if:

1. The venue offers a discounted rental fee;
2. The venue offers food or beverage specials during the event;
3. The venue advertises the event outside of its location (i.e. newspaper, fliers, radio, etc.);
4. The venue offers to pay for any aspect of the event (sound, lights, security, etc.);
5. The student organization contributes a portion of proceeds (in the event of a fundraising activity) to the venue.

These rules are in place to prevent the perception that your student organization is encouraging people (specifically students) to consume alcohol. While the objectives and values of student organizations vary greatly, all student organizations are connected, either by name or by perception, with Texas A&M University-Corpus Christi, an entity that does not encourage alcohol consumption (especially by under-age individuals). Because of the University’s vested interest in the intellectual, physical and psychological well-being of the campus community, it is important that the institution and its Registered Student Organizations take steps to curtail the excessive or illegal use of alcoholic beverages.

*Policy adapted from Texas A&M University in summer 2010.

**Speakers & Entertainers**

If you plan to have a program with a speaker there are several steps that should be taken to ensure a clear understanding by everyone involved. If you have received University funding through UCSO or a department for speakers and entertainers, please work with those offices directly for contracts. For more information regarding speakers and entertainers, please reference the following policy:

**24.01.99.C0.01 Guest Speakers, Lecturers, and Entertainers**

If your organization is not working with University funding and would like guidance on working with speakers and entertainers, please contact ucso@tamucc.edu.

**Regulations for Guest Speakers & Entertainers**

The university exists to foster ideas and their exchange. This exchange occurs inside and outside of the classroom, on and off-campus, formally and informally. However, such exchange can only occur if order is maintained and good behavior is registered by all. The following guidelines are designed to serve this objective:

1. Any university registered group or non-university organization, which has properly obtained permission through Community Outreach to hold an event on campus, may invite and sponsor speakers, lecturers or entertainers. Proper form must be completed through Community Outreach.
2. Registered student organizations must obtain the approval of their faculty/staff advisor to sponsor any speaker, lecturer or entertainer.
3. The arrangements for a speaker or performance, the conduct of the speaker or performer on campus, and the good order of the activity are the responsibility of the sponsoring group or organization.
4. The university cannot be held responsible for accidents and/or injuries incurred through activities on- or off campus sponsored by registered student organizations.
5. The sponsoring group or non-university organization will be financially responsible for all damages caused by acts of misconduct or impropriety on the part of the speaker/performer or those acting in concert with him or her. The
organization inviting a speaker/performer to the campus shall hold the university harmless from any or all damages caused by such conduct.

6. The university reserves the right to cancel any event it deems likely to cause an interruption in the university’s orderly activities.

7. The University President or their duly authorized representative may order an event to be terminated on grounds that it constitutes a disruptive activity (as defined by the Texas Education Code Section 37.123). Any member of the faculty or staff or any student who resists such an order shall be subject to disciplinary action. Non-university organizations that resist such an order will be denied access to university facilities.

8. No individual, group, or other organization may use the institution name without the express authorization of the institution other than to identify the institutional affiliation. Institutional approval or disapproval of any guest speaker, lecturer, entertainer or special event may not be stated or implied by any individual, group or organization.

9. All postings (flyers, banners, etc.) advertising such events must be approved through University Center (at the information desk) and follow University guidelines regarding bulletin board policies. The name of the sponsoring organization must be clearly visible. No official university logos, symbols or insignia may be used on these postings.

For information on additional issues related to the scheduling of events and the use of university facilities, please refer to the University Center Scheduling Handbook.

Regulations for Political Speakers or Guests

1. State law regarding candidates for public office and campaigning on public property and all other applicable statues must be observed.

2. Texas A&M University-Corpus Christi cannot appear to support, endorse, promote or recommend any individual person, legislation, amendments or propositions. The University must remain neutral.

3. University funding cannot be used to purchase promotional items such as banners, flyers, buttons, etc. for politically related functions. Organizations will not be reimbursed from university funds for these items. If you are in doubt about what your organization can and can't use university funding for in regard to campaign related activities, please contact Student Activities at 361-825-2707.

4. Organizations can host a political candidate or current office holder on campus. However, permission must first be given by the President's Office and Community Outreach Office. The Public Affairs Office must be notified once permission is granted. This is so the appropriate offices can answer questions regarding the event and will be aware of what is going on around campus.

5. If an organization wishes to host a candidate or current office holder at an off campus location, the organization must clearly state on all advertisements and at the event that the University is not sponsoring/endorsing/promoting the person and that the views of the person are his/her own and do not necessarily represent the views of the Texas A&M University System or Texas A&M University-Corpus Christi.

6. Political campaign materials promoting a particular candidate, amendment, proposition, etc. may not be placed on University grounds. This includes car windshields, utility poles, bulletin boards, stake signs, etc.

7. These rules do not apply if an individual student is helping a campaign on his/her personal time and is not announcing him/herself as a representative of the University and as long as the student will not bring any materials or speakers to campus.

Food Service Guidelines for Events

By contract, Dining Services has exclusive rights to provide food services to the Texas A&M University-Corpus Christi campus. Dining Services is responsible for compliance with all health regulations, licensing, taxes and worker’s compensation insurance required by law for all campus food service organizations.

For events hosted on campus, Dining Services will provide all food service support. The following are exceptions to the guidelines.

1. Organizations and University departments may provide non-perishable refreshments and snack food items served by and for their exclusive use and cannot be offered for sale or exchanged for a required donation.
Examples of items that may be served include light refreshments and snack foods such as coffee, tea, punch, carbonated beverages, cookies, doughnuts, crackers, candy, chips, nuts, pre-packaged items, etc. Donated items may be included in this category.

2. Organizations and University departments that are engaged in fundraising opportunities on campus may provide non-perishable refreshments and snack food items. Examples of items that may be used as fundraisers include light refreshments and snack foods such as coffee, tea, punch, carbonated beverages (Coke products only), cookies, doughnuts, crackers, candy, chips, nuts, and other pre-packaged items. The organization or department may not prepare or re-package items without a current food handler’s permit. Donated items may be included in this category.

3. Donated items may be used for numbers 1 and 2 above with the following restrictions. Donated items that are prepared, cooked or packaged must be from a kitchen that is certified by the health department and food handlers must possess a current certified food handler’s permit. Please provide a copy of the donor’s current health license, donor’s name, address and items being donated. A signed donation letter from the donor is also required. Events using donated foods which are cooked/baked will not be allowed to cook or prepare food on campus. Donated beverages used for fundraising opportunities must be Coke products only. Donated food will not be approved for use in residence halls without prior approval from Miramar Properties.

4. The requesting entity and donor, if applicable, assumes all liability for food and/or beverage provided and will ensure that food safety and handling procedures are followed.

5. External entities are subject to the terms and conditions shown herein.

Organizations wishing to file for an exemption must complete a Food Exemption Request form which can be found here: [https://ucsa.tamucc.edu/UCSO/Forms%20and%20Resources.html](https://ucsa.tamucc.edu/UCSO/Forms%20and%20Resources.html)

**Events Open to the Public**

If a Student organization is planning an event that will be open to the Corpus Christi (or surrounding) community or that will include participants from other Universities or non-University entity, then that organization may be subject to additional processes, costs, and restrictions. If an organization is planning such an event they must communicate the event to Crystal Seehorn (crystal.seehorn@tamucc.edu) in Community Outreach. Organizations may be asked to pay for spaces being used on campus or to purchase additional resources to ensure that the event is compliant with University Policies & Procedures.

Please refer to Sec. 33.04.99.C1 of the University Rules for further explanation on the Use of University Facilities: [http://academicaffairs.tamucc.edu/rules_procedures/assets/41.01.01.c0.01_use_of_university_facilities.pdf](http://academicaffairs.tamucc.edu/rules_procedures/assets/41.01.01.c0.01_use_of_university_facilities.pdf)

**Events Involving Minors**

If a Student organization is planning an event that will involve non-student minors (any individual under the age of 18), the organization may be subject to further policies and procedures to ensure the safety of any minor participating in the event. Additionally, non-student minors must be supervised at all times while on campus. Any damage caused by minors will be recovered by a charge to the Organization holding the reservation. Any event that may include non-student minors should be communicated to Community Outreach for further guidance.
Appendix E  Branding, Marketing, & Publicity

Promotional Opportunities for Recognized Organizations

Student Organizations can utilize various campus resources to promote their mission, goals and participation in their events. Reservation forms and guidelines can be found in the links section at events.tamucc.edu.

• **Marketing to Community**
If an organization would like to have their event advertised in the Corpus Christi community; would like to utilize any outside media outlets (i.e. radio, news, newspaper, etc.); or would like the University to be aware of the event being hosted then the organization should have their faculty or staff advisor communicate with the SEAS Division’s Communication Specialist at seas@tamucc.edu as soon as possible.

• **I-Engage**
Student organizations can publicize their events, through I-Engage, to the rest of the TAMU-CC Community. In order to utilize this ability Organizations must post their events to their I-Engage page for approval. Please note: all events designated as “public” will appear on the I-Engage homepage and within the search feature of I-Engage upon approval.

• **Bulletin Boards**
Postings by Registered Student Organizations may be placed on all bulletin boards throughout the campus (unless otherwise noted on the board). All postings must be approved and stamped by the University Center Information Desk. The stamp will display an expiration date to be set two weeks from the day the posters are stamped. If an organization wishes to have flyers up longer than the two-week time, they must resubmit new flyers for approval and post them again. It is the organization’s responsibility to hang their own posters unless they are being hung in the University Center, in which case the UC Staff will take care of hanging and removing them. Please note, it is the responsibility of the student organization to take down all posters within 24 hours after the advertised event or once the two-week period has expired. Failure to do so will result in the termination of bulletin board privileges. Please review the Guidelines for Distribution of Literature & Materials.

• **Campus Wide Monitor System**
Student organizations are eligible to post information concerning upcoming events on the Campus-Wide Monitor System. To post an announcement on the monitor, organizations must meet the listed criteria and complete the proper form and return to University Center Information Desk. For more information on Campus-Wide Monitor guidelines, please refer to the University Center Scheduling Handbook.

• **Chalking Surfaces**
Student organizations can chalk the uncovered sidewalks on campus. There is no reservation process for this; it is on a first come, first serve basis. RSOs cannot chalk any vertical surfaces or campus artwork. Organizations cannot use liquid chalk or sidewalk paint and cannot chalk any horizontal surface that is not exposed to rain or the sprinkler systems. Any chalking found underneath coverings may be subject to fees and other penalties to the organization. For more information on Chalking Guidelines, please refer to the University Center Scheduling Handbook.

• **iNews**
iNews is created by the Division of Student Engagement and Success to inform TAMU-CC students of important news, announcements and upcoming events. Texas A&M-Corpus Christi students will receive iNews weekly via email if you have your current email listed on your SAIL account. Faculty and staff who would like to receive the iNews email may subscribe by sending an email request to inews@tamucc.edu. To submit items for publication to
STUDENT ORGANIZATION HANDBOOK

iNews, contact inews@tamucc.edu. For more information about iNews and iNews guidelines, please visit https://studentaffairs.tamucc.edu/iNews.html.

- **Banners**
  Space for departments or organizations to hang banners in the University Center and outdoor locations must be scheduled through the University Center Scheduling Office. Reservations for all space are made on a first-come, first-serve basis. Banners can be reserved by filling out the Banner Request form. For more information about banner guidelines, please refer to the University Center Scheduling Handbook.

- **Stake/Lawn Signs**
  Stake/Lawn signs must relate specifically to a TAMU-CC institutional activity or hosted event. Determination of allowing stake/lawn signs for same event to be installed at multiple locations will be allowed if space permits. Space for departments or organizations to place stake/lawn signs in the designated areas may be scheduled through the University Center Scheduling Office. Reservations for all space are made on a first-come, first-serve basis. Stake/Lawn Signs can be reserved by filling out the Stake/Lawn Sign Request form. For more information about stake/lawn sign guidelines, please refer to the University Center Scheduling Handbook.

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**Use of University Logos & Brands**

Student Organizational use of the Texas A&M-Corpus Christi name, abbreviations, logos and brands are guided by the campus policy on University Registered Marks found at: http://academicaffairs.tamucc.edu/rules_procedures/assets/09.02.99.c0.01_university_name_and_indicia_usage.pdf

The Division of Marketing & Communications (MARCOM) oversees the commercial use of all University Registered Marks. Registered Student Organizations may use the University registered marks in accordance to the listing of all registered marks and design style guide found at https://designguide.tamucc.edu/

All digital, printed, and promotional use of University marks must be approved through the Student Activities Marketing office. Contact them at ucsamarketing@tamucc.edu. Please submit artwork via email 10-14 days before going to print. Vulgar, obscene or inappropriate use of registered marks is strictly forbidden. Alterations to University marks is not allowed. Any questions regarding appropriate usage may be elevated to the SEAS marketing office at seas@tamucc.edu. SEAS may advance request and usage concerns to the University Marketing and Communications office for final use determination.

Promotional items that include the University name or marks must be purchased through an approved licensed vendor. A current list of these vendors can be found linked on the bottom of the university design guide at https://designguide.tamucc.edu/

**Student Organization Branding**

Organizations may choose to craft their own organizational logo, but may not use the university name, abbreviation, or logos as part of that design. This does not apply to departmental organizations as the use of the university name, abbreviation, or logos is a benefit provided to departmental groups.

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**Social Media Usage by Recognized Organizations:**
Profile pictures must follow Marketing & Communication guidelines if the university name, abbreviation, or marks are used. Content of social media posts is not monitored on a regular basis and is the responsibility of the recognized organization. Per above, custom logos should not use university logos and marks. Content should align with the organization and/or university mission. If an organization loses recognition, all opportunities to use the name of the university, the university abbreviation, and any university marks become null.
Risk Management & Emergency Procedures

Education
Mandatory risk management education is required as part of organization registration. All organizations will receive training through their respective Governing Council. Additional training may be offered throughout the year and will be announced through council meetings. The Student Activities Office reserves the right to make additional training mandatory, especially if a significant change in law, state requirements, university rules, or policies takes place or such a meeting is deemed necessary. Organizations that are planning large scale events or those where additional risks may be present are strongly encouraged to meet with their advisor and Student Activities or Recreational Sports to review potential risks and to develop a plan of action to address those risks.

Risk Management Plan
While student organizations are advised to plan their activities and events in such a way as to mitigate risks, it is important to proactively plan how to respond in the event a crisis should occur. Intentional development of a risk management plan, prior to an event or activity, will empower the organization to effectively respond. Educating members prior to a crisis is crucial. All organization members must know who is in charge and must be prepared to follow the plan.

It is important to be aware of your own feelings, perceptions, and issues so that you can monitor your ability to cope with the difficult situation. The following information is intended to assist students in the development of a risk management plan. This should not be considered a complete plan; rather a guide for designing a protocol that fits the organization’s needs, and remember that you are not alone; the Student Activities Office is here to help you.

General Risk Management Planning
1. Assess the possible risks related to your organization and/or event: Student organizations must consider risks in the following five categories:
   a. **Physical risks** – these involve harm or injuries to the physical body.
   b. **Reputation risks** – these apply to the reputation of the individual officers and members present, the reputation of the student organization, and the reputation of the university as a whole.
   c. **Emotional risks** – these pertain to the thoughts and feelings of the organization’s members, participants or attendees, and any other constituents of the event or activity.
   d. **Financial risks** – these involve both the budget for the specific event and the overall financial health of the student organization.
   e. **Facilities risks** – these include both the safety of the facilities used for your members/participants and the maintenance of the facilities used by your members/participants.
2. Develop a crisis response strategy based on the risks that you have already identified for your organization’s event, prior to the event or program.
3. Create a step by step process for what to do in case of each risk.
4. Designate organizational officers and crisis team who can take charge if a crisis does occur.
5. Review your risk management plan on a regular basis and update the plan as needed.
6. Inform and/or educate organizational members of your risk management plan at least once per semester.

Outside Entities to Consider
1. Notify the Texas A&M University-Corpus Christi Police Department (UPD) at 361-825-4444. There is a network of outdoor emergency phones around campus. These phones are mounted in white towers, have a blue light on top and are clearly marked “EMERGENCY.” Pushing the call button activates a direct phone line with the Texas A&M University-Corpus Christi Police Department that will automatically pinpoint the caller’s location. If medical attention is needed, attend to those needs before doing anything else.
2. Notify the Dean of Students (UC 318) at 361-825-2612 in the event of a serious injury or death. In the case of a student death do not contact parents. This is best done by the appropriate authorities, such as the Dean of Students, UPD, or other law enforcement.
3. Notify the Council Advisor (UC 218) of the incident.

Post-Incident
1. Notify all organization members in a meeting and inform them of what to expect regarding the press and possible investigation. Direct members to not discuss the incident with anyone.
2. Cooperate fully with those investigating the incident.
3. Covering up or ignoring information is never the recommended manner for handling a post-incident situation.
4. Learn from the event.
5. You are not alone. The Division of Student Engagement and Success is always available to help you through difficult situations by providing support and referrals. Contact SEAS at 361-825-2612 or visit University Center 318.

Travel
In all emergency situations, including minor emergency (no one seriously injured) and major emergency (serious injuries and deaths), follow these procedures:

1. Contact local Emergency Medical Services (911) and local law enforcement for them to take necessary action at the scene.
2. Contact the University Police Department (361) 825-4444 with details of the incident, state of the victim(s), location of accident, location of hospital(s) etc. The University Police will contact the Executive Vice President for Finance and Administration, and the Vice President for Student Engagement and Success or their designees. The Vice President for Student Engagement and Success or designee will contact the Assistant Vice President for Marketing and Communications.
3. At all times, refer all questions from the media to the University’s Public Information Office at (361) 825-2335.
4. Complete an Incident Report and upon return to campus submit the Incident Report to the University Police Department and sponsoring department.

Upon return to campus, meet with the appropriate university personnel to discuss details of the incident. Additionally, the organizations Advisor should play a role in the organizations emergency procedures:

1. University Police will be the initial contact for the student organizations in the event of an emergency. The police will have the Laserfiche copy of the Student Travel Checklist, Trip Itinerary, List of Travelers, Emergency Information Forms, and the Waiver-Indemnification Forms on file.
2. The student organization or University Police will contact the advisor based on the severity of the situation. In a serious or life threatening situation the advisor should be contacted. If the advisor cannot be reached the University Police will contact the appropriate department director or chair who will fulfill the duties of the advisor in his/her absence.
3. The advisor will act as a liaison between the student organization and the appropriate campus offices.
4. Upon return to campus, the UCSO advisor will meet with a club or organizational representative to discuss the details of the incident and document all information. The UCSO advisor will forward all information to the appropriate campus offices.
The Texas A&M University System Risk Management and Insurance Matrix

Exposure To Be Reviewed: ________________________________

Instructions: Step 1- list all event activities and be as inclusive as possible. Step 2- Honestly identify risks associated with each activity. Step 3- Use the Matrix below to assess your activities. Tally the seriousness and probability scores for evaluation. Step 4- Brainstorm methods to manage risks. See if you can reduce the probability of something going wrong. Step 5- Submit Risk Management and Insurance Matrix Form with a Risk Assessment Form to System Risk Management for further review by email to RMS-Insurance@tamu.edu or by faxing to 979-458-6247.

*Please feel free to contact System Risk Manager Henry Judah at 979-458-6330 for assistance in the risk assessment process and completion of this tool.

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<tr>
<th>List of Activities To Occur</th>
<th>Associated Risks*</th>
<th>Seriousness</th>
<th>Probability</th>
<th>Method to Manage Risks**</th>
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* Possible risks include: medical emergencies, food poisoning/allergic reactions, damage to Member reputation, accidents, injuries, and/or death

**Methods to manage risk may include: purchasing commercial insurance, arranging for security, traveling with an advisor, rotating drivers etc.

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<th>Seriousness</th>
<th>Probability</th>
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<td>Seriousness</td>
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<td>1- May Result in Death</td>
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<td>2- May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the Member.</td>
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<tr>
<td>3- May cause minor injury, illness, property damage, financial loss and/or result in negative publicity for the Member</td>
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<td>4- Hazard presents a minimal threat to safety, health and well-being of participants</td>
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If any activity score is within the red or yellow, System Risk Management highly recommends you forward the Matrix to their attention for further discussion. Although insurance procurement may not be the answer, discussions should occur regarding self-retention so all parties are aware of the risks associated with the activity.

A- Likely to occur immediately or in a short period of time, expected to occur frequently
B- Probably will come in time. With enough time and activity, it is likely to occur over the life of the event
C- May occur in time. Probability of occurrence is lower and there is a equal chance of it occurring vs. not.
D- Unlikely to occur at any point during the event

Form Updated 04/12/11
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<th>List of Activities To Occur</th>
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<th>Seriousness</th>
<th>Probability</th>
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Appendix F  Student Organization Funding Guidelines

Funding Purpose
Recognized student organizations can apply for assistance with expenses from Student Organization Funding. This includes, but is not limited to, travel/registration for conferences specific to the organization, hosting on campus events, general supplies, catering for special events, and other necessities that contribute to the success and development of the organization. The purpose of this fund is to enable student organizations to provide leadership or educational opportunities for their members and the TAMU-CC community and not let finances be a hindrance to providing those opportunities.

Funding Guidelines
- Organizations can be awarded Student Organization Funding monthly.
- Submissions must be made via I-Engage; no hard copies will be accepted.
- Only complete applications will be reviewed. A more thorough application helps the Student Organization Funding Committee decide your need and justify your request.
- All applications will be blind to the Student Organization Funding Committee to ensure no organization will be denied based upon the political, religious, or ideological views of the organization.
- Applications will be reviewed in the following order: campus events, travel, organization events, and material goods in the order in which they were received.
- Organizations may receive full or partial funding assistance for their request. The Student Organization Funding Committee will determine the actual amount of assistance.
  - Campus Events: The maximum amount an organization will receive for hosting special events on campus will vary based upon the impact on campus, potential attendance and availability of funds.
  - Travel: The maximum amount an organization will receive for travel is $800.00 per trip.
  - Material Goods: The maximum amount an organization will receive for material goods is $275.00/purchase. In this category, consideration may be given to amount previously awarded.
  - Catering: Funding for catering will not be approved for organization general meetings. Catering for ceremonies, recruitment events, campus events, etc. will be considered.
  - Amount received and maximums are guidelines and actual distribution will be based upon the time of request, number of applications, and available funds.
- Only one application can be submitted per event/activity/purchase/trip etc.
  - Collaboration between organizations are allowed and encouraged. Only one application should be submitted for a collaborative effort and the maximum amount the collaboration can receive will be determined by the Student Organization Funding Committee.
- Awarded funds may be used for the purpose indicated on the request. If, for some reason, the funded event/activity/purchase/trip etc. will not occur, the organization must submit another application for the new event/activity/purchase. In some cases, the organization may still be allowed to utilize the funds, however this is not guaranteed.
- If the organization is requesting funding for food and the event is ON campus, the Chartwells student organization menu MUST be referenced at the basis for pricing in the uploaded budget.
- If the organization is requesting funding for a trip, all travel paperwork MUST be turned to the corresponding council advisor completed and on time. On time means 5 business days or more before the beginning date of the trip.
- Any funds awarded to an organization that are unused at the end of the academic year (May 2017) will return to the Student Organization Fund to be awarded for Summer Allocations and are not available for the organization to use on other expenses unless otherwise indicated.
- Student Organization Funding may not be used for illegal, unethical activities; tobacco, alcohol, fire arms and/or weapons; political contributions, and expenses related to classroom or instructional expenses/books/materials or to support an academic department. Student Organization Funding also cannot be used for personal items, pay association dues, or to buy items for non-members (non-students).
Student Organization Funding cannot be used to directly benefit Advisors because they are not students. Advisors can only benefit as a side effect of spending funds for students. Ex: Advisors can travel in the same car as students for a trip that is funded but a separate ticket or registration cannot be paid for.

- Student Organization Funding cannot be used to reimburse for cash-value items, including certificates and gift cards.
- Student Organization Funding cannot be used to reimburse for sales tax or shipping.
- Should an organization expense be found to be fraudulent or misleading, the organization will be responsible for reimbursing the university for the full amount distributed. Other consequences may apply.
- Student Organization funding cannot be used to pay fines or penalties charged by the university or any other entity issued as a consequence for any action or lack thereof.
- Organizations awarded Student Organization Funding must utilize one of the three following methods to access their funding: Reimbursement, Purchase Order, or Interdepartmental Transfer. These methods cannot be utilized until the organization has been awarded funding.
- Reimbursement deadlines will be 30 days after the event date, travel, purchase, etc.
- Purchase Orders must be placed in advance of the order. Please contact the corresponding council advisor for more information if the organization is looking to utilize a purchase order.
- Interdepartmental Transfers can be done with Scheduling, Recreational Sports, Breakers Game Room, Printing Services, Facilities Services, etc.

- Please note: If an organization is awarded Student Organization Funding and subsequently loses their recognized status for any reason, the organization will automatically lose their funding allocation.
Appendix G  Sexual Harassment, Sexual Violence (Title IX) Reporting & Support Information

What is Title IX?
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) prohibits discrimination based on sex in education programs & activities in federally funded schools at all levels. Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Texas A&M University System (TAMUS) Regulation 08.01.01, Civil Rights compliance provides that, all employees are responsible for ensuring their work and educational environments are free from illegal discrimination, sexual harassment and related retaliation. When alleged or suspected discrimination, sexual harassment or retaliation is experienced or observed by or made known to an employee, the employee is responsible for reporting that information to the Title IX Coordinator, Title IX Deputy Coordinator or the University Police Department.

Texas A&M University-Corpus Christi does not discriminate on the basis of sex in its programs and activities. Questions regarding Title IX or nondiscrimination policies may be referred to the University Title IX coordinator or to the Dept. of Education’s (ED) Office for Civil Rights (OCR).

Student Sexual Misconduct: Sexual Violence, Sexual Harassment, & Retaliation
http://judicialaffairs.tamucc.edu/assets/StudentSexualMisconductProcess.pdf

Sexual Violence
Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by campus employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Sexual Harassment
Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student’s ability to participate in or benefit from a school’s education program. Both male and female students can be victims of sexual harassment and the harasser and the victim can be of the same sex.

Retaliation
Title IX prohibits retaliation for making a good faith complaint about sex or gender based discrimination, or for participating in an investigation of alleged sex or gender based discrimination. Anyone who believes, or receives a complaint, that prohibited retaliation has or is occurring should immediately contact the Title IX Coordinator or Deputy Coordinator.

Bullying
Bullying is defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).

Hazing
Hazing, defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with other, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.
For more information about hazing, please see the Student Organization Conduct Process.

**Single Sex Organizations**
The U.S. Department of Education Office of Civil Rights has established a set of criteria for determining when a single sex organization is exempt from the provisions of non-discrimination regarding gender and membership in the organization. The criteria are as follows:

- The organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
- Members must be limited to students, staff, or faculty;
- The organization must be a “social fraternity or sorority” as defined by the Department of Education.

The Department of Education defines a “social fraternity or sorority” as a group that can answer “no” to all the following questions:

1. Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession, or academic discipline?
2. Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
3. Are the members permitted to hold membership in other fraternities or sororities at the university?

If a group answers “yes” to any of the questions, it is not a “social fraternity or sorority” and is not exempt from the requirements of Title IX.

**What Your Organization Can Do**
Students are encouraged to contact the department of Employee Development and Compliance Services with questions or concerns. The department of Employee Development and Compliance Services are available for workshops and trainings to benefit your student organization.

**Filing a Title IX Complaint**
The TAMU-CC complaint process is an internal procedure that receives and investigates violations of campus policy against sex discrimination, including sexual harassment, sexual violence, & retaliation. Please contact the Title IX Coordinator or Deputy Title IX Coordinator below to obtain information, report a violation, or to file a complaint:

Samuel Ramirez, SPHR  
SHRM-SCP  
Director, EDCS  
Campus Title IX Coordinator  
(361) 825-2765  
Samuel.ramirez@tamucc.edu

Rosie Ruiz, PHR  
SHRM-CP  
Associate Director, EDCS  
Campus Deputy Title IX Coordinator  
rosie.ruiz@tamucc.edu

**Judicial Affairs: Anonymous Incident Report Form**
https://cm.maxient.com/reportingform.php?TexasAMUnivCC

**Filing a Criminal Charge**
STUDENT ORGANIZATION HANDBOOK

Victims of sexual assault or misconduct have the right to file a criminal complaint by contacting the appropriate police department (on campus or off campus) having jurisdiction for the crime.

**On Campus**
- Texas A&M University-Corpus Christi Police Department (UPD) for on Campus Criminal Activities and Emergencies: (361) 825-4444.

**Off Campus**

**Campus Resources**
Campus Crime Victims Support
- [http://police.tamucc.edu/crimevictims/crimeVictims.html](http://police.tamucc.edu/crimevictims/crimeVictims.html)

**Confidential Resources**
- Texas A&M University Counseling Center (361) 825-2703
  - [http://counseling.tamucc.edu/self-help-resources/sexual-assault-resources.html](http://counseling.tamucc.edu/self-help-resources/sexual-assault-resources.html)

Texas A&M University-Corpus Christi is committed to creating and maintaining an education and workplace environment that is free from sexual harassment and sex discrimination.

**Appendix H  Member Bill of Rights**

There are a number of activities that are constructive parts of new member education and membership development will contribute to your becoming a more active and productive member of your Texas A&M University-Corpus Christi student organization. However, there are other activities in which you might be asked to take part that are a violation of the TAMU-CC Student Code of Conduct, Student Organization Conduct Process, Student Sexual Misconduct Process, Recognized Student Organization policies (RSO) and/or inter/national fraternity/sorority regulations (where applicable). These activities may constitute hazing.

Listed below is a Member Bill of Rights that specifically outlines activities that organization members cannot require of you. If they do so, the organization and the individual member(s) in question may be subject to severe penalties up to and including permanent removal of University recognition for the organization, suspension/removal from the University for the individuals involved, and possibly removal of a national charter (if applicable). Members participating in hazing activities by force or with consent may also be subject to judicial sanctions and criminal consequences. Please study your rights and make certain that they are not violated.

**No Member Shall Be Required by Any Person or Persons to Perform Any Act Which**

1. Interferes with the academic process – causes a member to miss or be ill prepared for classes, labs, study sessions, or tests
2. Causes the member to violate the TAMU-CC Student Code of Conduct, policies, or reflects negatively upon the reputation of TAMU-CC, the participants, or the organization
3. Requires or pressures a member to consume or ingest alcohol, food items, liquids, etc.
4. Prevents a member from securing normal amounts of sleep. At least 10 hours of consecutive sleep must be provided.
5. Requires a member to perform personal services for collegiate or alumni members (including, but not limited to, driving around members and/or their guests, including members of other organizations, “shopping” for members, buying or making food, lunch, etc.)

6. Does not support the values of the student Organization or the values of Texas A&M University-Corpus Christi

7. Is sadistic – treats a member in a “sub-human” manner

8. Is illegal – including the use of drugs and alcohol or committing a crime such as stealing or vandalism

9. Places a member in physical danger/harm or in jeopardy of losing his or her life

10. Places severe emotional stress upon a member

11. Requires a member to be present at activities for unreasonable periods of time

12. Requires more than 20 hours a week on member activities

13. Coerces members to attend meetings/activities through fines/sanctions that are not levied against all members

14. Coerces members to do or participate in any activity, tradition, event through fines/sanctions that are not also levied against all members

15. Requires a member to participate in a “Kangaroo” Court (a mock court setting where individuals are unreasonably questioned by the active body judge, lawyer, and jury style) or other individual questioning activities (“grilling”, “hot seat”)

16. Prescribes the wearing of anything to identify member status (exception: badges and pins) (this includes member t-shirts, or wearing of required clothing unless it is the same clothing for all members)

17. Requires a member to carry items that they would not normally bear (including paddles, bricks, signature books, etc.)

18. Requires a member to answer the telephone in a manner unlike all members would answer it

19. Prevents a member from speaking for a period of time

20. Involves the abandonment of members thereby requiring them to find their own way back to campus/other location

21. Requires the blindfolding of a member unless it is explicitly written in a headquarters-sanctioned ritual and can be confirmed by headquarters. This will need to be pre-approved by the Student Activities staff.

22. Requires only certain members to stand when a collegiate or alumna/us member enters a room

23. Requires a member to intentionally deface a house or property; or requires a member to clean the personal house/chapter room/suite/apt., etc. of others

24. Requires calling another member derogatory “names” or referring to members in a negative or derogatory manner (babies, pledgies, rookies, etc.)

25. Requires a member to enter a house/suite/building only from a specific door

26. Requires members to eat meals together, attend unscheduled meetings with unreasonable notice or involving unreasonable requests

27. Requires members to sleep in a house/suite/apt. together for an unreasonable length of time or involving unreasonable requests

28. Requires a member to address or refer to members in a manner different from how they are addressed (i.e. Mr./Ms. Smith, Pledge Jean)

29. Requires members to participate in scavenger hunts or similar activities by any name that involves taking of items, time deadlines, etc.

30. Requires members to remove clothing for unreasonable requests

31. Requires members to obey unreasonable requests from alumni or volunteers outside of the scope of their position

32. Requires members to perform any physical activity such as calisthenics

33. Requires members to perform a skit, dance, or serenade that may be perceived as humiliating.

34. Requires new members to meet with or learn insignificant information about active/current members in order to be initiated or continue with the education process.

**THIS LIST IS IN NO WAY ALL-INCLUSIVE.**