Preface and Mission

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 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.

Mission of Student Activities

The objective of Student Activities is to foster a learning environment and a welcoming atmosphere which promotes and encourages student leadership, academic achievement, diversity and involvement.

Our goal is to improve the quality of life on campus through leadership opportunities, activities and programs. These activities will be intentionally designed to fit the needs of students and encourage interpersonal and leadership skill development, acceptance of diverse populations and student empowerment.

Mission of Recreational Sports

The Recreational Sports program is designed to provide a wide variety of sports and recreational activities for the entire university community. The activities represent a broad selection of sports ranging from those of highly competitive structured programs to informal recreational activities. The events are designed to accommodate all ages, skill levels, genders, and sport interests. Through participation, students, faculty and staff are provided an opportunity to increase physical fitness, augment leisure time skills and develop a positive attitude toward recreational endeavors. For more information, stop by the Recreational Sports Offices located in the Fieldhouse and Glasscock Fitness and Wellness Center, call 825-2454 or visit the web at www.tamucc.edu/~recsport.

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

The Student Organization Handbook was compiled and edited during the summer of 2004.
Recognized Student Organizations (RSOs) are afforded access to campus resources 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 A&M-Corpus Christi.

**Recognized Student Organizations**
Recognized student organizations are separate entities of the university, whose membership includes 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 (definition is on following page):

- **Academic**
- **Cultural**
- **Funded**
- **Greek**

- **Honor**
- **Non-funded**
- **Political**
- **Professional**

- **Religious**
- **Residence Hall**
- **Service**
- **Short Term**

- **Special Interest**
- **Spirit**
- **Sport Club**

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

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

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

2. **Interfraternity Council (IFC):** Represents all Northern Interfraternity Conference (NIC) fraternities on campus.

3. **College Panhellenic Council (CPC):** Represents all National Panhellenic Conference (NPC) Greek organizations.

4. **Pan-Hellenic Council (PHC):** Represents all social Greek organizations that are affiliated with the National Pan-Hellenic Conference (NPHC).

5. **Island Greek Council (IGC):** Represents social Greek organizations that historically represent the interests of minority groups. These organizations may be affiliated by the National Association of Fraternal Latino Organizations (NALFO) or a similar organization.

6. **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.
<table>
<thead>
<tr>
<th>Categorical Description</th>
<th>Description</th>
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<tr>
<td>Academic:</td>
<td>Students organized to study, discuss or experience an academic course, major or field, through lectures, field trips, meetings or other related activities.</td>
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<tr>
<td>Cultural:</td>
<td>Students organized to celebrate and support the interests of one or many different cultures, races or ethnicities.</td>
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<td>Funded:</td>
<td>Organizations who do not discriminate against gender, do not receive more than $500 per year through a university department and who fulfill all paperwork and attendance requirements at council meetings will be eligible for funding through Student Activities.</td>
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<td>Greek:</td>
<td>Social Greek-letter organizations organized under one of the Greek governing councils at A&amp;M-Corpus Christi.</td>
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<tr>
<td>Honor:</td>
<td>Nationally recognized honor organizations, typically affiliated with a specific academic major, department, or campus activity.</td>
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<tr>
<td>Non-funded:</td>
<td>Organizations who discriminate or receive more than $500 per year from a university department for organizational operations are not eligible for funding through Student Activities.</td>
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<tr>
<td>Political:</td>
<td>Students organized to promote affiliation with a political party or support one or many political issues.</td>
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<tr>
<td>Professional:</td>
<td>Students organized to pursue mutual career goals and prepare for the professional world.</td>
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<tr>
<td>Religious:</td>
<td>Students organized to celebrate and support the interests of one or many religions or religious studies.</td>
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<tr>
<td>Residence Halls:</td>
<td>Representative boards of student leaders from A&amp;M-Corpus Christi residence halls recognized by University Housing.</td>
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<tr>
<td>Service:</td>
<td>Students organized to provide volunteer community service and philanthropy to the campus and Corpus Christi community.</td>
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<tr>
<td>Short-term:</td>
<td>Students organized to address a short-term goal, such as the passage of a particular piece of legislation or the staging a particular event.</td>
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<tr>
<td>Special Interest:</td>
<td>Students organized to pursue special interests pertaining to lifestyle, social or societal issues.</td>
</tr>
<tr>
<td>Spirit:</td>
<td>Students organized to promote spirit for A&amp;M-Corpus Christi and any of its activities and programs.</td>
</tr>
<tr>
<td>Sport Clubs:</td>
<td>Students organized to participate informally or competitively in one or many different recreational activities. These are recognized and funded by Recreational Sports.</td>
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Keeping Your Recognition

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 Student Activities. To become a recognized student organization and to maintain recognized status, the following information must be submitted to Student Activities:

1. **Information Sheet** must be submitted at the start of each long semester and after officer elections (Appendix). All officers must be currently enrolled students in good standing with the University.

2. **Membership List** must be submitted at the start of each long semester (Appendix).

3. **Annual Registration Information** must be submitted at the beginning of the fall semester.

4. Copy of the **bank signature card 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** must be submitted every two years (Appendix).

6. At least two officers must be submitted to the **UCSO listserv**. Important messages regarding meetings, opportunities, policies and deadlines will be communicated over the list. To subscribe, compose a message to ucso-request@kestrel.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.

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, religion, 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.
Privileges of Recognition

Recognized student organizations at A&M-Corpus Christi have rights and obligations associated with their official status. Their rights include:

- **Organizational Mailbox:** 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.

Mailboxes are located in the Student Organization Center and are provided for all student organizations. Mail for student organizations sent to the university will be delivered to Student Activities. All organizations should use the following address:

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Organization Name
Student Activities
Texas A&M University-Corpus Christi
6300 Ocean Drive
Corpus Christi, TX 78412
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RSO mail must be picked up on a weekly basis. RSOs who misuse, or do not check their mailbox, could have this privilege revoked.

- **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 the Advertising and Publicity section for information regarding use of university logos.

- **Use of the services** of Student Activities and Recreational Sports, including assistance in planning and evaluating activities and programs.

- **Use of publicity resources**, such as *Island Waves* and the Public Affairs Office.

- **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.tamcc.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.
Loss of Recognition

Organizations may lose funding if the elected UCSO Representative misses two UCSO meetings throughout the academic school year, if the organization fails to abide by the University’s Code of Conduct and/ or if it fails to meet all of the Responsibilities and Duties of an RSO.

If a student organization loses its UCSO funding and recognition, it may appeal the decision by the following procedure:

1) A representative from the organization shall talk with the UCSO advisor and explain the reasoning for the missed meetings.
2) A representative from the organization shall talk with the UCSO membership at a regularly scheduled meeting and explain the reasoning for the missed meetings, the accomplishments of the organization and reasons why the organization should receive recognition and funding.
3) UCSO will vote on whether or not to reinstate UCSO funding and recognition to the organization with a simple majority vote. UCSO membership may also vote to reduce the organization’s funding amount by half.
4) Please schedule this petition a week before the regularly scheduled UCSO meeting.

Responsibilities and Duties of an RSO

1. 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 a current Information Sheet on file (Appendix, p 48). Recognized student organizations will be required to re-apply for recognition status if they neglect to file these forms.

2. 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).

3. 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.

4. 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).

5. 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.

6. 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, pages 12-13.

7. 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, or sexual orientation. 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.

8. 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 two years).

9. RSOs can be held liable for disciplinary action as a result of actions of individual members of the organization, while representing the organization.

10. RSOs must comply with all information distributed to organizations by Student Activities and to update whenever necessary any of the information required by that office. This includes changes in the constitution, officers, membership requirements, needs of the organization and authorized signatures for bank accounts.

11. RSOs must conduct fiscal operations in accordance with standards of good management practice (Organization Leadership). The university may not be held financially liable for actions/commitments taken/made by a RSO.

12. 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.

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

14. 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.

15. RSOs may not organize, sponsor, cosponsor, 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.

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 7 members (10 for sports clubs or one and half times the number of players required to compete, which ever is greater).

18. 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.