

# 2010-2011 Texas A&M University-Corpus Christi Recognized Student Organization & Advisor Handbook



University Center and Student Activities

226 University Center/ Unit 5783

[ucso.tamucc.edu](http://ucso.tamucc.edu)

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## :: Registered Student Organization & Advisor Handbook: **Important Numbers**

Academic Advising	825-5931	University Police	825-4444
Academic Testing	825-2334	Teacher Resource Center	825-2310
Admissions	825-2624	Telecommunications	825-6006
Aloha Days	825-2192		
Alumni Association	825-5787	<b><i>University Center and Student Activities</i></b>	
ARAMARK Catering	825-3694	Student Activities Office	825-2707
ARAMARK Food Services	825-2760	FAX	825-2652
College of LiberalArts	825-2651	Student Organization Center	825-3239
Athletics	825-5541	Information Desk	825-5282
Bookstore	825-2603	Scheduling Office	825-5281
Business Office	825-2600	FAX	825-5201
Campus Activities Board	825-2363	University Counseling Center	825-2703
Campus Copies	825-5679	University Health Center	825-2601
Career Services	825-2628	University Housing	825-2612
College of Business	825-2655	Performing Arts Center-Box Office	825-2787
Community Outreach	825-2778	Upward Bound	825-3632
Computer Helpline	825-5618	Institutional Advancement	825-2420
Dean of Students	825-2612	Vice-President for Student Affairs	825-2612
College of Education	825-2662	Wells Fargo	825-2267
El Mercado	825-6057	Women's Center	825-2797
Environmental Health & Safety Office	825-5555	Center For Academic Student	
Exec. VP for Finance & Admin.	825-2321	Achievement (CASA)	835-5933
Financial Aid	825-2338		
Dugan Wellness Center	825-2170		
Graduate Studies & Research	825-2177		
Greek Organizations	825-2192		
Islander Cultural Alliance	825-2539		
Island Cantina	825-7505		
Island Waves Office	825-5744		
Island Waves Newsroom	825-5862		
Java City	825-3999		
Mary & Jeff Bell Library	825-2643		
Mail Services	825-2684		
Camden Miramar Apartments	825-5000		
College of Nursing & Health Sciences	825-2648		
Office of the President	825-2621		
TIDE Mentors	825-5937		
Physical Plant	825-2324		
Provost and VP of Academic Affairs	825-2722		
Public Affairs Office	825-2335		
Recreational Sports	825-2454		
FAX	825-2675		
Intramural Office	825-2313		
\$andDollar\$ Card	825-5978		
College of Science & Technology	825-5777		
Student Affairs	825-2612		
Student Government Association	825-5745		
Students with Disabilities	825-5816		

# 1

## :: Section One: **Introduction**

### **1.1 Preface**

This handbook is designed to assist your organization in becoming familiar with university rules and regulations related to student organizations and to provide suggestions and helpful hints for productive activities. Make use of the resources identified in this handbook. If the handbook does not answer your questions, contact University Center and Student Activities (825-2707, UC 226) or Recreational Sports (825-2454, Fieldhouse) for clarification or assistance. All information contained herein is also available on the web at <http://ucso.tamucc.edu>.

Although this organization handbook was prepared on the basis of 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 available in Student Activities.

### **1.2 University Center and Student Activities Mission**

The University Center and Student Activities Department encourages student leadership, learning and growth by providing excellent campus activities, programs, student involvement opportunities and student employment. We are dedicated to enhancing the student experience by challenging students and employees to achieve their personal best. We also strive to be a place where our diverse campus community can learn, laugh, and engage with one another.

### **1.3 Mission of Recreational Sports**

The Recreational Sports Department provides facilities, equipment, and opportunities for participation in a vari-

ety of sports, recreational and social activities designed to accommodate all ages, skill levels, gender, and sports interests for the University community.

Participation facilitates educational interaction outside of the classroom among students, faculty and staff. The activities stimulate a sense of community; provide leadership and development opportunities; and promote individual wellness.

The department is a part of the Division of Student Affairs and is an institutional member of the National Intramural-Recreational Sports Association. Recreational Sports offers a number of programs in the areas of intramurals sports, fitness and wellness, aquatics, sport clubs, outdoor adventure and open recreation.

For more information, stop by the Recreational Sports Offices located in the Dugan Wellness Center, call 825-2454 or visit the web at [www.recports.tamucc.edu](http://www.recports.tamucc.edu)

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 825-2707.



## :: Section Two: **Rights and Responsibilities**

### **2.1 Rights**

#### **2.1.1 Relationship Statement**

Recognized Student Organizations (RSOs) may be officially recognized when 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. Approval for recognition is granted by the Vice-President for Student Affairs through the Director of University Center and Student Activities. In order to be recognized and to retain official recognition, student organizations must meet certain requirements and, in turn, agree to comply with regulations and procedures established for the governance of student groups. The institution acknowledges the wide range of groups that exist on a diverse campus. Therefore, it 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.

#### **2.1.2 Rights and Obligations**

Recognized student organizations at Texas A&M University-Corpus Christi have rights and obligations associated with their official status. Refer to page 5 text box for detailed explanation of rights.

### **2.2 Responsibilities**

1. Adhere to all municipal, state, and federal laws, the Texas A&M University-Corpus Christi Student Code of Conduct, and all university rules and procedures.

2. Recognized Student Organizations (RSOs) must file all student organization recognition forms with Student Activities by a designated date of each semester or year and keep information current. Recognized student organizations will be required to re-apply for recognition status if they neglect to file these forms.

3. RSOs must have a faculty/staff advisor who is employed by the University at least on a part-time basis (student workers and graduate assistants and interns may not serve as advisors) who should disseminate information contained in the Recognized Student Organization Handbook to their organization.

4. RSOs must comply with all information distributed to organizations by University Center and Student Activities and to update whenever necessary any of the information required by that office.

5. Keep University Center and Student Activities informed of changes to organizational leadership, governing documents, and authorized signatures for bank accounts in a timely fashion.

6. RSOs 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 a RSO.

7. Remain in good standing with the university, including full compliance with any conditions, stipulations, or restrictions placed upon organizational recognition.

### 2.1.2 Continued

**Organizational Mailbox:** Student Activities will provide a mailbox for each RSO that should be checked regularly by a member of the organization for important university and university-related correspondence, as well as the organization's general mail.

**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 Affairs. Text must be in the format of "Booster Club at Texas A&M University-Corpus Christi" and not "Texas A&M University-Corpus Christi Booster Club." Please refer to <http://designgallery.tamucc.edu> section for information regarding use of university logos. Use of the services of University Center and Student Activities and Recreational Sports, including assistance in planning and evaluating activities, programs, leadership development, officer training, etc.

**Use of publicity resources, such as Island Waves, Office of Marketing and Communications, and webspace.**

**Privilege to invite off-campus speakers and artists to appear for regularly scheduled meetings and assemblies (subject to scheduling in accordance with procedures).**

**Distribution of literature relating to the organization's purpose and activities, subject to university policy on student publications as found in the University Rules ([www.tamucc.edu/pioweb/rules](http://www.tamucc.edu/pioweb/rules)).**

**Sponsorship of profit-making activities and solicitation of funds for organizational activities in accordance with university regulations. All fund-raising activities must be approved by Student Activities five business days prior to the activity.**

**University Sponsored Activities and Programs:** RSOs have the privilege of participating as a group in all university sponsored activities and programs. Good behavior and proper conduct will be expected at all times during these activities and the organization will be responsible for monitoring its members in attendance.

**Social Activities/Parties:** RSOs have the privilege of sponsoring and hosting social functions, parties and other similar events. Please refer to the "Planning a meeting and other events" section for more information on social events. Various guidelines exist to ensure the safety of all members and guests at social functions, both on and off campus.

8. Conduct the activities of the organization in a manner that reflects the highest ideals of the university.

9. RSOs must require both the advisor's and an organizational officer's signature to withdraw funds from the account. Funds must be deposited in a public banking facility within 48 hours or two business days of their receipt.

10. RSOs must have all fundraising activities approved by Student Activities five (5) business days in advance.

11. Demonstrating respect for the university community and other student organizations.

12. Operating in a manner consistent with the mission and goals of the university and the governing documents of the organization.

13. RSOs must work cooperatively with Student Activities or Recreational Sports in conducting organization operations and activities. A professional staff member in Student Activities or Recreational Sports will serve in an advisory capacity to all recognized student organizations.

14. Consulting with the appropriate university departments, offices, or representatives when planning large, unusual, or potentially complex events

15. Ensuring continuity in leadership from year to year by training newly selected leaders and maintaining good records.

16. Affiliation with an external organization in no way implies that A&M-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 submit a copy of the off-campus organization's constitution, bylaws and/or articles of incorporation to Student Activities for review. The organization will not be recognized until this paperwork has been submitted, reviewed and approved.

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.

17. RSOs must have a minimum of 5 members with 3 holding office (10 for sports clubs or one and half times the number of players required to compete, whichever is greater).

18. Be open in its membership unless otherwise permitted under applicable federal law.

Student organizations are considered to be separate entities of the university. As such, the university will not take responsibility for the actions of any student organization.

# 3

## :: Section Three: **Registering Your RSO**

### **3.1 Recognized Student Organizations**

Recognized student organizations are separate entities of the university, whose membership may include university students, faculty and staff. They are categorized according to their mission statement. Their mission is not necessarily tied to the university's, but it should not conflict with it. Recognition **MUST** be renewed annually with Student Activities. Organizations are categorized as:

<i>Academic</i>	<i>Non-funded</i>	<i>Service</i>
<i>Honor</i>	<i>Residence Life</i>	<i>Sport Club</i>
<i>Faith-based</i>	<i>Spirit</i>	<i>Greek</i>
<i>Special Interest</i>	<i>Funded</i>	<i>Professional</i>
<i>Cultural</i>	<i>Political</i>	<i>Short Term</i>

### **3.2 University Sponsored Organization**

Sponsored organizations are those considered to be critical to the mission and culture of the university. These organizations are inherently linked to the University because of their role in representing the University or in presenting events that are considered to be an integral part of the institution. Sponsored organizations routinely present events for the campus and broader community, and typically have a close relationship with a university department or office. The activities and events of these organizations are considered to involve a higher level of complexity because of their scope and perceived association to the university.

In addition to the University resources available to all recognized student organizations, sponsored organization may have:

- A full-time professional staff member whose job description designates them as the primary advisor to the sponsored organization
- Designated office or workspace provided by the sponsoring department
- Designated funding specifically for the use of the organization
- A University fiscal account and accounting support staff
- Priority consideration for reserving university facilities, such as meeting rooms
- Review of contracts by the A&M-Corpus Christi Purchasing Department
- Priority consideration for participation in University publications and new student orientation programs
- Be able to use the University name prior to their name (i.e. Texas A&M University-Corpus Christi Student Government Association)

Please contact Student Activities for more information on obtaining this status.

### **3.3 Council Affiliation**

All student organizations must belong to one of the governing councils listed below:

**University Council of Student Organizations (UCSO):** Represents all organizations that are not sports related or social Greek organizations.

**Interfraternity Council (IFC):** Represents undergraduate chapters and colonies of male social fraternity.

**Multicultural Greek Council (MGC):** Represents Greek organizations that historically represent the interests of minority groups. These organizations may be affiliated with the National Pan-Hellenic Conference (NPHC), National Association of Latino Fraternal Organizations (NALFO) or a similar organization.

**Panhellenic Council (PC):** Represents all National Panhellenic Conference (NPC) women's fraternities.

**Sports Club Council (SCC):** Represents all Sport Clubs that compete with clubs from other colleges or universities or are designed to provide instruction in a particular sport or recreational activity.

### **3.4 Student Organization Categorical Descriptions**

#### **3.4.1 Academic**

Students organized to study, discuss or experience an academic course, major or field, through lectures, field trips, meetings or other related activities.

#### **3.4.2 Cultural**

Students organized to celebrate and support the interests of one or many different cultures, races or ethnicities.

#### **3.4.3 Greek**

Social Greek-letter organizations organized under one of the Greek governing councils at Texas A&M University-Corpus Christi.

#### **3.4.4 Honor**

Nationally recognized honor organizations, typically affiliated with a specific academic major, department, or campus activity.

#### **3.4.5 Political**

Students organized to promote affiliation with a political party or support one or many political issues.

#### **3.4.6 Professional**

Students organized to pursue mutual career goals and prepare for the professional world.

#### **3.4.7 Faith-based**

Students organized to celebrate and support the interests of one or many religions or religious studies.

#### **3.4.8 Residence Life**

Representative boards of student leaders from Texas A&M University-Corpus Christi residence halls recognized by University Housing.

#### **3.4.9 Service**

Students organized to provide volunteer community service and philanthropy to the campus and Corpus Christi community.

#### **3.4.10 Short-term**

Students organized to address a short-term goal, such as the passage of a particular piece of legislation or the staging of a particular event.

#### **3.4.11 Special Interest**

Students organized to pursue special interests pertaining to lifestyle, social or societal issues.

#### **3.4.12 Spirit**

Students organized to promote spirit for Texas A&M University-Corpus Christi and any of its activities and programs.

#### **3.4.13 Sport Clubs**

Students organized to participate informally or competitively in one or many different recreational activities. These are governed and funded by Recreational Sports.

### **3.5 Student Organization Annual Registration Process**

Student organizations must complete the recognition process every fall semester in order to reserve rooms or facilities on campus, use University resources and possibly receive funding from the University. Forms and other necessary paperwork are available on the web at <http://ucso.tamucc.edu> and in university Center 204 or 226. To become a recognized student organization and to maintain recognized status, the following information must be submitted to Student Activities with appropriate signatures and Student ID numbers:

1. Annual Registration Information Sheet must be submitted at the start of the full semester and after officer elections via OrgSync. All officers must be currently enrolled students in good standing with the University.
2. Membership List must be submitted at the start of the fall semester via OrgSync. Additionally members of organizations must subscribe to OrgSync and organization portal.
3. Officer Information Sheets must be submitted at the beginning of the fall semester via OrgSync.
4. Copy of the bank profile with employee identification number (EIN) must be submitted once a year and each

time a signer change occurs. If an organization does not wish to apply for funding, they do not need to turn in the bank signature card.

5. Constitution and/or by-law must be submitted every 4 years with current signatures of advisors and officers.

6. At least two officers must be subscribed to the UCSO list-serv. Important messages regarding meetings, opportunities, policies and deadlines will be communicated over the list. To subscribe, compose a message to [ucso-request@listserv.tamucc.edu](mailto:ucso-request@listserv.tamucc.edu); type subscribe in the subject line and click send.

7. A new member/pledge plan if the organization has a new member/pledge membership period.

8. Only COMPLETE forms will be accepted.

The submission of organization information does not necessarily guarantee institutional recognition. The membership, policies and actions of a student organization are subject to a vote of currently enrolled students if a situation so merits.

No organization will be granted recognized privileges if it is not open to all students without respect to race, gender, age, sexual orientation, disability, class status, national origin or marital status or whose stated purpose violates state, local or federal laws and/or University rules and regulations. Those organizations which follow the Title IX exclusions, such as fraternities, sororities and men/women only sport clubs, retain the right to be single-gender.

### **3.5.8 Requirements**

University regulations require each student organization to have a faculty or staff advisor that is at least part-time, not temporary and not a student worker or graduate/teaching assistant. Each organization shall be free to choose its own advisor or co-advisors, and may change its advisor at any time with a simple majority vote of current membership or as stated in the constitution.

### **3.5.9 Constitution & Bylaws**

Student organizations are required to adopt constitutions and/or bylaws that will help their group in orderly functioning. Constitutions and bylaws articulate the purpose of and spell out the procedures to be followed by student organizations. The documents should be referred to when questions arise, reviewed annually, and utilized in the training of new officers. The needs of a group will change over time and it is important that the constitution and bylaws are kept up to date to reflect the current state of affairs. Make sure that all members have copies of these important documents so that they are informed about the

organization and its procedures.

### **3.5.10 Constitutions**

A constitution will serve to clarify the organization's purpose, delineate basic structure and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. Constitutions usually require a 2/3 vote of the membership for adoption. (See Appendix)

### **3.5.11 Bylaws**

Bylaws set forth in detail the procedures a group must follow to conduct business in an orderly manner. They provide further definition to the articles of the constitution and can be changed more easily as the needs of the organization change. Bylaws usually only require a simple majority for passage.

### **3.5.12 Requirements to be Included in Constitution**

Organization constitutions must be submitted to Student Activities every four years. The organization should review the document, suggest changes/additions to the membership and vote on the changes/additions. Following is a list of mandatory items every document must have:

1. Voted on and approved by the general membership.
2. Reviewed by the organization and submitted to Student Activities every four years with current signatures.
3. All constitutions must be typed in a clear and precise form.
4. Each officer and the advisor will keep a copy.
5. Concise statement of purpose, which includes the general goals and direction of the organization.
6. Clear definition of membership requirements including statement that no student shall be excluded because of race, creed, national origin, disability or gender (except for exempt Title IX organizations).
7. List of officer titles, their duties, and a clear definition of requirements to be officers (remember, at least three officers are needed).
8. Time of year when officers are elected and the process for elections.
9. Requirements of a quorum to conduct official business and the definition of a quorum (50%+1, 2/3, etc)
10. Statement indicating that all money collected by that organization be deposited in a public banking facility

within 2 business days of receipt and require two signatures to withdraw funds from the account - the advisor's and that of one officer.

11. Meeting requirements must be stated (i.e., how many times a week, month, etc.). Exact day and times are not necessary.

12. Attendance requirements of officers and members must be specifically stated. If there are no attendance requirements, such a statement should be included.

13. Requirements and procedures to remove an officer, member and advisor must be specifically stated.

14. The financial obligations of the members must be specifically stated. If there are no financial obligations, such a statement should be included. The financial requirements of the organization must not be an indirect means of exploitation of the members.

15. The process for amending the constitution must be stated. When amendments are initiated, the constitution must be resubmitted to Student Activities.

16. Procedures for replacing an officer and advisor.

17. Role of advisor

18. Plan for leftover money and physical property if the organization dissolves.

### **3.6 New Student Organization Registration Process**

A new student organization wishing to register with the university must schedule an initial meeting with Student Activities or Recreational Sports to discuss the organization and how it intends to meet a need not currently being met by an RSO. At this meeting, we will also explain the registration process (which is the same as listed above for a group re-registering), the role of an advisor, and what we require in a constitution.

### **3.7 Sport Club Registration Process**

Each group that is classified as a Sport Club must complete all paperwork through Student Activities, and then meet with Recreational Sports to become a recognized club within Recreational Sports. Meetings can be scheduled by calling 825-2454.

### **3.8 Social Fraternity & Sorority Registration Process**

Social Fraternities and sororities at Texas A&M University-Corpus Christi must be recognized as a chapter affiliated with the University by completing an Annual Registration Process in the Greek Handbook.

# 4

## :: Section Four: **Conduct & Discipline**

Texas A&M University-Corpus Christi values the contributions involvement in registered student organizations can make to a student's overall development, and therefore aspires to provide an environment in which registered student organizations can exist. By registering a student organization, a relationship is created between that student organization and the university. That student organization is now held to set of standards and rules. This section outlines those rules.

The University will hold student organization officers, members and guests of organizations accountable for their behavior. These individuals are to follow the Student Code of Conduct (available at <http://studentaffairs.tamucc.edu/handbook.html>), student organization policies and procedures, University rules and regulations and all local, state and federal laws. Additionally, organizations must adhere to their own governing documents.

If a violation occurs, it should be reported to the Student Activities Office, UC 226. Written documentation is required in order to prompt an investigation. Please complete an Incident Report form, which is available at <http://ucso.tamucc.edu> and in UC 226. However, an email or written report with details of the complaint is also acceptable. The name of the complainant must be made available to the accused. Anonymous reports may be filed, however we may not be able to fully investigate the complaint if this is done.

The complete policy is currently under review. Please contact a council advisor (UCSO, IFC, Panhellenic or MGC) for

more information. Once the policy has been approved, it will be distributed through council meetings and placed on our website at <http://ucso.tamucc.edu>.

1. Each RSO is accountable for the conduct, safety and general welfare of its members and their guests whenever they represent the organization or are participating in organizational activities.
2. RSOs must adhere to all university rules and regulations, Student Code of Conduct, and all local, state, and federal laws, and must also adhere to their own approved constitutions (current copy must be filed in Student Activities every four years).
3. RSOs must be in compliance with Title IX of the Civil Rights Act, which requires membership and activities to be open to all persons regardless of age, color, creed, students with disabilities, national origin, race, religion, gender, sexual orientation, socioeconomic status, lifestyle, or veteran status. Student organizations whose national organization is exempt from Title IX must furnish proof by letter from the national office. Organizations are exempt from Title IX requirements only as they relate to their status as single-sex organizations.
4. Hazing at any level of membership in the organization is strictly prohibited at A&M-Corpus Christi. For further definitions and policies regarding hazing, refer to the hazing section of this handbook, pp. 42-46.
5. RSOs can be held liable for disciplinary action as a re-

In order to abide by this policy, here are some things student organizations may want to consider:

1. To the best of the group's abilities, try to be reasonable in the accommodation of potential members, members, and guests who may be different from you and your group in terms of gender, race, disability, etc. These accommodations include but are not limited to:

A) Rearranging physical space to accommodate for people in wheel chairs.

B) Rearranging new member events for the late afternoon hours so non-traditional students can also participate in your club or organization.

C) Strive to work with groups that are different from yours to gain exposure to new ideas and people instead of isolating yourselves which could possibly lead to harassment because of your group's lack of diversity.

D) Be wary of alcohol use when interacting with others traditionally different from those in your group (it could increase the likelihood of a negative confrontation).

E) Use educational opportunities as methods for improving your understanding of those not like you physically, cognitively, etc.

F) Try to take the time to think about how you can accommodate those different from you before they show up to join your club or attend your events.

2. Be sensitive to the "isms" and phobias such as sexism, racism, homophobia, etc. If bigotry of any kind appears in your organization, have a plan in place where those members' ideas can be challenged through education and exposure either through university sponsored events within the organization itself. "Isms" left unchecked become possible harassment situations. The university cannot and will not tolerate harassment of any kind. Confront it early.

3. Do yourself and your group a favor and report harassment of any kind to the university. Student should contact the Assistant Dean of Students at 825-2612. Not reporting this information could hurt your organization if anything were to happen and you and your group knew about it. If you know something and a reasonable person would act on that knowledge and you do not, then you may be liable for the harm that occurs from your inaction.

You should be aware that Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs, including extracurricular activi-

ties, at educational institutions receiving federal funds unless such programs and activities are specifically exempt from state law. The U.S. Department of Education Office of Civil Rights administers this law and has set up guidelines for its implementation. The criteria are as follows:

1. The organization must have tax-exempt status under Section 501 of the Internal Revenue Code;

2. Members must be student, staff, or faculty of the University; and

3. The organization must be a "social fraternity" as defined by the Department of Education.

The Department of Education defines a "social fraternity" 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 student, 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" and therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes. For more information please contact Student Activities.

## 4.2 Hazing

Hazing means any intentional, knowing, or reckless act occurring on or off the campus of Texas A&M University-Corpus Christi, by one person alone or acting with others, 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 any organization whose members are or include students at Texas A&M University-Corpus Christi. This term includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.

2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space,

sult of actions of individual members of the organization, while representing the organization.

6. RSOs can not in any way deface university property (i.e., spray painting or placing graffiti on buildings, using duct tape for fliers on lamp poles).

7. RSOs may not organize, sponsor, co-sponsor, or in any way coordinate an event in university facilities with any student organization that has been prohibited from participating in any type of student activity or university event on or off campus or has had its RSO status suspended, placed on interim suspensions, or terminated.

#### 4.1 Discrimination

Although the federal and state laws concerning racial, gender, and disability discrimination have little direct influence on individual student groups, it is important to remember that the university has policies governing these matters as well as it is common decency to extend common courtesy to all Islanders and not just those who you perceive as similar to you. The University's Statement on Harassment and Discrimination published in the Student Code of Conduct states:

calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects the student to unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.

5. Any activity that induces or requires the student to perform a duty or task which involves a violation of the Penal Code. In addition, Texas A&M University-Corpus Christi has also defined hazing to include:

A) Misuse of authority by virtue of one's class rank or leadership position.

B) Any form of physical bondage of a student.

C) "Road Trips" or taking a student to an outlying area and dropping him/her off.

D) Any form of "Quadding". (Quadding includes but is not limited to throwing a person into water or holding a student down and pouring water on him/her.).

#### 7.5.2 How do I commit a hazing offense?

A person commits an offense if he/she...

1. Engages in hazing;

2. Solicits, encourages, directs, aids or attempts to aid another in hazing;

3. Intentionally, knowingly or recklessly permits hazing to occur;

4. Has firsthand knowledge of the planning of a specific hazing incident involving a student of Texas A&M University-Corpus Christi or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to University Center and Student Activities, Recreational Sports or Student Affairs.

#### 7.5.3 Penalties for Hazing

1. Does it matter if I did not intend to harm anyone? No. Texas A&M University-Corpus Christi guidelines state that if one of the above occurs, it is hazing, regardless of your intent.

2. Does it matter if the person being hazed agrees to the activity? No. The law and Texas A&M University-Corpus Christi's guidelines state that if one of the above occurs, it is hazing, regardless of the consent or cooperation of the recipient. CONSENT is not a defense.

3. What is the penalty if I am found guilty of hazing? The student may be subjected to university disciplinary action, up to and including removal from the university, in addition to or regardless of any penalty imposed by the courts.

4. Are there state penalties for hazing? Yes, they are:

A) Failing to report hazing. Fine up to \$1,000 and or up to 180 days in jail.

B) Hazing resulting in no serious bodily injury: Fine of \$500-1,000 and /or 90-180 days in jail.

C) Hazing resulting in serious bodily injury: Fine of \$1,000-5,000 and/or 180 days to 1 year in jail.

#### ***7.5.4 Where do I report hazing?***

Sorority/fraternity violation: Greek Life Advisor, 825-2707.

General student organization violation: University Center and Student Activities, 825-2706.

Sport Club violation: Recreational Sports, 825-2455.

All other violations: Student Affairs, 825-2612.

# 5

## :: Section Five: Risk Management

### 5.1 Crisis Response

While student organizations are advised to plan their activities and events in such a way as to avert crisis, it is important to proactively plan how to respond in the event one should occur. Intentional development of a crisis response 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 be prepared to follow the plan. The following information is intended to assist students in the development of a crisis response plan, but should not be considered a complete plan, rather a guide for designing a protocol that fits the organization's needs.

As a student leader, it is important to understand that a crisis can happen to you and your organization. If this happens, know that you are not alone. Call on the resources in the Division of Student Affairs to assist you. 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.

#### 5.1.1 General Crisis Response Plan

1. Develop a crisis response strategy for your organization prior to your event or program.
2. Create a step by step process for what to do in case of a crisis.
3. Designate organizational officers and crisis team who can take charge of a crisis situation.
4. Review your crisis response plan on a regular basis and update the plan as needed.

5. Inform and/or educate organizational members of your crisis response plan at least once per semester.

#### 5.1.2 What to do if there is an emergency.

1. If off-campus call 911
2. On-campus contact 911 (825-4444 for non-emergency calls on-campus) or get appropriate help.
3. 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.
4. If medical attention is needed, attend to those needs before doing anything else.

#### 5.2.3 Contact the appropriate authorities

1. Notify the Texas A&M University-Corpus Christi Police Department (UPD) at 825-4444. The Texas A&M University-Corpus Christi Police Department is located in the Physical Plant/UPD building.
2. Notify your advisor if he/she was not present.
3. Notify all organization members in a meeting (Follow 9.5.4 & 9.5.5) and inform them of what to expect regarding the press and possible investigation. Direct members to not discuss the incident with anyone.

4. Notify the Dean of Students (UC 318) at 825- 2612 in the event of a serious injury or death.

5. 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.

#### **5.2.4 Statements about the incident**

1. Appoint an organizational spokesperson and create an organization statement for media inquiries. You do not have to provide the media with a statement.

2. Following the accident, empathize with victims/families but avoid saying anything other than “We sympathize for those affected by this. The situation is under investigation and more information will be shared when it is available.”

3. When more information does become available to you, your organization spokesperson should decide what information will be released (The decision should be made with consultation with the university).

4. Consult with your university advisor and/or national representative to discuss what things you should discuss in a post-incident press conference or release.

#### **5.2.5 Post-Incident**

1. Cooperate fully with those investigating the incident.

2. Gather as a group together as soon as possible. Lack of pertinent and accurate information can contribute to the critical nature of the situation.

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 Affairs is always available to help you through difficult situations by providing support and referrals. Contact us at 825-2612 or visit us in person at UC 318.

## **5.2 Social Policy**

### **General**

Student organizations are not required to register their social events with our department. If an organization is hosting an event in the University Center where alcohol will be served, then the “Request to Serve Alcoholic Beverages in the University Center” form must be completed. The form is available in the UC Administrative Office, UC 215, or at <http://events.tamucc.edu>, under Links.

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 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 in compliance. When an organization’s own policies are violated, the violation should be reported to the council advisor and to the organization’s headquarters. The council advisor will notify the organization’s headquarters, so it is in the best interest of the organization to notify the appropriate headquarters staff immediately.

### **Education**

Mandatory risk management education is required for recognition. UCSO and Sports Clubs will receive training through the UCSO Recognition Retreat in August of each year. Fraternities and sororities will receive training through the annual Greek Leader Retreat in January. During the retreats, attendees must take and pass a risk management test with a score of 90 or above. Additional training may be offered throughout the year and will be announced through council meetings. UCSA reserves the right to make additional training mandatory, especially if a significant change in law, state requirements, university rules or policies or as deemed necessary.

### **Resources**

Resources are provided for the benefit of the organizations to help them reduce their liability when hosting social events. “Planning an Event with Alcohol” is a form that will assist organizations in making risk management decisions to increase the safety measures provided for their members and guests. “Vendor-Organization Contract” outlines the expectations and responsibilities of the licensed alcohol vendor and the organization. Additional resources may be found on our website at <http://ucso.tamucc.edu> or <http://greeklife.tamucc.edu>.

Organizations that are planning large scale events or those where additional risks may be present (i.e. physical activities, contact sports, event on a “party boat,” out of town event, etc) are strongly encouraged to meet with their council advisor to review potential risks and to develop a plan of action to address those risks.

### **Sponsored Events**

Student organizations may sponsor events at a restaurant, bar or tavern either by themselves or with a student organization or charity. However, the restaurant, bar or tavern (venue) may not co-sponsor 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 fund raising activity) to the venue;

#### Co-Sponsored Events Prohibited\*

Student organizations are not permitted to co-sponsor events with a bar/tavern or other alcohol distributor. 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 affiliated with Texas A&M University-Corpus Christi, an entity that does not condone alcohol consumption (especially by under-age individuals) as a core value. 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 recognized student organizations take steps to curtail the excessive or illegal use of alcoholic beverages.

If you are hosting an event at a venue or location owned by a vendor of alcoholic beverages, distributor, organization, or tavern (establishment generating more than half of its annual gross sales from alcohol), ascertain whether or not your event is "co-sponsored" by asking yourselves the following questions:

1. Is there an agreement (written or verbal) with the venue or distributor regarding the event, such as:

- a) A discounted rental fee for the venue in exchange for goods or services provided by the student organization (advertisement, percentage of ticket sales, etc.);
- b) The venue promoting the event through newspaper ads, fliers, etc;
- c) A contribution to the student organization or a charity from cover charge, ticket sales, sales of food or beverage, etc. at the event, or other such agreements.

2. Is the venue or distributor advertising the event as an event they are co-sponsoring with the student organization(s)? Are the vendor/distributor and student organization promoting the same event, even if not being promoted as a co-sponsored event?

3. Is the venue or distributor paying for any aspect of the event?

4. Is there a perception (of the invited guests or in general) that the venue or distributor is co-sponsoring the event? If you answer "yes" to any of the above questions, your event may be considered a co-sponsored event and is likely in violation of this policy. Organizations that are in violation of this policy will have a conduct meeting with their council advisor and may face loss of University recognition.

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

#### Violations of the Student Code of Conduct

If a student or student organization is in violation of the Student Code of Conduct at an organization's event, he/she/it may face disciplinary action through the University's Judicial Affairs Office. Student organizations may also be found in violation of the Code.

Violations may include but are not limited to: endangerment, brawling, harassment, sexual misconduct, hazing, drug use or possession, underage drinking or possession of alcohol, providing alcohol to a minor, sale of alcohol in violation of state laws, or property damage or destruction. A full description of the Student Code of Conduct may be found at <http://studentaffairs.tamucc.edu/handbook.html>.

Violations must be reported to either the organization's council advisor or Judicial Affairs. A formal report is preferred, but not required, and may be found at <http://studentaffairs.tamucc.edu/forms.html>, Conduct Incident Form.

#### Legal Liability

Student organizations are liable for the actions of their guests before, during and after the event. Liability may be to the university, city, county, state or federal government. It is expected that all laws governing the consumption and sale of alcohol be strictly followed. This includes university risk management guidelines, city, state and federal laws/regulations.



## :: Section Six: **Travel**

### **6.1 Travel**

#### **6.1.1 Overview**

1. Texas A&M University-Corpus Christi has a vested interest in promoting the safety and welfare of University students. These procedures govern organized student travel by one or more students presently enrolled at the University to an activity or event located more than 25 miles from the University when the activity is sponsored and/or funded by the University or required by a student organization properly registered at the University.

2. These procedures, in conjunction with University Rule 13.04.99.C1: Student Travel, are considered to be 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. Departments or units should submit proposals for additional requirements to the appropriate Vice President. Student organizations should consult with the organization's advisor and the Department of University Center and Student Activities prior to implementing any additional standards.

3. 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.

#### **6.1.2 Responsibilities**

1. Organized student travel may require use of various modes of transportation. Each form of transportation requires students to follow common and mode-specific safety precautions.

2. University departments that authorize students to drive university vehicles for university-related business are responsible for ensuring that the students follow all university rules and procedures.

##### **2.1 Additional Insurance When Renting State Contracted Vehicles**

Personal Accident Insurance (PAI) must be purchased when renting state contracted vehicles. Lost/Damage Waiver or comprehensive (L/DW) which covers any damage that might occur to the rental vehicle and primary liability for persons and property outside the rental vehicle are included in state contracted rental vehicle rate.

L/DW is not included in the rate when vehicles are rented from non-state contracted vendors. L/DW and PAI must be purchased and the vendor exception form completed (refer to the travel handbook for additional information).

3. These procedures do not apply to undergraduate or graduate students who are responsible for their own transportation to an off-campus site where a class is meet-

ing, who participate in travel related to academic course requirements (e.g., internships, field trips, clinical or student teaching sites), or completing their assigned duties as a University employee, (e.g., research data collection) <http://falcon.tamucc.edu/~travel/travelHandbook.htm> .

### 6.1.3 Travel Information

#### 1. Required Documentation

The following documents are required for all organized student travel:

- 1) Trip Itinerary
- 2) List of Travelers
- 3) Student Activity Release form for each participant (if appropriate)
- 4) Emergency Information for each participant
- 5) Driver Release and Vehicle Information for each driver agreeing to abide by risk management policies for travel.
- 6) Copy of driver's license, license plate number, and proof of insurance.

All forms can be found on-line at: <http://ucso.tamucc.edu/forms.htm>. Forms are due at least three (3) business days in advance to appropriate departmental office.

#### 2. Travel Notification

Organizations must turn in the Trip Itinerary, List of Travelers, and Emergency Information for each participant to the University Police Department prior to departure.

#### 3. Modes of Travel

The following are the most common modes of organized travel:

- 1) Vehicles owned or leased by the University.
- 2) Privately owned vehicles
- 3) Commercial travel. Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.

#### 4. Safety Requirements

4.1 Drivers and passengers must act responsibly and use sound judgment when traveling.

4.2 Drivers and passengers must wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts.

4.3 Drivers must have a valid Texas driver's license. Vehicles must have all insurance coverage as mandated by the State of Texas, and must have a current state inspection and registration.

4.4 Drivers must obey all traffic laws and regulations, including posted speed limits.

4.5 Drivers must not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.

4.6 Drivers must ensure that the vehicle manufacturer's recommended load capacity is not exceeded. (See owner operating manual for specific instructions).

4.7 Drivers are encouraged to follow the safe driving practices provided below:

- 1) Begin the trip well rested.
- 2) Plan routes in advance; carpool and caravan when possible.
- 3) Divide the trip into segments, stopping for rest as necessary.
- 4) Establish a reasonable departure and arrival time.
- 5) Whenever possible on extended trips, have at least one other approved driver.
- 6) Avoid driving when conditions are hazardous. Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.

4.8 If an individual who has been approved to drive a University vehicle has restrictions added or endorsements removed from his/her driver's license, that individual must report this change to the sponsoring organization or department.

5. The suggested insurance state limits are:

Bodily Injury of	\$25,000 per person
Up to	\$50,000 per accident
Property Damage of	\$25,000 per accident

The limits will increase again on January 1, 2011 to:

Bodily Injury of	\$30,000 per person
Up to	\$60,000 per accident
Property Damage of	\$25,000 per accident

### Travel Paperwork

The Division of Student Affairs requires all forms are due at least five (5) business days in advance to appropriate departmental office. Organizations must turn in the following forms to UC 204:

1. Trip Itinerary.
2. List of Travelers.
3. Student Activity Release Form for each participant.
4. Emergency Information Form for each participant.
5. Driver Release and Vehicle Information for each driver agreeing to abide by risk management policies for travel.
6. Drivers will provide driver's license, license plate number, and proof of insurance to department for copying before being authorized.
7. The organization must take a copy with them of all Emergency Information sheets, a copy of the Incident Report and List of Travelers in the event of an emergency.
8. A copy of the Trip Itinerary, List of Travelers, Emergency Information Forms, and the Student Activity Release Forms will be hand carried to UPD three days prior to the trip.

#### 6.1.4 Risk Management & Travel

1. Travelers must abide by all federal and state laws.
2. It is recommended that clubs do not drive for over 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, 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.

#### 6.1.5 Vehicle Options

Listed below are the basic means of travel available to students:

1. Fifteen (15) Passenger Vans: Fifteen passenger vans may be used only under the following conditions: only nine occupants or less may ride in a van; the driver must be a university employee; nothing may be loaded on the top of the van; cargo limit must meet safety requirements.

2. Personal Vehicles: most flexible method, least expensive, fewer arrangements necessary, individual driver is responsible for passengers, drivers must carry own insurance to cover liability. If a university staff member drives their personal vehicle regularly for business purposes, it is recommended that you investigate changing your insurance to reflect this, although the costs will be increased. The car owner is responsible for monetary damages or personal injuries incurred by accidents.

3. Enterprise on campus: Enterprise has a branch on campus that will rent to student organizations at a discounted rate. All guidelines and procedures set forth by Enterprise must be followed, in addition to all university requirements. The Optional Personal Accident Insurance (PAI) and Optional Supplement Liability Plan (SLP) need to be accepted, and the Optional Damage Waiver (DW) can be declined. The driver must be a university employee. (student, faculty or staff)

4. Commercial Carrier (bus, car rental, etc.): Car rental companies do not provide insurance automatically. Renters must decide whether to purchase insurance when renting a vehicle. It is recommended that the driver(s) check with their own insurance company before purchasing the additional insurance because insurance coverage varies from policy to policy. Bus carriers provide their own insurance and assume liability, so this is the most expensive option. Usually, organizations must pay in advance or make a deposit, make arrangements early and usually require a written agreement. This is the lowest level of liability both for the organization and the driver. Inquire about what responsibilities the company assumes.

Please consider these options carefully as you plan your trips. Having more control over the total trip may be worth

a little more money. If personal cars are to be used, make sure drivers have a good driving record, have adequate insurance coverage and that the cars are in good driving condition.

#### **6.1.6 International Travel Recommendations**

1. 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 (currently \$20.00)

2. 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.

#### **8.1.7 Emergency Procedures**

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 Affairs or their designees. The Vice President for Student Affairs 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.

5. Upon return to campus, meet with the appropriate university personnel to discuss details of the incident.

#### **8.1.8 Procedures for On-Campus University Personnel**

1. University Police will be the initial contact for the student organizations in the event of an emergency. The police will have the hand carried copy of the Trip Itinerary, List of Travelers, Emergency Information Forms, and the Student Activity Release Forms (See Appendix) 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 advisor will meet with a club or organizational representative to discuss the details of the incident and document all information. The advisor will forward all information to the appropriate campus offices.

# 7

## :: Section Seven: **Student Organization Center**

The Student Organization Center (SOC) in UC 204 has 20 workstations and 66 lockers available for recognized student organizations. Each workstation is five feet long and has a 30" desk, chair, overhead cabinets, two file drawers, and access to electrical outlets. There are two types of lockers: 52 small lockers (12" w x 14" h x 37" d) and 14 large lockers (25" w x 38" h x 37" d).

### **7.1 Application Process**

Work stations and lockers are assigned to those organizations showing need for space. The following factors will be considered when assigning space:

1. Level of activity anticipated for the following year.
2. Type and amount of work expected to occur and space needed.
3. History of organization activity.

#### **7.1.1 Loss of Workstation and/or Locker**

1. Underutilized workstations and lockers may be re-assigned.
2. Student organizations must use the space on a regular basis or risk losing it.
3. If at any time a student organization does not respect their workstation and/or locker by keeping it in a clean and orderly fashion, it may result in the loss of their workstation and/or locker.

### **7.2 Student Organization Center Regulations**

Workstations and lockers are provided in the SOC for student organizations to have a convenient place to work on organizational projects and store files and supplies. Although every attempt will be made to keep items in the SOC secure, the university is not liable for any loss, theft, damage, etc., of any item left in the SOC.

#### **7.2.1 Organizational Mailbox**

University Center and Student Activities will provide a mailbox for each RSO that should be checked regularly by an officer of the organization for important university and university-related correspondence, as well as the organization's general mail. Organizations that lose their recognition will lose their mailbox.

Mailboxes are located in the Student Organization Center (SOC) and are provided for all student organizations. Mail for student organizations sent to the university will be delivered to University Center and Student Activities.

All organizations should use the following address:

**Organization Name**  
**University Center and Student Activities**  
**Texas A&M University-Corpus Christi**  
**6300 Ocean Drive, Unit 5783**  
**Corpus Christi, TX 78412-5783**

RSO mail must be picked up on a weekly basis. RSO's who misuse or do not check their mailbox could have this privilege revoked.

### **7.2.2 Banner Station Policies**

1. Organizations are to reserve a time to paint a banner with a time limit of 3 hours per use. If an organization arrives 15 minutes after their reserved time begins, they automatically lose that time slot.
2. Paints and brushes must be checked out through SOC office assistant with a \$andDollar\$ ID.
3. Once the paint and clean brushes are returned, the \$andDollar\$ ID will be returned.
4. Paints and brushes may not leave the SOC for any reason.
5. Banners may not be longer than the length of the work table.
6. Painting may only be done on the banner work table, not the floor, or any other table.
7. No glitter is allowed. No exceptions.
8. Banners must be placed on the cork strips along the wall to dry. SOC office assistant are not responsible for banners that are damaged or disposed of due to being left on the floor.
9. Banners must be picked up within an hour of completion. This is only to allow the paint time to dry. Banners left longer than an hour are not the responsibility of the SOC.
10. Remember, to hang a banner in the UC, space must be reserved through the UC 215 Scheduling Office.
11. Organizations may only take 3 table-length pieces of banner paper per week.
12. Banners left in the SOC are not the responsibility of the SOC. If, for any reason beyond your control, your organization cannot pick up a banner or will arrive at a later time than reserved, please contact the SOC at 825-3239 and let the SOC office assistant on duty know.
13. Failure to follow these policies will result in the organization losing banner station privileges.

### **7.2.3 Workstation Policies**

1. Workstations have key locked drawers and overhead bins.
2. Keys can be checked out from the SOC front desk during normal business hours.
3. Keys will only be issued to designated organizational

members as indicated on the Student Organization Center Workstation and Locker Liability Form.

4. All persons authorized to check out keys must provide a \$andDollar\$ card when checking out the keys. The \$andDollar\$ card will be returned when the keys are returned.
5. If at any time a key is not returned, an organization can be charged for changing the locks on the workstation.
6. If at any time the designated organization members change, notify University Center and Student Activities as soon as possible.
7. Registered Student Organizations are responsible for their privileged workstation and need to have respect for it by keeping it in a clean and orderly fashion or may be revoked.
8. Do not store perishable food in workstations.
9. Organizations that do not fulfill the workstation time requirements of 4 hours monthly twice in an academic year will lose workstation privileges.

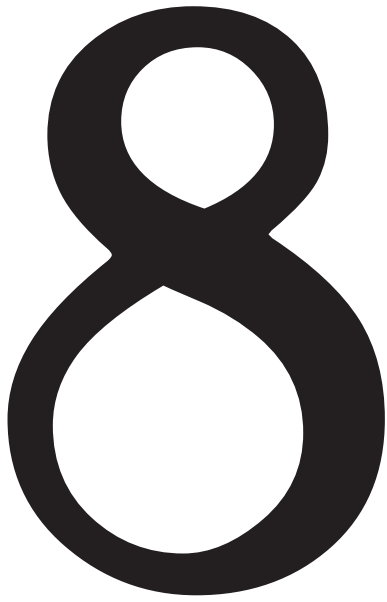
### **9.2.4 Locker Policies**

1. Each locker is provided with a combination lock.
2. Combinations will be only issued to the organization president or advisor only.
3. The organization's president may then give the combination to any other organization member he/she deems necessary.
4. In no situation will a combination be given to any person other than the organization president or advisor.
5. If a president graduates, resigns, is replaced or is otherwise removed from office, a new combination lock with a new combination will be issued to the new president as soon as University Center and Student Activities receives a Orgsync officer change.
7. Registered Student Organizations are responsible for their privileged locker and need to have respect for it by keeping it in a clean and orderly fashion.
8. Do not store perishable food in lockers.
9. Full-time staff members in University Center and Student
10. 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 University Center and Student Activities.

#### ***7.2.5 Student Organization Center Staffing***

There will be an office assistant on duty during all hours of operation. The office assistant's main responsibility is to oversee the operation of the Student Organization Center. The office assistants will issue keys, provide information, oversee space usage, and handle emergencies. The office assistants will monitor the center and have the authority to file a Violation Report (See Appendix) to ensure that the space is used appropriately.



## :: Section Eight: **Financial Procedures & Information**

### **8.1 Bank Accounts/Record Keeping**

Student organizations are required to open a bank account if the organization collects and distributes any money. A copy of the bank profile must be provided to Student Activities. The account must require two signatures for withdrawal of funds, the advisor's and that of the treasurer or other officer and it is recommended they sign in the presence of each other. An organization officer and advisor should pre-approve an expense before it is made to ensure funds are available. Funds must be deposited within two (2) business days of their receipt.

Each organization must keep accurate records of all financial transactions for three years. Record keeping consists of the organization's checkbook, bank statement, and a simple ledger. Keep an accurate account of all checks and deposits. Place the copy of the deposit receipt with the financial record. This is your proof of the deposit. All checks and revenue must be recorded in the ledger. The ledger should consist of spaces for the date, check number, the income amount, the disbursement amount, and the current balance. Retain receipts for all expenditures, with date, place and purpose. If individual members are to be reimbursed from the organization's bank account, they must have original receipts with all of the necessary information.

Student Affairs, through the Comptroller's Office, has the right to audit the organizations records at any time. We recommend that each year the organization's sponsor have the records secured and turned into Central Receiving for retention. Records should not be left for the organizations to dispose of or lose.

If the organization dissolves, the disposition of any remaining funds in the bank account must be addressed in the organization's constitution. The current advisor must report to Student Activities the results of the disposition of funds.

### **8.2 Rules from the Texas A&M Tax Manual**

#### ***10.2.1 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 they 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](http://www.irs.gov) or call 1-800-829-5500 and ask for Publication 557. To fill out an online application for tax exempt status visit [www.irs.gov/pub/irs-pdf/p557.pdf](http://www.irs.gov/pub/irs-pdf/p557.pdf).

#### ***8.2.2 Auctions, Rummage Sales, and Other Fund Raisers*** (rules from the Texas Comptroller)

College or university student organizations affiliated 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 en-

gaging 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.

### **8.2.3 Sales**

Generally, exempt groups must obtain sales tax permits and collect and remit sales tax on all items they sell (exception is the one tax free day per month). The organization is responsible for collecting and remitting tax on all sales of taxable items made by the organization unless such sales are otherwise exempt from tax. Examples of taxable sales include bookstore items, computers, telecommunications, food services, amusement services, printing services, and sale of seedlings. For additional clarification of the state tax law on these or other taxable items, see the State Comptroller <http://www.window.state.tx.us/m23taxes.html>.

### **8.2.4 Reporting Requirements**

For those required to file, sales tax returns are due on or before the 20th of the month after the reporting period. The "reporting period" may be a month, a calendar quarter, or a calendar year depending upon the dollar value collected. Taxpayers who collect \$500 or more in sales tax a month should file monthly. In order to file quarterly, collections of sales tax should be less than \$500 per month or \$1500 per quarter. Yearly filers are taxpayers who collect less than \$1000 in sales tax per year.

## **8.3 Obtaining a Sales Tax Permit and Resale Certificate**

### **10.3.1 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, we suggest you go to the website listed below, print it out, then take the application to the field office 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. To apply for a sales tax permit visit [www.state.tx.us/taxinfo/sales/index.html](http://www.state.tx.us/taxinfo/sales/index.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 ComptrollerField Office at 361-882-1234, or 1-800-252-5555.

Questions regarding deposits, document preparation, or transaction entry should be directed to a staff member of the Statewide Fiscal Section in the Fund Accounting Division 512/463-4992.

## **8.4 Food Sales**

### **10.4.1 Tax-free Sales: Meals and Food Products**

Sales tax does not need to be collected on meals and food products (including candy and soft drinks) if (please note that NONE of these apply to college/university student organizations):

1. Sold by churches or at church functions conducted under authority of a particular church;
2. Sold or served by a public or private school, school district, student organization, or Parent-Teacher Association in an elementary or secondary school during the regular school day by agreement with proper school authorities; or
3. Sold by a person under 19 years of age who is a member of a nonprofit organization devoted exclusively to education or to physical or religious training or by a group associated with private or public elementary and secondary schools, as part of a fund-raising drive sponsored by the organization, when all net proceeds from the sale go to the organization for its exclusive use.

### **8.4.2 Food, Food Products, Meals, and Food Service**

Food sales by a university are taxable. These taxable sales include: the sale of food, meals and drinks prepared, served, or sold ready for immediate consumption; university-owned vending machines; catered events to non-exempt organizations; and concession stand operations at sporting events. Thus meals served by the university to students, visitors, or employees are all taxable.

A nonprofit organization may hold a tax-free annual banquet or other food sale provided:

1. the affair is not professionally catered;
2. not held in a restaurant, hotel or similar place of business;
3. not in competition with a retailer required to collect tax;
4. the food is prepared, served and sold by members of the organization.

5. Alcohol sales must be taxed.

### **8.3.3 Food Handler's Permits**

Any time food is being prepared or re-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. If your organization is cooking or packing food for a sale, the Food Sale Guidelines form must be submitted to Student Activities along with the Fundraising Request.

To obtain a permit, contact the Corpus Christi-Nueces County Public Health Department at 851-7273. As of August 2006, classes are offered every Monday at 5pm, Tuesday at 2:00pm, and Thursday at 8:30am and cost \$10. The Health Department is located at 1702 Horne Road, between Greenwood and Crosstown Expressway.

### **8.3.4 Health Department Permit**

If an organization wishes to prepare and sell food off-campus, a Temporary Health Department permit is needed (permit is valid for 14 days). The estimated cost is \$35 and \$15 for each additional day and must be obtained prior to the event. Contact the Health Department at least a month prior to the event in order to ensure enough time to meet all requirements and to qualify.

### **8.3.4 Disbursement of Funds**

Important Note: No organization will receive a check for the amount of funding available from the University! There are three ways an organization can utilize their funding from the University:

1. **Interdepartmental Transfer:** If the organization is purchasing supplies or services from a campus department, such as ARAMARK, the Bookstore, or Campus Copies, the organization may request the funds be transferred to the department directly from Student Activities. To do this, first contact Student Activities. Then, inform the department that you want to deduct the amount from UCSO funding. The department will then contact Student Activities with the amount to be charged. Student Activities will verify that the organization has enough money to cover the expense. If it does not, Student Activities will only authorize an amount up to funds available.

2. **Purchase Orders:** A purchase order (PO #) may be created for certain purchases by the organization. To do this, an organization must meet with the UCSO advisor in Student Activities or Sport Club Advisor in Recreational Sports to discuss this possibility.

3. **Reimbursement:** The organization must submit original receipts with a Reimbursement Form to Student Activities by the deadline stated (See Appendix). Checks will only be made out to the organization and not individual members. It may take 2-4 weeks for reimbursements to be processed.

A) Reimbursement for travel will be based on state policy. Travel by car will be reimbursed based on state mileage guidelines or gas receipts, but not both. Please refer to the Texas Mileage Guide at [www.window.state.tx.us/comptrol/texastra.html](http://www.window.state.tx.us/comptrol/texastra.html).

B) Submit an original receipt with name of company and date of purchase. Write name of organization and purpose of purchase on each receipt. Receipts must be itemized and list each item purchased. Credit card receipts will not be accepted.

C) Receipts should only contain items for the student organization. Personal items should not be included purchases for the organization. Alcoholic beverages should never be included on any receipt that the organization submits for reimbursement.

D) 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 appropriate use of funds derived from student fees.

E) 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.

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

H) If attending a conference, attach a copy of the conference schedule.

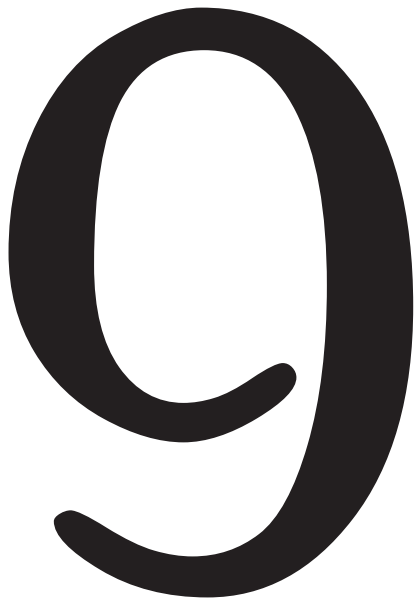
Funding may be used, but is not limited to, the following:

1. Registration fees for conferences
2. Travel and meals for student participants

3. Fund-raising supplies (i.e., T-shirts, flowers, candy)
4. Printing services
5. Speakers & workshops
6. Activities that have wide appeal on campus
7. Organization supplies

Funding cannot be used, but is not limited to, the following:

1. Gratuity or tips
2. Alcohol
3. Membership fees for individuals
4. Meals for non-members other than honored guest of function
5. Travel or meals for non-university employed advisors or alumni
6. Purchasing supplies, equipment, or other support for any academic department.
7. Gift cards can not be purchased with USCO funds.



## :: Section Nine: **Fundraising**

### **9.1 Fundraising**

Each organization can hold ONE TAX-FREE fundraiser per calendar month. Additional ones can be held, but sales tax must be collected and paid for each fundraiser sales tax must be reported to the state of Texas

1. Fundraising request forms must be turned in 5 days prior to organizations fundraiser.
2. The selling of individually wrapped items is taxable (except for the one sale 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.
3. You cannot bake/cook food at home to sell! It is against the Department of Health's rules. If you wish to prepare items in a certified kitchen and then sell them, please see Food Handler's Permit section above in 9.4.
4. Proceeds from fund raising activities (i.e., resale of retail merchandise, food and ticket sales) are subject to state sales tax laws. (For more information on sales tax, please refer to "State Sales Tax" on p. 23)

#### **Fundraising FAQs:**

**Does my organization need to submit a fundraising request every time we fundraise?**

**Yes. Fundraising Requests are due 5 (five) 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.**

**How many fundraisers can my organization have a month?**

**Organizations are allowed 1 (one) sales tax free fundraiser a 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.**

5. Tournament fees or other entry fees/ticket costs are not taxable.
6. Rummage/garage sales may only be held one day per month or tax must be collected.

## What Is A Sales Tax Free Fundraiser?

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 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 825-2706 or Kimberly.Duncan@tamucc.edu.

## What Is A Non-Taxable Fundraiser?

You can have unlimited non-taxable fundraisers a month that benefit your organization and/or charities. Examples include car washes, donation jars or val-a-grams. Essentially, items you would not normally pay sales tax on.

## What Are The Exceptions?

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. For more information on UBIT, contact your national organization.

## What Does It Mean To Be Tax Exempt? 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.

## Where Can I Get More Information?

If you have any questions or concerns please contact 825-2706 or Kimberly.Duncan@tamucc.edu.

For more information regarding the tax laws please refer to Form 96-122 of the Texas Comptroller. This form can be found at [www.window.state.tx.us/taxinfo/taxpubs/tx96\\_122.pdf](http://www.window.state.tx.us/taxinfo/taxpubs/tx96_122.pdf).

7. Proceeds from fund raising activities (i.e., resale of retail merchandise, food and ticket sales) are subject to state sales tax laws. (For more information on sales tax, please refer to "State Sales Tax" on p. 37)

8. Fund raisers may not be conducted for private gain of individuals or for for-profit business.

9. To collect sales tax, each organization must register with the State of Texas Comptroller's Office.

10. No DATE or SERVICE AUCTIONS are permitted.

11. 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. This includes the "big wave" (colorful one that looks like a tidal wave), the "small wave" (3 blue wave lines), and Izzy the Islander and TAMUCC 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 staff members is highly recommended. Any licensed products need to be purchased through a listed vendor.

### 9.1 Raffles

Raffles involve paying money for the chance to win a prize of great value, which is considered gambling. Instead of raffles, 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) and is exempt from federal income tax under Section 501(c) of the Internal Revenue Code (proof of status must be submitted to Student Activities);

D) do not 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 [www.oag.state.tx.us/alerts/alerts\\_view\\_alpha.php?id=58&type=1](http://www.oag.state.tx.us/alerts/alerts_view_alpha.php?id=58&type=1) or contact University Center and Student Activities.

## **9.2 Solicitations and Donations**

Student Organizations are required to contact the Development Office, Noel Vella, USC 212, at 825-2352, prior to soliciting or asking for donations from companies. Student organizations should be prepared to show 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 Development Office via the online reporting form at <http://kanga.fw.tamucc.edu/AdvServices/Forms/GiftProcessing.aspx>.

# 10

## :: Section Ten: **Events & Activities**

### **10.1 Planning a Meeting and Other Events**

RSOs may use university facilities for meetings, functions, programs and other appropriate activities provided that proper reservation forms are completed through 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.

#### **10.1.1 Scheduling University 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**

To reserve meeting and event rooms in the University Center go to <http://events.tamucc.edu>, or go to the UC 215 and ask for a paper request for a room. For general UC information, call 825-5282.

A) 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.

B) Requests for all events designed primarily for the benefit of and open to the entire University/student community will be accepted up to one year in advance.

C) Student Government Association, Islander Culture Alliance, Interfraternity Council, Panhellenic Association, University Council of Student Organizations and Campus Activities Board may request space up to one (1) year in advance for major events.

D) Student Organizations ARE NOT CHARGED space rental fees for routine meetings or events open to the University community free of charge. Space rental fees are charged for events involving admission charges or registration fees. Additional labor fees for complex set-ups involving special staffing and 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 25% of the estimated charges for an event is required before a space request involving fees will be confirmed.

##### **2. Classrooms**

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

##### **3. Fieldhouse, pool, racquetball courts, playing fields, etc**

To reserve these areas related to the Field house, contact Athletics or complete a Facility Reservation Request (available on-line at [http://falcon.tamucc.edu/~recsport/about\\_us/policies?FacilityRequest.pdf](http://falcon.tamucc.edu/~recsport/about_us/policies?FacilityRequest.pdf)).

##### **4. Dugan Wellness Center**

To reserve the aerobic rooms, game room or Wellness Center, go online to <http://falcon.tamucc.edu/~recsport/>

about\_us/policies?FacilityRequest.pdf.

5. CI Courtyard, Lee Plaza (fountain area), Dr. Hector P. Garcia Plaza, CA Courtyard  
To reserve any of the above areas, contact UCSA Scheduling Office at 825-5281.

#### 6. Faculty Center

To reserve the Faculty Center Conference Room, contact the College of Business at 825-2655. To reserve the Faculty Center Atrium, contact the College of Arts and Humanities at 825-2659.

#### **10.1.2 Special Set-ups**

To have a special set-up or tables and chairs placed in an outside area or the Field House, contact University Center and Student Activities at least five (5) days prior to any event. Due to Physical Plant restrictions, set ups will not be provided if proper notice is not given. Set-ups for events reserved by the University Center will be arranged by the UCScheduling Office.

Fees for special set-ups will be deducted from an organization's UCSO funding or billed to the organization.

If a meeting room is reserved and the meeting is canceled, please notify the appropriate office to cancel the room reservation. Failure to do so may result in the inability to reserve space in the future and a fine.

### **10.2 Contracting 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.

1. After the speaker has been contacted and there is an informal letter or a verbal agreement, follow up with a formal letter of agreement or contract. The letter of agreement should include the person's name, address, date, time and location of program. A description of the program should also be included in the letter (i.e., lecture, subject, demonstration or workshop subject). This makes it very clear what service is being provided. If the speaker is to be paid a fee from the organization, the amount must be stated in the letter. Make two originals of the letter and send them to the speaker. The speaker signs on the designated line, returns one copy and retains one copy (Appendix p. 83).

2. When the university is paying for the speaker, the Consultant/Professional Contract must be used (Appendix p. 81). The contract must be filled out completely and signed by the student organization president, advisor, and an authorized representative from Student Activities.

3. If university funds (UCSO funding) are to be used to pay the speaker/presenter, the account number must be included for the Purchasing Department. The contract must be approved by Student Activities before it is sent to the speaker/presenter.

A) Bring the signed copies to Student Activities so that the contract can be sent to the Purchasing manager. Allow two weeks for university approval and two to four weeks for the speaker/presenter to return the contract. Two signed copies are sent to the speaker/presenter. The speaker/presenter signs both copies, keeping one copy for his/her file and returning one copy.

B) The Purchasing Department will process the check for direct payment to the speaker/presenter. The purchasing department will process the paperwork and create a check only after the contract is fulfilled. Checks may take up to 30 days to be sent.

#### **10.2.1 Regulations for Guest Speakers and 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 recognized by all. The following guidelines are designed to serve this objective:

1. Any university recognized 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.

2. Recognized student organizations must obtain the approval of their faculty/staff advisor to sponsor any speaker, lecturer or entertainer.

3. Speakers, lecturers or entertainers hosted by students who are not members of recognized student organizations must obtain the approval of the Vice President for Student Affairs or his or her designated representative.

4. 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.

5. Speakers, lecturers or entertainers who are to be paid with university funds must enter into a contract with the university subject to requirements established by the State of Texas, Texas A&M University System and the local purchasing department.

6. The university cannot be held responsible for accidents and/or injuries incurred through activities on- or off-campus sponsored by recognized student organizations.

7. The sponsoring group or non-university organization will be financially responsible for any and 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.

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

9. The President or his 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.

10. 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.

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

12. 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.

13. University funding (including UCSO and Recreational Sports Club funds) cannot be used to purchase promotional items such as banners, flyers, buttons, etc for politically related functions. Organizations will not be reimbursed from UCSO/Recreational Sports club funds for these items. If you are in doubt about what your organization can and can't use UCSO/Recreational Sports club money for in regards to campaign related activities, please contact University Center and Student Activities at 825-2707 or Recreational Sports at 825-2454.

14. 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.

15. 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.

16. All postings (flyers, banners, etc) advertising such events must be approved through University Center and Student Activities 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. This includes the "big wave" (colorful one that looks like a tidal wave), the "small wave" (3 blue wave lines), and Izzy the Islander.

17. 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.

18. 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.

20. For information on additional issues related to the scheduling of events and the use of university facilities, please refer to University Rule 33.04.99.C1, Use of University Facilities.

### **10.3 Food Service Guidelines**

By contract, ARAMARK has exclusive rights to provide food services to the Texas A&M University-Corpus Christi campus. ARAMARK is responsible for compliance with all health regulations, licensing, taxes and workers compensation insurance required by law for all campus food service organizations. For events hosted on campus, ARAMARK will provide all food service support. The following are exceptions to the guidelines:

1. Recognized student 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. Items served may 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 (see 3)

2. Recognized student organizations and University departments that are engaged in fund raising opportunities on campus may provide non-perishable refreshments and snack food items. Items used as fundraisers may include light refreshments and snack foods such as coffee, tea, punch, carbonated beverages (Coca Cola 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 (see 3).

3. Donated items may be used for number 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 the food handler must possess a certified food handler's permit. Donated beverages used for fund raising opportunities must be Coca Cola products only. Please provide a copy of the current health inspection and/or food handler's permit, location name, location address and item(s) being sold. Events using donated foods which are cooked/baked will be scheduled in a location other than the University Center. The food exemption request will not be approved prior to receiving the completed "Fundraising/Philanthropy Request" form from Student Activities. Donated food will not be allowed in residence halls without prior coordination with Camden Properties.

4. If "fast food" is prepared before delivery and is not served or catered by the company to a group on site, the catering policy does not apply. These small gatherings should consist of no more than ten (10) participants and valued less than \$60. Also, the outside services being utilized should not be designated as a catering company.

5. The requesting entity assumes all liability for food and/or beverage provided and will ensure that food safety and handling procedures are followed.

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

If the event is large and/or important, it is recommended that approval be sought as soon as possible.

For further information, you can access the Campus Dining Catering Guide on the University's website or call 361.825.3694.

### 10.4 Catering Incentive Fund

Recognized student organizations can apply for assistance with catering expenses for meetings, events and activities happening on the A&M-Corpus Christi campus. First priority for assistance is given to any recognized student organization, including UCSO organizations, Greek organizations, and sports clubs. 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 after the deadline if catering incentive funds are available.

A committee of one ARAMARK representative, two university representatives, and three students will determine recipients of the catering incentive fund.

For further information, you can access the Campus Dining Catering guide on the University website or call 825.3694

#### The Rules:

**Each organization may only receive one allocation from the fund per year.**

**The catering incentive fund allocation is the amount that the organization would be charged for the food, not ARAMARK's actual costs to prepare the food.**

**Organizations may receive full or partial assistance for their catering. The committee will determine the actual percentage of assistance.**

**Allocations can only be made to events happening on the A&M-Corpus Christi campus or in 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.**

**No organization will be denied based upon the political, religious or ideological views of the organization.**

# 11

## :: Section Thirteen: **Publicity**

Publicity is a developed program of communication intended to promote the interest and participation of individuals. As a process, it informs, sells, educates, clarifies, exposes, excites, and involves. It serves as the vital link between a planned program and program response. Depending on the quality of the program, publicity can be one of the prime determinants of the success or failure of the program.

Getting the word out is a major part of the program planning process. Hastily prepared, ill-timed publicity can be as ineffective as a program planned in the same manner. Promotional techniques will evoke a psychological response before the reactor even thinks about the message being communicated. The best publicity is that which is bold, has a clear purpose and states fairly quickly what the program is. A flyer or poster that is scruffy-looking, unpleasing to the eye, poorly designed, or badly printed may be a detriment to the program rather than an aid. The character of the publicity - whatever it may be - reflects the quality of the upcoming program in the eyes of the person reading or hearing the publicity.

### **11.1 Bulletin Boards**

Postings by recognized student organizations may be placed on all bulletin boards throughout the campus (unless otherwise noted on board). All postings must be approved and stamped by the Information Desk at the University Center. The stamp will say, "Approved for Campus Posting" and will display the expiration date. For the most part, it is the organization's responsibility to hang their own postings and take them down after the advertised

event. Failure to do so may result in the termination of bulletin board privileges. The UCSA staff will take care of hanging and removing posters INSIDE the UC only.

#### **11.1.1 General Regulations**

1. No postings are allowed on the outside of buildings.
2. Be respectful of other RSOs and do not remove or deface other RSO postings.
3. Do not post signs over other postings.
4. Use thumbtacks, not staples.
5. Do not use duct tape when posting.
6. No postings will be allowed on any trashcans, windows, doors or walls on any building on campus.
7. Each academic department will have a designated bulletin board for postings.
8. All postings for an event (meeting, speaker, etc) must have a date, location, time, and name of sponsoring group with a contact number, email address or office location.
9. All posters/fliers for an event must contain the following statement: "If you need a special accommodation to fully participate in this program/event, please contact (name and host department) at (phone number/voice and/or email). Please allow sufficient time to arrange the accommodation."

10. Posters/fliers can not contain references to alcohol, tobacco, or illicit drugs, or to any event, activity, program, or sponsor whose purpose or activity is the sale, use, or promotion of alcohol, tobacco or other drugs.

11. Posters/fliers can not contain profanity.

12. Postings for non-events (selling books/car, looking for roommate, etc) must have a date of posting on the flier.

13. Special university events will be reviewed on an individual basis to assist in promoting the event.

14. Some bulletin boards are divided into two sections: Student Organizations and General. All student organization postings should go in the Student Organization section, and all other postings (general, department, commercial, etc.) should go in the General section.

15. Flyers may not be placed on vehicles in any University parking area.

16. Any questions pertaining to posting can be directed to the Information Desk in the University Center.

17. University Center and Student Activities is not responsible for items that get torn down, removed prematurely, or that are defaced.

### **13.1.2 Recognized Student Organization Postings**

Postings by recognized student organizations may be placed on all bulletin boards throughout the campus (unless otherwise noted on board). All postings must be approved and stamped by the University Center Information Desk. It is the organization's responsibility to hang their own postings and take them down after the advertised event. Failure to do so may result in the termination of bulletin board privileges.

### **13.1.3 Personal Student Postings**

Personal student postings must be approved and stamped by UC Information Desk and may be placed on all bulletin boards throughout the campus (unless otherwise noted on bulletin board). Personal student postings include flyers advertising personal items for sale, recitals, roommate requests, etc. Postings regarding student-run businesses, bands playing at local clubs, etc., are not considered student postings and must follow the commercial posting regulations.

### **13.1.4 Departmental Postings**

Departmental postings may be placed in designated departmental bulletin boards as well as all bulletin boards across campus. If general bulletin boards are used, they must be stamped by the UC Information Desk.

### **11.1.5 Commercial Postings/Non-University Related Postings**

All external postings must be reviewed and approved by University Center and Student Activities, 825-5282, located in the University Center 215. Approved postings may be placed on all bulletin boards throughout the campus (unless otherwise noted on bulletin board).

## **11.2 Campus Mail Guidelines**

Student organizations may send flyers to student, faculty and staff through on-campus mail. By abiding by the following guidelines, you will ensure that your material is distributed in a timely manner.

1. All pieces must be taken to the 78412 Post Office at least 48 hours in advance of when you want them distributed.

2. Each piece must state whom it is for: faculty, staff, student or a combination (i.e., faculty and staff). The addressee must be stated on the back of the flyer.

3. If pieces are going to students, each one must be stamped by University Center and Student Activities. For convenience, you may have your original stamped first, and then make copies.

4. Mail Services will not accept mailers without at least a sample stamped and approved by University Center and Student Activities. The approved sample will be stamped with, "Approved for Campus Mail."

5. Size limits: smallest is 3 ½ x 5 and largest is 8 ½ by 14 (must be tri-fold or quadra-fold).

6. Number of mailboxes: 300 faculty, 650 staff and 1380 students.

7. Only recognized student organizations and University Departments may send information through campus mail. No off campus entities can utilize campus mail services.

## **11.3 Campus-Wide Monitor System**

Students, faculty, and staff are eligible to post information concerning upcoming events on the monitor system. To post an announcement on the monitor, students, faculty and staff must meet the listed criteria and complete the proper form (See Appendix) and return to University Center and Student Activities, University Center 215.

## **11.4 Chalking on Campus**

RSOs can not chalk any vertical surfaces or campus art work. RSOs can not use liquid chalk (or sidewalk paint) and can not chalk any horizontal surface that is not exposed to rain or the sprinkler systems.

## Criteria for Announcements on Islander Information Network

1. Only students, faculty and staff of Texas A&M University-Corpus Christi may post an announcement regarding a campus event or activity on the monitor system.
2. The sponsoring person or organization must have completed the announcement request by 9 a.m. on Mondays and Thursdays.
3. Announcements on the monitor system will run an average of five days and a maximum of seven days.
4. Proposed announcements should announce upcoming events, schedule changes or deadlines that are important to the entire campus.
5. The Campus-Wide Monitor Committee reserves the right to reject messages that it believes would be inappropriate for the campus.
6. No commercial advertisements are allowed.
7. In the event of excessive volume of monitor announcements, requests will be honored on a first come-first serve basis.

## 11.5 Publicity Considerations

1. Target Audience: Who is the program and publicity for?
2. Timing: When should publicity be released? Should it all go out at once or certain kinds at special times? What are the time considerations for poster and flyer designing and printing?
3. Information: How much information is needed? How little? Is the information perfectly clear? Accurate? What, where, when (date and time), for who, why?
4. Coordination: Who will be responsible for doing what and when?
5. Anticipated Response: Is printed material graphically strong enough to attract attention? Will it stick in people's minds?

The most effective approach to publicizing a program is through a variety of methods that will compliment each other. These methods would include very straight, read-

able forms; interesting, eye-catching forms; and a fresh, new, creative approach. These may exist in the way of graphics, displays, live exhibitions, and objects not usually used for publicity, but related in some way to the program.

Enthusiasm and interest are much more easily generated if a creative approach to publicity is used. Unique, fresh, and clever methods of promotion are usually more fun, will rally more support, and if done in a sophisticated manner, will sell almost any program.

## 11.6 Using Texas A&M University - Corpus Christi Registered Marks

The Office of University Services oversees the commercial use of all University Registered Marks. This includes the "big wave" (colorful one that looks like a tidal wave), the "small wave" (3 blue wave lines), and Izzy the Islander. Student Organizations may use the University registered marks with prior approval of University Services. Please submit artwork to University Services via email or through Campus Mail 7-10 days before going to print. Vulgar, obscene or inappropriate use of registered marks is strictly forbidden. Contact the University's Licensing Department at (361) 825-5710 or email at [university.services@mail.tamucc.edu](mailto:university.services@mail.tamucc.edu). Please refer to the website at: <http://image-gallery.tamucc.edu> for a listing of all Texas A&M University-Corpus Christi registered marks.

# 12

## :: Section Twelve: **Sports Clubs**

This section provides general information concerning the Sport Clubs Program at Texas A&M University-Corpus Christi and is not intended as a definitive manual concerning all policies and procedures governing the actions of sport clubs at the university. As such, it does not replace working with Recreational Sports throughout the year. As procedural changes occur at any time, it is important to each club's success that club officers communicate regularly with the Sport Club Director and attend monthly council meetings. Our experience shows that those sport clubs that keep the director informed of events, activities, successes and difficulties are best served by the Sport Club Program. The Sport Club section of this handbook has been prepared to assist you and to serve as a guide in the administration of your club. All must follow the procedure of becoming a recognized student organization before becoming a sport club.

### **12.1 Introduction**

As an integral part of the overall Recreational Sports program, the Texas A&M University-Corpus Christi Sport Club Program is intended to serve individual interests and provide different instructional, recreational, and competitive activities for our campus community. Sport Clubs are designed to accept men and women at any level and provide recreation and/or competition, depending on the desires of the membership. Sport Clubs may vary in focus and programming since the members are active participants in the leadership and decision making process of club activities. Students are responsible for the administration of the club,

including fundraising activities, special events, tournaments, competition, transportation, lodging and food, publicity, etc. Many clubs offer their members the opportunity to compete in local, state, regional or national competition.

Clubs provide:

1. A place to learn a new skill.
2. A place to refresh your skill/ability in a sport or recreational activity.
3. A place to meet new friends.
4. A place to teach/instruct.

### **12.2 Resources**

#### **12.2.1 Sport Club Coordinator**

He/She serves as an advisor and resource available to assist sport clubs in conducting their business. Acting as a liaison between the clubs and the university, the Sport Club Director is responsible to the Director of Recreational Sports in administering the program. Located in the Dugan Wellness Center, the Sport Clubs Coordinator maintains records of participants, schedules, and results of programs and competitions; administers the sport club's budgets; promotes and advertises the Sport Clubs Program and assists each sport club with the planning and implementation of events, tournaments, and matches.

### **12.2.2 Sport Club Supervisor**

Provides support to the clubs with communication and maintains equipment inventory. Additional administrative duties include follow up with accidents and incidents and maintaining monthly statistics. The sport club supervisor is a resource for clubs during practices and competitions. Their responsibilities include monitoring activities and facility conditions to protect the safety of participants and spectators; reporting risk management concerns, accidents and incidents; and representing the department during club activities.

### **12.2.3 Sport Club Council**

The Sport Club Council is comprised of the presidents (or representatives) from each club. The council meets once a month during the fall and spring semesters. Each club is responsible for attending these meetings as clubs are informed of rules, regulations and upcoming events. The council meetings are also used to conduct leadership training workshops specific to sport club needs. These meetings are used to determine eligibility for funding.

### **12.2.4 Recreational Sports Advisory Board (RSAB)**

The Recreational Sports Advisory Board is designed to provide Recreational Sports with input on programs, schedules of events, budgets and facility concerns. The RSAB meets each semester and acts in an advisory role. Budget requests that are submitted by sport clubs will be presented to the RSAB at the beginning of each long semester. The RSAB will make recommendations on the amount of money allocated to each club.

## **12.3 Sport Club Recognition**

Recognizing that sport clubs have unique needs and circumstances, University Center and Student Activities and Recreational Sports have worked together to ensure that all clubs have the proper support necessary to be successful. Sport clubs must follow all recognition procedures as outlined previously in this book and must also submit a calendar of meetings, practices, competitions, fundraisers, clinics, etc. to Recreational Sports as well as follow all other procedures and guidelines set forth by Recreational Sports.

Not all student organizations engaged in a sport activity are or can be members of the Sport Club Program. Inclusion in the program is dependent upon risk management concerns, proven continued interest in the activity and the ability of Recreational Sports to meet club needs through the Sport Club Program. Student organizations should not view membership in the Sport Club Program as an avenue to student fee funding. Funding is not guaranteed and more appropriate avenues for funding may exist elsewhere.

The submission of club information does not necessarily guarantee recognition as an active club. Active status as a club must be maintained with an active participation of at least 10 members or 1½ times the number of players needed for competition for those clubs who are competitive.

## **12.4 Categories of Sport Clubs**

### **12.4.1 Instructional**

Instructional clubs are those who meet to learn the skills that are associated with their sport and practiced throughout the year. Their main purpose or goal is focusing on the skill of the sport and promoting it.

### **12.4.2 Recreational**

Recreational clubs are those who want to meet socially to promote their particular interest or sport. The main purpose for these clubs is to have fun while participating in a recreational activity.

### **12.4.3 Competitive**

Competitive sport clubs meet and practice intensively to prepare for games, tournaments, matches, etc at the local, regional and national level. These clubs usually are affiliated with regional or national organizations and travel for their competitions.

## **12.5 Membership Categories**

### **12.5.1 Student Members**

Only A&M-Corpus Christi undergraduate and graduate students who pay full registration fees are eligible to be a member of a sport club. Student members have full privileges to all aspects of the program and have the right to vote and/or hold office.

### **12.5.2 Associate Members**

All faculty and staff are eligible to be associate members of a sport club. Associate members cannot vote or hold office. All associate members must purchase a Recreational Sports Program Pass. The passes are \$90 per semester for faculty and staff and may be paid for at the Dugan Wellness Center.

For risk management reasons, non-university affiliates are not allowed to participate in the Sports Club Program. Therefore, clubs are not allowed to have anyone join or practice with their club who is not a student, faculty or staff member. (The only exception to this will be when a team from another school or organization is invited to campus to compete against a club.) Coaches/instructors are allowed in clubs for purposes of instruction. They are not allowed to use any other facilities.

## **12.6 Participation Requirements**

All sport clubs involved with watercraft or high-risk activity such as, Ducks Unlimited and Equestrian must have proof of liability insurance before participating in practices, competitions or events. Classification of a high risk club will be determined by the Sport Club Coordinator.

All club members must have a valid \$andDollar\$ ID in order to gain access to the facilities. Persons without valid ID will not be allowed in the facilities.

Participation in the Sport Club Program is completely voluntary and individuals are encouraged to have a physical examination and obtain adequate health and accident insurance prior to participation.

## **12.7 Services for Individuals with Disabilities**

As with the Recreational Sports Programs, all clubs should include opportunities for individuals with disabilities to participate in their club. The Sport Club Coordinator will work to meet participants' needs.

# 13

## :: Section Thirteen: **Sports Club Organization Management**

The success and strength of the Sports Club Program is based upon the initiative set forth by the elected student leadership and the total involvement of club members. A club offers students the opportunity to become directly involved with the administration and supervision of their organization. They collectively have the responsibility for writing their constitution and by-laws, setting up organizational meetings, informing new members of the club's direction, establishing club dues, raising funds to support the club's activities and planning and promoting the club's events.

### **13.1 Officers**

In order to increase effectiveness, it is suggested that the club operate with at least four officers: President, Vice-President, Secretary, and Treasurer. The following is a guide to the duties that each officer may encounter.

All elected officers should:

1. Ensure the club abides by university policies and procedures.
2. Serve as liaisons between the club and university.
3. Complete required university forms.
4. Prepare and submit budget requests.
5. Complete accident reports as needed.
6. Collect dues, as required by the constitution
7. Oversee generation of funds and supervise fundraising events.
8. Approve expenditures of funds in accordance with the members' desires.
9. Keep updated membership list. (Hard copy and on orgsync)
10. Submit membership and Student Activity Release Form

and Emergency Information to the Rec. Sports Office.

11. Update club constitution for approval by the membership.
12. Administer club meetings, activities and record club minutes.
13. Plan and publicize club activities.
14. Make all travel arrangements for the club.
15. Maintain a GPA of 2.5 or greater.

### **13.2 Presidents**

The president should be prepared to devote time and energy toward the development of their organization and fulfill the responsibilities outlined below to achieve club cohesion and direction. The duties of the president are to:

1. Serve as a liaison between the club and Recreational Sports, working directly with the Sport Club coordinator for the implementation of all club activities.
2. Inform club officers and members of all pertinent information included in the Student Organization Handbook
3. Have each club member complete a Student Activity Release and Emergency Information (Appendix) before participating in any sport club activity.
4. Know your club's financial situation. Meet financial obligations incurred by the club and ensure that the club budget allocation is spent properly.
5. Become familiar with and abide by the equipment checkout system for club use.

6. Complete an Accident Report (available in Recreational Sports) for any accident or injury that occurs during practice, competition, informal recreation or instruction.

7. Complete and submit all required forms pertaining to club activities. These include: Travel Requests, Facility Reservation Requests and Inventory Sheets (available on the Recreational Sports webpage)

8. Report the result of all club competitions/activities to Recreational Sports by completing a Program Summary after each event (Appendix p. 80).

9. Complete and submit Inventory Sheet and Annual Report at the end of the spring semester (Appendix)

### **13.3 Coaches\***

Some clubs operate with student coaches while others are coached by volunteers, alumni or full-time staff members. It is generally considered to be the responsibility of each club to secure the services of their coach. The coach should restrict their skills and knowledge to the area of coaching and representing the club. They should refrain from trying to assist in other areas of club management. Money allocated from the Recreational Sports budget shall not be used to pay any coaches. Suggested guidelines for coaches include:

1. Develop and improve skills
2. Assist club officer in scheduling games
3. Coordinate practices and game schedules
4. Develop and employ safety procedures
5. Attend games and practices
6. Promote good sportsmanship on and off the fields.

Coaches must obtain a Volunteer Staff \$andDollar\$ ID from the \$andDollar\$ office. Once they have an ID they must purchase a Program Pass to gain access into the facilities.

### **13.4 Instructors\***

Some clubs operate with student instructors while others are instructed by volunteers, alumni or full-time staff members. It is generally considered to be the responsibility of each club to secure the services of their instructor. The instructor should restrict their skills and knowledge to the area of instructing and representing the club. They should refrain from trying to assist in other areas of club management. Money allocated from the Recreational Sports budget shall not be used to pay any instructors. Suggested guidelines for instructors include:

1. Develop and improve skills
2. Assist club officer in scheduling games
3. Coordinate practices and game schedules

4. Develop and employ safety procedures

5. Attend games and practices

6. Promote good sportsmanship on and off the fields.

Instructors must obtain a Volunteer Staff \$andDollar\$ ID from the \$andDollar\$ office. Once they have an ID they must purchase a Program Pass to gain access into the facilities. Or purchase membership if coaching/instruction in DWC facility. Fields pool, ect...

\* All clubs must submit an Instructor/Coach Information Sheet form to the Sport Club Director. (Appendix)

PETS are not allowed at sport club practices or competitions or on the multipurpose fields at any time unless an individual with a disability is using an assistive animal.

# 14

## :: Section Fourteen: **Sports Club Risk Management**

### **14.1 Facilities**

Sport club participants are responsible for reporting to the Sport Club Supervisor and the Sport Club Coordinator any possible facility hazard. Such hazards can be poor field conditions, lighting, inclement weather or disorderly conduct of participants, crowds or officials. Supervisors have the authority to stop play or practice to resolve the issues.

### **14.2 Insurance**

Sport club participation at Texas A&M University-Corpus Christi is completely voluntary. As such, each member assumes responsibility for injuries that may occur in a sport or recreational activity. Texas A&M University-Corpus Christi and Recreational Sports do NOT provide accident insurance for club members and CANNOT be held responsible for injuries incurred through their voluntary participation in sport club activities. Texas A&M University-Corpus Christi strongly recommends that all club members have a personal medical insurance plan in effect during the period of club-related activity.

Students at Texas A&M University-Corpus Christi may purchase health insurance through Associated Insurance Plan. For more information on insurance contact 1-800-452-5772 or visit their web site at [www.associatedinsurances.com/tamus.asp](http://www.associatedinsurances.com/tamus.asp).

All club members are required to sign a Student Activity Release and Emergency Information form before they can participate in any way with a club. A new form must be completed each academic year. Club members under the age of 18 must have a parent or guardian sign the release

while those 18 and over may sign the release for themselves. A witness is required in both cases. If a member does have medical insurance, the name of the member's insurance company and policy number must be indicated on the form. Those clubs involved with watercraft or considered high-risk sports must show proof of liability insurance along with any other forms deemed necessary by the Sport Club Coordinator.

### **14.3 Safety**

Safety must be and is our number one concern for our participants. Every effort must be made to ensure a safe environment for club participants. It is the responsibility of the club officers and advisors to ensure the following procedures are followed.

Clubs are expected to abide by all national, state, and local health and safety regulations as pertaining to their specific activity as well as normal safety procedures. Regular inspection of all equipment must be conducted according to applicable standards to ensure safe condition and, if applicable, identify possible safety hazards. Proper maintenance of equipment is always a must. Prior to away contests, club presidents should inquire about the first aid/safety procedures provided at the host campus. Address any concerns prior to competition. Some clubs may require members to pass swimming, sailing, SCUBA diving, boating or other tests before allowing members to participate in club activities. Club presidents are responsible for enforcing this requirement. A record of completion must be kept in the permanent club files in Recreational Sports.

Incident and accident report forms should be completed immediately after an incident or accident. These reports should be returned to the Sport Club Coordinator and will be kept in the club's permanent file.

#### **14.4 Watercraft**

The following policies must be followed:

1. Watercraft drivers must be 18 years old.
2. Watercraft drivers must change every 2 hours
3. No alcoholic beverages are allowed in the boat at any time. Drivers must refrain from drinking for at least 12 hours before driving the boat.
4. Watercraft drivers must demonstrate competence in handling watercraft.
5. Watercraft may be on the water a half-hour past dawn until a half-hour before dusk.
6. A first aid kit must be kept in the watercraft: Must also keep life jacket on board.
7. Watercraft used by a sport club must carry liability insurance.

#### **14.5 Equipment**

Sport Club participants are responsible for alerting the Sport Club Supervisor and/or Sport Club Coordinator to potentially dangerous equipment. This equipment will be removed, inspected, and repaired or destroyed so that safe play can be established. Clubs are encouraged to inspect equipment each week.

#### **14.6 Injuries**

If a member of your club is injured at an on-campus activity, advise them to go to University Health Center unless it is a life-threatening injury. Their injury can be checked by a nurse and possibly referred to the physician on campus. Any time there is an injury to the head, neck or back, it is advised that the individual be seen by qualified medical personnel. A head, neck or back injury could result in death!

An Accident Report (available on the Recreational Sports webpage) must be completed and returned to Recreational Sports by the club president within 24 hours of the accident. Every injury must be documented.

#### **14.7 First Aid**

Sport Clubs are highly recommended to have at least one club member certified in American Red Cross First Aid and CPR. Coaches and instructors are also encouraged to re-

ceive this certification. First aid kits are available for check-out in Recreational Sports. Sport club staff can assist in checking out materials.

In the event of an emergency during sport club practices or competitions, the Recreational Sports staff will provide standard American Red Cross First Aid and CPR and follow blood borne pathogen standards. However, in the event that staff is not available, actions should be taken to stabilize the victim and seek out a supervisor. Call 911 in the event of life threatening injuries before seeking out the supervisor.

As part of a comprehensive risk management effort, victims and witnesses of accidents and incidents should assist Recreational Sports staff in obtaining all necessary information for future follow ups. It is also critical to identify those involved as students, faculty/staff or guests.

# 15

## :: Section Fifteen: **Rights and Privileges of Sports Clubs**

Recognized Sport Clubs have rights and privileges associated with their official status. These differ somewhat from a Recognized Student Organization (RSO). The following sections listed pertain to sport clubs.

### **15.1 Funding**

Funds are available for sport clubs to assist in the financing of events or projects. Seventy-five percent of the funding is determined and allocated in the fall semester for all eligible sport clubs. Ten percent of the total amount of funds provided for distribution will be set aside for allocation during the spring semester to new sport clubs. Fifteen percent of the funding will be set aside for new projects. Budget proposals/requests will be presented to the RSAB (Rec Sports Advisory Board).

A club must be recognized and active one long semester before they are allowed to request or receive funds. A club must meet all criteria required for recognition before funding will occur. Attendance at council meetings is required to maintain future spending. Budget requests will be submitted in the fall semester to the Sport Club Coordinator by the stated deadline. Requests will be given to the RSAB and they in turn will make recommendations towards the amount allocated to each club. Money allocated will be for the fall and spring semesters and must be used for the purpose for which it was allocated and in accordance with university and the State of Texas rules. Any money allocated but not used by the deadlines set by the Recreational Sports Office will return to Recreational Sports. Money is only available for the fall and spring semesters. Since allocated funds are distributed among many clubs, each club

is strongly advised to hold fundraisers or gain sponsorship. A club that misses more than 2 Sport Club Council Meetings will lose their allocated funds for the remaining of the year. At the end of the Fall Semester all clubs' recognition status will be evaluated. Clubs that lose funding in the Fall Semester will not receive funding for the Spring Semester. Confiscated funds will be added to the fifteen percent for active clubs to reapply for in the Spring Semester.

### **15.1.1 Purchases**

Before buying items with your allocated funds, the treasurer or representative of your club should notify Recreational Sports no matter what the cost of the item or service to be purchased. Your club will not be given money in the form of cash from the university. Your purchase will be in the form of purchase orders. If you fail to do this, it may jeopardize reimbursement to the club.

The normal procedure is for the treasurer or representative of your club to complete an Order Supply Form. When completing this form, the club should put down all specifications including the size, color, price, contact person, catalog number, company name, address, phone and fax number to guarantee the correct item is purchased. You must turn this into the Sport Club Coordinator and it is the clubs responsibility to follow upon order.

If not using a purchase order, **DO NOT PAY CASH!** In order for a club to be reimbursed, an original receipt and a copy of the check used to pay for the item must be submitted to Recreational Sports. The reimbursement check will be made out to the organization, not an individual. This will

be true not only for equipment purchases but registration fees, etc. The club is then responsible for reimbursing the individual.

### **15.2 Registration Fees**

You can use your club's allocated funds to pay for tournament entry fees and registration fees at approved events. They cannot be used to pay individual club member's fees at events where the entire club is not represented. Before a registration fee can be paid, you will have to provide Recreational Sports with an official registration form. For tax purposes, the nine-digit Employer Identification Number of the agency receiving the payment must be included as well.

### **15.3 Equipment**

Authorized club members will have access to club equipment. Club officers will notify sport club staff of the individuals who will be able to access equipment. Valid \$andDollar\$ IDs must be shown in order to receive the equipment from the sport club supervisor.

*Practice:* If equipment is checked out for practice, it must be returned to the equipment room or storage area at the conclusion of practice.

*Weekend:* An appointment must be made with the Sport Club Coordinator in order to check out equipment for a weekend. Equipment must be checked out the day before departure. Authorized students must have their current \$andDollar\$ ID. Equipment must be returned the first business day following the club's weekend activity. Contact the Sport Club Coordinator for an appointment to access storage areas.

*Program:* Arrangements can be made with the Sport Club Coordinator for access to program equipment for special events. Arrangements should be made with the Sport Club Coordinator at least five working days prior to the event. Equipment not returned within 48 hours after an event may result in fines and/or loss of privileges. Program equipment includes cones, bullhorn, stop watches, beverage coolers, etc.

### **15.4 Inventory**

Each club is responsible for returning club inventory at the conclusion of each academic year. It is recommended that equipment be collected at the final game or practice. Clubs or members will be assessed fees for all inventories not returned. Individuals/officers who do not return equipment could have holds put on their records, which could prevent them from registering as a recognized student organization.

# 16

## :: Section Sixteen: **Sport Club Discipline Policies**

### **16.1 Conduct**

Sport Club participants are responsible to the club and to the university for individual conduct. Members are expected to function in a mature and responsible manner both on and off campus in all related activities in accordance with the Student Code of Conduct and their club constitution.

Irresponsible behavior can be reprimanded with individual sanctions, as well as affect the club's privileges and status in the Sport Club Program. For those individuals or clubs who are involved with any type of abusive actions, he/she will be referred to the Recreational Sports Disciplinary Council (RSDC) or Sport Club Council.

### **16.2 Discipline**

Sport Clubs that exhibit a continual pattern of inappropriate or irresponsible behavior may be penalized with the following disciplinary actions:

1. Formal verbal or written reprimand.
2. Suspension of facility reservations.
3. Suspension or loss of equipment use.
4. Suspension or loss of traveling privileges.
5. Suspension or loss of funding.
6. Revocation of registration as a Sport Club.
7. Individual sanctions and the possibility of additional penalties assessed by Student Affairs.

### **16.3 Penalties**

Each situation will be handled individually by the Assistant Director responsible for Sport Clubs. Penalties listed below are the minimum consequences.

1. Failure to turn in proper paper work (constitution, officer list, participant list, waivers of liability, etc.) at beginning of semester. Club will not be eligible for funding.

2. Failure to turn in receipts for reimbursement within 3 days. Loss of traveling privileges and/or money that is allocated will be suspended for 1 month period.

3. Failure to turn in receipts for cash advancement on next day. Money that is funded to club will not be available for a 1-month period.

4. Failure to clean up (trash, equipment, etc.) facility after use. Suspension of facility use/reservation for 1 week period.

5. Failure to cancel a reservation in facility i.e. "no show". Suspension of facility use/reservations for 1 month.

### **16.4 Discipline Procedures**

(also in Rec Sports Participant Handbook)

1. Abusive Language/Unnecessary Roughness by member
  - A) 1st Offense - Warning (by E-mail or U.S. Mail)
  - B) 2nd Offense - Suspension from next event/practice/meeting.
  - C) 3rd Offense - Referred to RSDC.

## 2. Verbal or Physical Threat

A) 1st Offense - Immediate ejection by Supervisor/UPD, referred to RSDC. Suspension will range from a minimum one week up to four months.

B) 2nd Offense - Suspension from one week to one calendar year.

C) 3rd Offense - Permanent suspension.

## 3. Inciting a Fight/Fight

A) 1st Offense - Immediate ejection by Supervisor/UPD, referred to RSDC. Minimum suspension from four months up to one calendar year.

B) 2nd Offense - Permanent Suspension (all facilities and programming).

## 4. Damage to Facility/Equipment

Any person causing damage to the Recreational Sports facilities or equipment will be held financially responsible. Individual/group privileges may be revoked.

## 5. Assumed Name/Fake ID

A) 1st Offense - Immediate ejection from facility and/or game by Supervisor/UPD. Player will be suspended for remainder of club season (semester).

B) 2nd Offense - Suspension from all sport clubs for one calendar year. If a program pass was purchased under the assumed name, the fee will not be refunded.

## 6. Ineligible player or club member

Referred to the RSDC.

### **16.5 A few reminders**

Recreational Sports strictly prohibits the possession and/or consumption of alcoholic beverages by participants or spectators at sport club competitions, events or at facilities that are sponsored and/or supervised by the department.

# Resources

## **A. Starting a New Organization Correctly**

### ***First Meeting***

For both new and established organizations, the first meeting is an exciting and critical one. Like all meetings, it needs to be well planned, but it involves some extra interactions of which the leaders of the group should be aware.

While there is likely to be a lot of enthusiasm, there might also be some discomfort at a first meeting. Some people are uncomfortable entering a new group. Later, members might appear to be wishy-washy as they are still deciding whether or not the group's activities are those in which they may be interested or committed.

If you are in a leadership position, do not be frustrated by the group's reluctance. Provide opportunities for the group to meet informally, get to know each other and realize that the group can include them.

The importance of the first meeting is clear. It should involve opportunities for members to talk informally with each other, learn about the leadership and goals of the group, and have fun.

### ***Second Meeting***

Many of these same principles can be applied to all meetings: planning ahead, starting on time, making everyone feel comfortable, getting everyone to participate, delegating responsibility, keeping people busy, asking questions to get everyone involved, making a part of the meeting fun and evaluating the meetings as soon as possible after it is over.

If you keep these pointers in mind, your meetings will run well and your organization will have a good time in meeting its goals.

## **Running an Effective Meeting**

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

### ***Before the Meeting:***

Define the purpose of the meeting. If as officer's you can not come up with a purpose for a meeting, don't have a meeting. Without a purpose, members may feel that their time was wasted and it could discourage their attendance at future meetings.

Develop an agenda. A well-planned agenda will allow you to run effective and productive meetings (Appendix p. 73). With an orderly, well-planned agenda, members can be better prepared to participate in the meetings. There is no one right way to develop an agenda, but the following will assist you:

1. If possible, distribute the agenda before the meeting. If this is not possible, hand out the agenda as members arrive at the meeting.
2. Put the names of the members who are responsible for a report on the agenda.

3. Encourage members to contribute ideas for the agenda.

4. A sense of humor helps when you are developing the agenda.

5. A little fun will make the meeting more enjoyable for everyone.

6. Choose an appropriate meeting time. Set a time limit and stick to it. Remember that members have other commitments.

7. Distribute the agenda and any other materials before the meetings so that members can be prepared.

8. The location of the meeting is very important. Choose a location that is easy for members to find. Be sure to select a location that will accommodate the size of your organization. Take time to check the room prior to your meeting to ensure that the space is appropriate. Small rooms with too many people get stuffy and create tension. Larger rooms are more comfortable and encourage individual expression.

9. If possible, arrange members so that they face each other. For larger groups, try U-shaped rows. A leader is in better position to communicate when he/she is centrally located.

10. Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week.

#### ***During the meeting:***

Greet members to make them feel welcome and be sure to introduce any new members.

If possible, serve light refreshments.

Start on time. End on time.

Review the agenda and set priorities for the meeting.

Follow the agenda.

Encourage group discussion to get all viewpoints and ideas. You will have better quality discussions as well as more highly motivated members.

Encourage feedback. Ideas, activities and commitment to the organization improve when members see their impact on the decision-making process.

Keep conversation on topic, toward an eventual decision. Feel free to ask for only constructive comments.

Delegate responsibilities and establish due dates. Give members a voice in decision-making.

Keep minutes of the meeting for future reference in case a question or problem arises.

The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, appreciating diverse points of view, having confidence in members. Admit your mistakes.

Summarize agreements reached and end the meeting on a unifying or positive note. For example, volunteer thoughts of things they feel are good or successful, reciting a group's creed, or an inspirational thought.

Set a date and time for the next meeting.

#### ***After the meeting:***

Write up and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting and reduces error of memory.

Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made.

Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.

Give recognition and appreciation to excellent and timely progress.

Place unfinished business on the agenda for the next meeting.

Conduct a periodic evaluation of meetings. Weak areas can be analyzed and improved for meetings that are more productive.

### **Program and Event Planning**

Program and event planning helps your organization achieve its goals, teach leadership skills, and foster camaraderie within your organization. However, it takes a great deal of planning and forethought prior to your event to ensure success. The following list will describe some basic programming tips that will help keep you on track.

#### ***Concept***

Determine the goals of the program. Examples: to bring a community together, to educate, to expose individuals to different points of view, to support other programs, to provide enter-

## Five Steps to Effective Delegation

### 1. Identify The Key Task

The first critical step is to recognize and track all the main tasks that the members of your group must accomplish. Develop a task list for your group. Define the task and establish your goals for a project. Have a vision to carry through a project.

### 2. Delegate Each Task Appropriately

Review the list in order to identify the tasks that you should do and those that can be delegated to the members of your group. Choose members whose skills and personality styles match the assignment. Empower members to provide them an opportunity to grow and be challenged.

### 3. Explain Each Task To Your Members

Define and clarify the nature of the task that is delegated to your members. To ensure a collaborative approach, do properly communicate to all members of your group as to what tasks and to whom it has been delegated. Be sure to give specific directions and to make your expectations clear, for both quality and time frame. Explain to the members clearly as to why the task is important and how it contributes to the organization as a whole.

### 4. Develop A Plan For Each Task Assigned

A sound plan is essential for the projects to succeed. Good planning is a critical part of the delegation process. The plan should define how the task will be accomplished, list the subtasks, and their completion dates. Make sure your members have all the necessary resources to complete the assigned task. Encourage your members to take a lead in developing the plan.

### 5. Monitor The Progress

Review the progress of each task on a regular basis. Set checkpoints for both short-range and long-range projects. Give members the freedom to perform and avoid close supervision. Measure the success by quantifiable criteria. Give praise and constructive criticism where it is due. Try not to point the finger and look at a failed act of delegation as a learning opportunity. Help your members to learn and grow through both their successes and failures.

Brainstorm the type of event and possible themes that will match your organizational goals.

Examples: speaker, film, dance, fundraiser, trip, food, festival, athletic event, recreational tournament.

Decide on a program within your budget.

Discuss the options within your organization and make a group decision.

### *Planning*

1. Date - Find a convenient date for members in the group and for the entertainment/speaker you would like to sponsor. Choose a date that does not conflict with other existing campus programs. (For more information on scheduling go to <http://calendar.tamucc.edu/>).

2. Entertainment/Speaker - Determine the type of entertainment/speaker you would like to sponsor. Research local, regional, and national possibilities and negotiate a fee.

3. Location - Project the attendance to make sure that you have reserved an adequate facility. Determine the type of space that is needed for your event and any special needs you may have. Specific facility needs may include the need for: chairs, tables, lighting, sound, a stage, open space, a cooking area, an outdoor area, lecture hall, etc.

4. Time - Determine a convenient time for your targeted audience. If you want commuter students to attend your program, many are on campus during the day; so plan a time between classes for a program. Do not plan a program when major organizations have standing meetings or large scale events already planned.

5. Budget - Project all expenses and incomes such as fees, advertising, security, food, etc. Stay on budget. Brainstorm additional funding sources if you need more money. (For more information on Fundraising, please refer to pg. 55.)

6. Publicity - Design publicity strategies for targeted audience. Design your promotion to fit the style and them of the program. Be creative. Make the publicity neat and accurate. Include the name of the program, date, time, place, and ticket information if necessary. Distribute publicity in ample time. This allows people to plan ahead. Two weeks advance notice is ideal.

7. Food - Determine food needs. Are you planning a dinner or a reception? If you are having the event on campus, have you contacted ARAMARK for catering needs? Consult with Corpus Christi-Nueces County Public Health Department (826-7273 or 826.7223) to ensure that you have the proper food handler permits for your event if members

## **Implementation**

Develop a list of tasks that need to occur before, during, and after the event; then determine who will be responsible for each one. For example: ushers, clean-up crew, stage crew, publicity, and hospitality.

**“Welcome to tonight’s performance sponsored by \_\_\_\_\_. If you are interested in having more events like this one, please talk to a representative of our organization.”**

On the day of the program arrive early to check on room arrangements and the set up. Prepare a brief introduction statement. For example:

1. Do an evaluation of the program at the next meeting.
2. Determine if you have accomplished your program goal.
3. Record both positive and negative results for future planning.
4. Prepare financial statement of actual expenditures.
5. Send thank you notes to appropriate people.

## **Preparing a Budget**

### ***Setting Targets and Measuring Results***

Student organizations should become familiar with preparation of financial plans, budgets, and the benefits of using a budget as a management tool. There are three primary purposes for developing a budget:

1. To put the group’s plans into monetary terms.
2. To provide a means of allocating limited resources among the organization’s activities.
3. To aid in tracking the organization’s actual revenues and expenditures against its goals.

Student organizations should budget their operations annually. The proper management of funds is important, especially when dealing with limited financial resources. Also, the more complex the group’s objectives, such as managing multiple programs with different activities and funding sources, the more important the budget process becomes. If a group has both restricted funds (UCSO funding) and unrestricted generated funds (dues, membership fees, etc.), the use of budgets to identify expenditures provides the necessary means for tracking the two fund types.

### ***Developing a Budget***

If your organization has been in operation for a fair amount of time, the easiest way to prepare a budget is to start by

recording your last two or three years of actual financial data by year. A schedule thus prepared will allow you to compare trends and identify major expense centers. It will also point out areas where your group is growing or declining and indicate areas where reductions and cost savings might be possible. This historical information can then be used as a basis for preparing a current year budget forecast. The budget forecast is adjusted and modified from the historical data for projected major changes in revenues, programs, or expenditures. Obtain historical data from your organization’s records to assist you in this process. If your organization does not have these records, begin creating a system now that can be used in the future.

### ***Choosing a Format***

You can choose among several methods of preparing and monitoring budgets. They can be organized by program and cost item, fund type, or solely by program. The most common format uses program and cost item formatting. This method provides a sufficient level of detail for analyzing the individual budgeted items and identifying cost item variances by categories, plus overall program variances.

### ***Summary***

While preparing a budget may seem excessive and cumbersome, any student organization that operates without a formal budgeting process cannot effectively manage or plan its operations. A properly prepared budget allows even small organizations to identify potential problems and to take corrective action before they become major issues.

### ***Accessibility to All***

It is important that your organization is accessible to all interested students. Texas A&M University-Corpus Christi is a large community of diverse people, which is a tremendous benefit for recognized student organizations. Groups that are intentional about being inclusive in their recruitment and retention of members have the advantage of being able to interact with students from a variety of backgrounds and experiences, which strengthens the group experience for all students involved.

University Center and Student Activities is committed to fostering diversity within the student organization community. When we speak of diversity, we are speaking not only about ethnic diversity, but also diversity of religion, national origin, sexual orientation, ability, age, gender, socioeconomic status, and other unique characteristics that make us who we are. As a leader in a recognized student organization, it is important to consider how you can make your organization as inclusive as possible for all students. Consider questions such as:

### ***Where do you hold your meetings?***

Consider holding your meetings in locations where all students can feel comfortable, and not in establishments which might make some students feel unsafe.

### ***When do you hold your meetings?***

If your organization always holds your meetings at night, you might be excluding commuters or students who have family responsibilities.

### ***Are your meetings and activities accessible to students with disabilities?***

Let members know that you are willing to change meeting sites or provide accommodations for persons with disabilities.

### ***What do you talk about in your group? Is your group conversation inclusive, or do people use derogatory or racist language?***

Educate yourself and your organization on how racist, sexist, or other forms of hateful language are very damaging.

### ***How do you advertise your organization and its activities?***

If you only advertise in limited areas, it is likely that you are excluding some interested students from your organization. Think about how you can reach out by intentionally advertising in new ways and to new areas on campus. Remember that relying only on word-of-mouth advertising has a negative effect on diversity! For more information, or to discuss issues of diversity, inclusiveness, and equality more in depth, please contact staff members in University Center and Student Activities (UC 226). For specific information about how you can accommodate students with disabilities in your organization, please contact Services for Students with Disabilities (Driftwood 101) at 825-5816.

## **Recruiting and Retaining Members**

### ***Rights for Recruiting Members***

RSOs shall have the privilege of recruiting new members from the Texas A&M University-Corpus Christi student body, whether through times established by a governing council or on their own, provided that they adhere to all university rules, including but not limited to the following:

1. Functions sponsored by the organization or any person acting on behalf of the organization for the purpose of recruitment shall be free of alcoholic beverages and other controlled substances.

2. The use of intimidation by either secluding the person being recruited or using inaccurate information to persuade a person to accept membership is prohibited. If a violation occurs, organizations may lose their recognition and/

or face disciplinary action by the appropriate judicial body.

3. RSOs should verify that students who are potential new members are currently enrolled and in good academic standing with Texas A&M University-Corpus Christi. Students who are early admit students concurrently enrolled in a high school, may not be offered membership.

### ***Where and How Can an RSO Recruit?***

Student Organization & Volunteer Fair held in September 8, 2010, from 11:30-2pm in the UC Lone Star Ballroom.

1. Recruitment table in the UC Foyer.
2. Ask professors to announce meetings in class.
3. Banner and/or table tents in the UC.
4. Ask First Year Seminar Leaders to speak in their class about the organization.
5. Ask members to bring friends they think may be interested.
6. Mailbox stuffers in the on-campus boxes.

### ***Retaining Members***

Students stay with organized, dynamic groups that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members. To remember why students join organizations and what helps retain them, just think GRAPE - continued on page 15.

### ***Keeping Members Active***

Once you obtain members, it is important to keep them. Here are some ideas to keep your members active!

1. Involve them in the decision making process.
2. Make sure they know what role they play in the organization.
3. Give them leadership opportunities (plan an event, lead a committee, be an officer).
4. Show you appreciate them!
5. Celebrate birthdays & accomplishments.
6. Use team building activities so the group can learn to work together and get to know each other.

## The GRAPE Principle:

### G is for Growth

Does your organization provide growth opportunities for all interested members? Are there opportunities for members to move into positions of leadership or are leadership opportunities usually “saved” for the senior members?

### R is for Recognition

Do you recognize members when great things occur in your organization? Don't wait until the end of the year. People need and appreciate being recognized in a timely manner for their hard work and accomplishments. Recognition or awards that are presented may also serve as a motivating factor for other members who would like to achieve a certain level of success.

### A is for Achievement

A sense of “team” achievement is important. Healthy organizations make sure that everyone feels as if they contributed to the success of the organization. When the organization is honored, it is important to realize that everyone has contributed and should have a feeling of accomplishment, from a member who may have done a simple task to the president of the organization.

### P is for Participation

Can everyone participate in programs and events? Make sure your organization is open and willing to accept all student members' contributions regardless of how long they have been with the organization.

### E is for Enjoyment

Volunteering and working hard in an organization has to be fun! If being part of a group isn't fun, why be a member? A student's time is valuable and there are many opportunities for involvement. Make sure one of the best options on campus is being involved with your organization!

7. Have social events just for the members-go bowling, play mini-golf, pizza & movie night, etc.
8. Use a point system to recognize people for their hard work.
9. Get to know your members and what they want to get out of their membership. Then tailor activities to their individual needs.

### Evaluating your organization due to apathy

If your organization consists of apathetic members and they tend to quit, it is time to evaluate the organization's effectiveness. To do so, answer the following questions:

1. Does your organization match individual goals with group goals? Are your goals clear to the members? Do your members know what is expected of them?
2. Does your organization share leadership and participation among all the members? Is delegation important to your organization?
3. Does your organization stress communication as a two-way street and encourage the expression of both ideas and feelings? Do your members feel free to express their opinions?
4. Does your organization deal with conflict in a positive manner? Is it acknowledged or hidden? Are members encouraged to talk about the problem?
5. Does your organization include members in the decision-making process?

If you answered no to most of these questions, then you and your members need to review the organization's structure and develop ways in which members are included in the organization's operation. The end result is a dedicated and active member.

### 17.6.5 Group Discussion

Group discussions can create the opportunity for everyone in the group to be heard. Speak only for yourself and let others speak for themselves. You don't know how others really feel until you ask them.

Make sure you know what the other person means before agreeing or disagreeing. If in doubt, ask questions; paraphrase what you thought was said. If you misunderstood, the speaker will correct you.

Do not ignore any contributions. If a member speaks, he/she needs to know the effect of what he/she said on others in the group. If his/her contribution is ignored, he/she will wonder: Didn't they hear me? Don't they understand me? Did I raise an issue they don't want to discuss? Do they disagree with me? Did I hurt someone's feelings? If a member is unsure if his/her voice will be heard or understood, he/she may not be willing to bring an issue to the table and valuable input may be lost. Ways to encourage open discussion:

open discussion:

1. Pay attention and listen.
2. Paraphrase what you heard discussed.
3. Ask relevant questions.
4. Show that you accept strong feelings.
5. Take responsibility for your own feelings.

### **Considering Community Service**

Community service, volunteerism, and service learning enhance your university experience in many ways. The following are a few of the ways that the members of your organizations can benefit from participating in community service.

1. A strong sense of self-worth and pride
2. New experiences, new friends, new possibilities
3. Increased independence and managerial skills
4. Improved decision-making abilities
5. Visibility and prestige in the community and on the job
6. Personal growth
7. Contacts for job advancement
8. Satisfaction from helping to build a stronger and safer community

If you are interested in doing community service, please contact University Center and Student Activities at 825-2707 or Career Services at 825-2628 to find out more about non-profit community agencies who need volunteer help.

### **Before Making Community Service Plans**

Contact the agency that you want to help and find out what they need and their rules are for volunteering.

Prepare your members before going and explain the agency's purpose, purpose of your service, and what your members may see or hear while volunteering.

Afterwards, as an organization you should talk about the experience and how your members feel about it.

### **Leadership Transition**

Maintaining the group continuity from year to year can be a problem of real significance. This can be true even of a successful group. The natural attrition of graduation, conflicts and lost interest can wipe out a critical portion of the membership in one semester. Once the critical mass of numbers, quality, experience and leadership is lost, the organization is at greatest risk of becoming ineffective and possibly inactive.

Implementing an effective officer transition for your student organizing is a critical responsibility of your outgoing leadership. Here are some reasons why transitioning

is important:

1. Provides the new leaders with significant organizational knowledge.
2. Minimizes the confusion of leadership change throughout the entire organization.
3. Outgoing leaders gain a sense of accomplishment and closure.
4. Helps the incoming leadership take with them some of the special expertise of the outgoing leaders.
5. Increases the knowledge and confidence of the new leadership.
6. Minimizes the loss of momentum and accomplishments of the organization.
7. Provides a sense of continuity among the membership.

The following are suggestions that may prove helpful in your leadership transition.

### **Start Early**

1. Identify potential leaders in your organization early in the year.
2. Encourage these potential leaders through personal contact.
3. Have the officers help develop skills by delegating responsibility to potential leaders.
4. Share with them the benefits of leadership.
5. Clarify job responsibilities.
6. Let them know that the transition will be orderly and thorough.
7. Model effective leadership styles.
8. Create an organizational structure to support leadership development.
9. Develop a mentoring program.
10. Develop leadership notebooks.
11. Create a shadowing program.
12. Orient the new officers together with the outgoing officers so they can understand each other's roles and start

t building their team.

13. Transfer the knowledge, information, and materials necessary for the new officers to function well.

14. Ask outgoing officers what they wish someone had told them.

### ***Make the Transition Smooth***

1. Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.

2. Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.

3. Review and make current if necessary your constitution and bylaws to reflect changes made during your administration.

4. Review the job descriptions to make sure they accurately describe the offices your organization needs and uses.

5. Encourage informal meetings between incoming and outgoing officers.

6. Plan a transition retreat.

7. Review and update your mailing list or membership records.

8. Leave behind files that might be helpful to the new person.

9. Introduce incoming officers to advisors, University Center and Student Activities staff, the Student Organization Center, other student leaders, and university administrators.

10. Orient incoming officers to resources used in the past.

### ***Add Your Personal Touches***

1. Share the effective leadership qualities and skills you learned on the job.

2. Share problems, helpful ideas, procedures and recommendations.

3. Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns, or ideas never carried out.

4. Have the officers go through personal and organizational files together.

5. Acquaint the new officers with physical environment,

supplies, and equipment.

### ***Share the Organization's Structure***

1. Constitution and by-laws

2. Job descriptions/role classifications

3. Organizational goals and objectives

4. Status reports on ongoing projects

5. Evaluation of previous projects and programs

6. Previous minutes and reports

7. Resources and contact lists

8. Financial books and records

9. Mailing lists

10. Historical records, scrapbooks, and equipment

### ***Maintaining Good Files***

Keep two types of files: archival and procedural.

1. Archival files represent the history of the organization and can be an invaluable resource in planning and decision-making. Archival files should include semesterly or annual files for general correspondence, financial records, minutes, and organizational rosters. Also keep a file of each program with details such as budget, samples of advertising, copies of related correspondence, and a written evaluation. Make sure that all archival files are clearly labeled and kept in some logical order, probably chronological.

2. Procedural files should be guides containing details on how to do a variety of necessary functions, topics of constitutions, forms, brochures, program planners, etc. These files should be placed in a safe, accessible location. If your organization depends on its officers to keep its files, then some provision must be made to ensure that the files are physically passed from one administration to the next.

### ***Parliamentary Procedure***

Any organization that conducts a business meeting should become familiar with basic parliamentary procedure. Without order, a meeting can turn into total chaos in a matter of minutes. The purpose of parliamentary procedure is to provide order to conduct business in as efficient and orderly a manner as possible. Remember, parliamentary procedure should help you run your meetings, not hinder your progress. Use it wisely, but do not get so caught up in it that it gets in the way of conducting business.

This is not to be considered as a complete set of rules to cover all possible questions that might arise. The following guide covers the points most often encountered in parliamentary procedures. For a more detailed set of rules, consult Robert's Rules of Order, Revised (available for checkout in UC 204) and Sturgis Parliamentary Manual.

### **Addressing the President**

The president should conduct all meetings. Members addressing the president should refer to him/her as Mister/Madam President.

### **Obtaining the Floor**

Before a member may make a motion or speak in debate, he/she must obtain the "floor." To claim the floor, a member raises his/her hand and waits to be "recognized" by the president. The president will recognize the member by announcing his/her name or title. This member then has the floor and can stand and speak until he/she yields the floor by resuming his/her seat. While a motion is open to debate, there are three important cases where the floor should be assigned to a person who may have been the first to rise and address the president. These cases are:

1. If the member who made the motion claims the floor and has not already spoken on the question, he/she is entitled to be recognized in preference to other members.
2. No one is entitled to the floor a second time as long as any other member who has not yet spoken to the pending motion requests the floor.
3. The president should attempt to alternate opposite opinions on a question if he/she is aware of members requesting the floor that have opposing views.

### **Making a Motion**

When making a motion make sure that the motion is for or against something, instead of "I motion that we vote on this event."

Obtain the floor as follows: Address the President by saying, "Mr./Madame/Chair President" and then wait to be recognized before presenting a motion.

State the motion carefully. This is usually done by saying, "I move that . . ." or "I move the adoption of the following resolution."

The motion must be seconded. A motion cannot be discussed unless it is seconded. If a motion does not receive a second, it is lost. Any eligible voter, other than the one making the motion, may second it. He/she usually simply says, "I second the motion."

The president then states the "question" on the motion. Neither making nor the seconding of the motion places it before the organization, only the president can do that by stating the question. When the president has stated the question, the motion is pending and is open to debate (providing that it is a debatable motion). If the organization decides to do what the motion proposes, it adopts a

motion or it is carried. If it decides against the motion, it is rejected or lost.

After the discussion, the vote is taken by one of the following ways: 1) by consent, 2) by standing or raising the hand, 3) by roll call, or 4) by ballot

### **Steps for Presenting a Motion**

1. Obtain the floor – wait until the speaker is finished. Rise and address the chair.
2. Make your motion – speak clearly and concisely. State your motion affirmatively, "I move that..."
3. Wait for a second – another member will second the motion or the chair will call for a second. If there is no second, your motion will not be considered
4. Chairman states your motion – the chair must say, "It is moved and seconded that we..." After this happens, debate or voting can occur. Your motion is now "assembly property" and you cannot change it without the consent of members.

### **Four Types of Motions**

1. Main Motions – introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privilege, subsidiary, and incidental motions. For example, "I move that we purchase..."
2. Subsidiary Motions – Change or affect how the main motion is handled (voted on before the main motion). For example, "I move the questions before the assembly be amended by striking out..."
3. Privileged Motions – Are most urgent about special or important matters not related to pending business. For example, "I move we adjourn."
4. Incidental Motions – Are questions of procedure that arise out of other motions, must be considered for other motion. For example, "I move to suspend the rules for the purpose of..."

### **Amending a Motion**

The motion to amend is to modify a pending motion before it is acted upon. An amendment must be closely related to or have some bearing on the subject of the motion to be amended. An amendment may be one of four things:

1. Add or insert a certain word, words, or a sentence to the motion under consideration.
2. Strike a certain word or a sentence out of a motion.

3. Substitute another motion for the one being considered.
4. Substitute words to replace wording under consideration.
3. Is out of order when another has the floor
4. Must be seconded

An amendment, like the principle motion, must be seconded. It is also debatable and may again be amended. The proper form for making an amendment is: "I move to amend the motion to read . . ."

The amendment to a motion, if seconded, must be voted upon before the original motion. An amendment is adopted by a majority vote even in cases where the motion to be amended requires a 2/3 vote for adoption. If the amendment to the motion is carried, the original motion must be voted upon as amended.

### ***Approval of the Minutes***

At the beginning of regularly scheduled meetings, it is optional to distribute copies of minutes of the previous meeting for study by members. If minutes are distributed the president then asks, "Are there any corrections to the minutes?" and pauses. Then the president says, "If there are no corrections" (or no further corrections), the minutes will be approved.

### ***Point of Order***

A point of order may be raised by a member whenever an unparliamentarily or disorderly procedure has been made. This may be done without being recognized by the chair. A point of order:

1. Can be applied to any breach of the rules
2. Is in order when another has the floor (over rules person speaking)
3. Does not require a second
4. Is not debatable unless the president, being in doubt, submits the point to a vote of the membership; in which case, the rules governing its debateability are the same as for an appeal.

### ***Previous Question***

The previous question is the motion used to bring the meeting to an immediate vote on one or more pending questions. The motion for previous question:

1. Takes precedence over all debatable or amendable motions to which it is applied
2. Can be applied to any immediately pending debatable or amendable motion

5. Is not debatable
6. Is not amendable
7. Requires a 2/3 vote

### ***Postpone indefinitely***

A motion to postpone indefinitely is a motion that the membership declines to take a position on the main question. Ursas option kills the main motion, at least for the duration of the session, and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be adopted or expressly rejected without possibly undesirable consequences. The motion to postpone indefinitely:

1. Is out of order when another has the floor
2. Must be seconded
3. Is debatable
4. Requires a majority vote

### ***Adjourn***

To adjourn means to close the meeting. The motion to adjourn is to close the meeting immediately, made under conditions where some other provision for another meeting exists and where no time for adjourning the present meeting has already been set. The motion to adjourn:

1. Is not applied to any motion and no motion can be applied to it
2. Is out of order when another has the floor
3. Does not need to be seconded
4. Requires a majority vote

## B. 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.

### Selecting and Recruiting an Advisor

1. Before approaching a potential advisor, keep in mind the following: (1) find someone who will have time to devote to your organization, and (2) find someone who will take the role willingly and seriously, and (3) find someone who has knowledge or skills related to the mission/purpose of the organization.

2. When approaching your potential advisor for the first time, make sure that he/she has a clear understanding of your organization’s purpose, as well as what would be required pertaining to their role, duties, and time commitment involved. Be open and honest with the potential advisor about the types of activities in which the organization may participate.

3. Allow the person a reasonable length of time to consider his/her decision.

4. If possible, choose someone who shares some of the same interests as the organization, and who the leadership of the organization has previously interacted with.

5. When starting a departmental club or organization, find someone in that department to act as advisor.

### Role of an Advisor

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.

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 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.

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

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

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

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

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

14. The advisor should assist the group in setting and eval-

uating realistic goals and objectives each year.

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

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

17. 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.

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

19. 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.

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

### **How to Work With Your Advisor**

1. It is best to meet with your advisor at least one day before your meetings to go over the proposed agenda and topics to be discussed.

2. Be open to suggestions and criticism from your advisor. His/her knowledge, background, and experience will be helpful in coming up with solutions and implementing organizational procedures.

3. The advisor should be consulted well in advance of all activities. The advisor has the right to refuse to endorse activities of the organization.

4. If an advisor cannot attend your meeting, be sure to meet with him/her after the meeting to brief him/her on what happened. Advisors can be a great resource; take advantage of their experience and insight.

5. For help establishing an adequate understanding of roles and responsibilities that students and advisors should expect, please review the Advisor Expectations Checklist (See Appendix). The University is not responsible for the advising skills of any chosen advisor.

### **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.

### **Suggestions for Effective Advising**

The maturity/skill level of the organization and its leadership should dictate your style of advising. If they have beginning skill levels, you may need to be more actively involved with the organization. As the leaders' skill level matures, you can then decrease the amount of direction you need to provide the organization.

1. Express sincere enthusiasm and interest in the group and its activities.

2. Be open to feedback from the group. Talk with them regarding your role as advisor. Be willing to admit mistakes.

3. Provide feedback to the group and the leaders regarding their performance.

4. Be familiar with the Student Code of Conduct and this manual so that you can be a knowledgeable resource for the group.

5. Participate with the organization and get to know the members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.

6. Following organization meetings, discuss any problems encountered during the meeting with the officers.

7. Be careful of becoming too involved with the organization. Remember that you are not a member. Your role is to advise, assist, and facilitate.

## **C. Promotional Promotional Ideas**

1. Advertisements - in local newspaper, in Island Waves
2. Alumni newsletter/magazine
3. Announcements - read in class, of upcoming events made before other programs, printed on
4. Student Government or other meeting agendas
5. Banners - hanging in the UC (reserve space from UC Information Desk)
6. Bookmarks
7. Brochures
8. Bulletin boards - see section on University Bulletin Boards on pp26-27.
9. Bumper stickers
10. Business cards
11. Buttons
12. Cafeteria tray liners
13. Calendars
14. Campus announcements section of the Island Waves
15. Candy with flyers attached
16. Carnival booth game
17. Chalk ads on sidewalk
18. Direct mail to former patrons, to freshmen, to commuters, to high schools, to day
19. care centers and elementary principals for children's events
20. Displays on marquee
21. Distribute free popcorn and flyers for program event
22. Electronic message boards
23. Flyers - in orientation packets, in bookstore bags, in weight room and on gym lockers
24. Footprints leading to an event
25. Free samples with promo
26. Friends! (word of mouth)
27. Giveaways at event - free food, door prizes
28. Hand out flyers
29. Hang posters
30. Helium balloons
31. Imprinted - book covers, cups, mugs, Frisbees or balls to throw into crowd, pencils, highlighters, pens
32. Letters through campus mail to faculty and staff
33. Letters to student organizations
34. Mailbox stuffing
35. Message on chalkboards of classrooms, attached to candy, masks or other things, on email
36. Miramar Maze
37. Mobiles
38. Neon signs with logo
39. Odd-shaped posters
40. Pennants

41. Person walking around campus in costume and/or with sandwich board
42. Postcard invitations
43. Press releases (about several aspects of the event)
44. Road signs: posters shaped like traffic signs (stop for this event, yield to your urge to go)
45. School's calendar of events
46. Solicitation table - in UC, CI, Miramar, CA, CS
47. Stickers
48. T-shirts
49. Table tents in UC, at events promoting next event.

## **Webspace & Listservs**

### ***Websites on the University Server***

Space is available on the Texas A&M University-Corpus Christi server for student organization websites. Please submit the following information to the UCSO advisor to obtain space on the server.

- Student Organization Name
- Student Webmaster's Name
- Student Webmaster's Phone Number
- Student Webmaster's E-mail
- Organization Name, Phone, & Email Address
- Advisor Name, Phone, & Email address Please allow

2-3 weeks for sites to be set up by Computer Services.

Each organization is responsible for designing and maintaining their site. Organization sites can be linked to Student Activities or Recreational Sports site by submitting the organization's site address to the appropriate office. Websites that are inappropriate will be removed from the server and the organization and/or webmaster could face a disciplinary hearing with a judicial officer.

### ***17.10.2 Listservs***

Organizations have found listservs very beneficial and an easy way to communicate with members. They may be created through online services such as Yahoo! Groups ([www.yahogroups.com](http://www.yahogroups.com)) or through the university.

To establish one through the university, contact the UCSO advisor or Sports Club Advisor with the following information:

- Student Organization Name
- Student Webmaster's Name
- Student Webmaster's Phone Number
- Student Webmaster's E-mail
- Organization Name, Phone, & Email Address
- Advisor Name, Phone, & Email address
- Suggested name for the listserv  
(ex: [boosterclub.listserv.tamucc.edu](mailto:boosterclub.listserv.tamucc.edu))

## D. Hazing

### Alternatives to hazing

Sometimes, organizations that haze new members are confused about how to change these practices. There are many creative ways to change from a hazing to a non-hazing organization. The following are some specific examples of ways to eliminate hazing and make membership a challenging but positive experience.

When organizations are challenged to eliminate hazing practices, some members may be resistant to this change. In many cases, those who are most vocal against eliminating hazing are those who are bitter and angry about the hazing that they themselves endured (but don't admit this publicly) and expect that others should be abused in order to gain "true" membership in the organization. You will also find that some of these folks are likely to be bullies of the organization – people who enjoy a "power trip" at the expense of someone else.

Of course, if you try to eliminate hazing in your group, you will likely encounter many elaborate reasons for why this will be devastating to your organization. While there will be some staunch supporters of the status quo, there will be many who can be convinced of the negative effects and potential risks of hazing. Believers in the supposed "benefits" of hazing may be more likely to change their opinion if they can envision some alternatives. The supposed "benefits" of hazing follow in bold with non-hazing alternatives to accomplish the same goal listed alongside.

1. **Foster Unity:** Have the members of your group/organization work together on a community service project. Visit a ropes course to work on group cohesiveness, communication and leadership skills. Another option for fostering unity without hazing is for the members to work together to plan a social or athletic event with another organization.

2. **Develop Problem Solving Abilities:** Have new members discuss chapter weaknesses such as poor recruitment, apathy, and poor scholarship, and plan solutions that the organization might then adopt.

3. **Develop Leadership Skills:** Encourage participation in campus activities outside of the organization. Encourage new members to get involved in organizational committees and/or leadership roles. Develop a peer mentor program within your organization for leadership roles. Invite university/community/business leaders into the organization to share their experiences.

4. **Instill a Sense of Membership:** Plan special events when the entire organization gets together to attend a movie, play, or religious service.

5. **Promote Scholarship:** Invite University or community experts to discuss test-taking skills, study methods, time management, etc. Announce when workshops are happening on campus to assist organization members with their test-taking skills, study methods, time management, etc. Invite someone from the Tutoring and Learning Center to be a guest speaker at a meeting.

6. **Build Awareness of Organization's History:** Invite an older member to talk about the organization's early days, its founding, special traditions, and prominent former members.

7. **Knowledge of the Greek System (for Fraternities and Sororities):** Invite leaders of IFC, Panhellenic, and/or Advisors to speak on Greek governance, including their goals and expectations of the Greek system.

8. **Aid Career Goals:** Use university resources for seminars on resume writing, job interview skills, and for information on various careers.

9. **Involve All Members in the Community:** Get involved with campus and community service projects. Plan fundraisers for local charitable organizations.

10. **Improve Relations with Other Organizations:** Encourage new members to plan social or service projects with other organizations; work together to plan joint social or service activities.

### 17.19 Hazing "Myths and Facts"

*Myth #1:* Hazing is primarily a problem for fraternities and sororities.

*Fact:* Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools and other types of clubs, and/or organizations. Reports of hazing activities in high schools are also on the rise.

*Myth #2:* Hazing is no more than foolish pranks that sometimes go awry.

*Fact:* Hazing is an act of power and control over others – it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

*Myth #3:* As long as there's no malicious intent, a little hazing should be O.K.

*Fact:* Even if there's no malicious "intent" safety may still be a factor in traditional hazing activities that are considered to be "all in good fun." For example, serious accidents have

occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

*Myth #4:* Hazing is an effective way to teach respect and develop discipline.

*Fact:* First of all, respect must be EARNED – not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

*Myth #5:* If someone agrees to participate in an activity, it can't be considered hazing.

*Fact:* In states that have laws against hazing, consent of the victim can't be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

*Myth #6:* It's difficult to determine whether or not a certain activity is hazing – it's such a gray area sometimes.

*Fact:* It's not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions:

**17.19.1. Questions to ask to determine whether it is hazing**

1. Is alcohol involved?
2. Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?
3. Does the activity risk emotional or physical abuse?
4. Is there any risk of injury or a question of safety?
5. Do you have any reservation describing the activity to your parents, to a professor or university official?
6. Would you object to the activity being photographed for the school newspaper or filmed by a local TV news crew?