GUIDE TO RECOGNIZED STUDENT ORGANIZATIONS  
TEXAS A&M UNIVERSITY

Privileges of Recognition

Why be recognized? Recognition has its privileges. The following are university resources available to you as a recognized student organization at Texas A&M University:

- Use of the Texas A&M University name to identify association with the institution.
- Access to campus for recruiting, fundraising, and publicity purposes.
- Free organizational e-mail address and web site.
- Access to resources provided by university departments and offices.
- Use of university facilities (either free or at reduced rates) for meetings and events.
- Free computerized banking at the Student Organization Finance Center.
- Organization mailbox in the Student Organization Finance Center.
- Access to free publicity through university publications.
- Publicizing organizational activities on campus bulletin boards and kiosks.
- Opportunity to apply for student organization funding (except for MSC, Corps, sports, religious, social and political organizations, and residence hall councils).
- Opportunity to apply for office, work, or storage space on campus.

Responsibilities of Recognition

The privileges of becoming a recognized student organization at Texas A&M University are not extended without careful consideration. Once recognized, an organization carries the name of Texas A&M University; therefore, the events and activities presented by the organization should reflect the policies and standards of the institution. In order to be recognized and retain official recognition, student organizations must meet certain expectations. These expectations include:

- Applying for university recognition annually through the Department of Student Activities. An overview of the student organization recognition process can be found online at http://studentactivities.tamu.edu. Recognition must be granted before the student organization may begin operating.
- Having at least one designated faculty or staff advisor, who must be a Texas A&M University employee as defined by the Human Resources Department and must advise at level consistent with the categorization (sponsored, affiliated, or registered) of the organization they advise.
- Adhering to all municipal, state, and federal laws, the Texas A&M Student Rules (http://student-rules.tamu.edu), and all university policies and procedures.
- Remaining in good standing with the university, including full compliance with any conditions, stipulations, or restrictions placed upon organizational recognition.
- Keeping the Department of Student Activities informed of changes to organizational leadership or governing documents in a timely fashion.
- Demonstrating respect for the university community and other student organizations.
- Operating in a manner consistent with the mission and goals of the university and the governing documents of the organization.
- Consulting with the appropriate university departments, offices, or representatives when planning large, unusual, or potentially risky events.
- Ensuring continuity in leadership from year to year by training newly selected leaders and maintaining good records.

Categorization of Organizations

Each student organization granted recognition by Texas A&M University is classified as either sponsored, affiliated, or registered. This classification is determined by assessing the student organization’s relationship to the university, the scope of its activities, and the perceived potential risk to participants and the university. The privileges and responsibilities associated with each type of recognized student organization are outlined below.
Sponsored Organizations

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 with the university.

In addition to the university resources available to all recognized student organizations, sponsored organizations shall 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 university.
- Access to funding from university revenues and student fees.
- A university fiscal account and accounting staff support.
- Priority consideration for reserving university facilities, such as meeting rooms.
- Review of contracts by the TAMU Contracts Office.
- Benefits for student leaders, such as regular interaction with the Vice President for Student Affairs and other key administrators, the opportunity to apply for reserved garage parking, and appointment to university committees.
- Priority consideration for participation in university publications and new student conferences.

In addition to the responsibilities of all recognized student organizations, sponsored organizations must also meet the following expectations:

- Sponsored organizations routinely present events for the campus and broader community, and are expected to work closely with the appropriate university department or office in the planning of these events.
- Each sponsored organization must designate a risk management officer to serve as a member of the organization’s executive team. This officer is responsible for developing and maintaining an operations manual for the organization, which must be reviewed at least annually by the Department of Student Activities.
- Sponsored organizations may be required to carry liability insurance to cover membership and events as deemed appropriate by university review.
- Officers of sponsored organizations must complete student leader training on topics in the areas of event planning, accountability, and organizational development. It is currently estimated that this training will take 8-12 hours over the course of a year. Advisors to sponsored organizations will also complete advisor training as outlined in the Advisor Agreement Letter.
- Sponsored organizations that serve as governing bodies for affiliated or registered organizations are responsible for providing appropriate levels of support and oversight for these organizations.

Affiliated Organizations

Affiliated organizations are those that contribute to the mission and culture of the university by routinely presenting events for their members and invited guests. These organizations are often connected to larger sponsored organizations. The activities and events of these organizations are considered to involve a moderate level of complexity due to their nature and/or scope.

In addition to the university resources available to all recognized student organizations, affiliated organizations may have the option to:

- Select their own advisor provided that this person is a full-time university employee who possesses the skills and/or training necessary to advise the organization.
- Receive increased consideration for funding and space allocation requests.
In addition to the responsibilities of all recognized student organizations, affiliated organizations must also meet the following expectations:

- Prior to hosting events targeting the campus or broader community, it is the responsibility of affiliated organizations to develop an event plan and review it with the organization’s advisor and the Department of Student Activities or other designated university department.
- Affiliated organizations will be assessed during the recognition process to determine whether the organization must meet additional requirements, such as developing an operations manual and/or carrying additional liability insurance. The organization is responsible for complying with any conditions, stipulations, or restrictions placed on its recognition.
- Officers of affiliated organizations must complete student leader training on topics in the areas of event planning, accountability, and organizational development. It is currently estimated that this training will take 4-6 hours over the course of a year. Advisors to affiliated organizations will also complete advisor training as outlined in the Advisor Agreement Letter.
- Affiliated organizations connected to sponsored organizations are responsible for complying with any policies, procedures, and expectations established by the sponsored organization.

**Registered Organizations**

Registered organizations are those that are consistent with the mission and culture of the university and primarily present events limited to their membership. These organizations are primarily interest groups capable of functioning with minimal support from or interaction with the university. The activities and events of these organizations are considered to involve a lower level of complexity due to their limited scope.

In addition to the university resources available to all recognized student organizations, registered organizations may:

- Select their own advisor, who may be a faculty member, professional or associate staff member, or graduate assistant.

In addition to the responsibilities of all recognized student organizations, registered organizations must also meet the following expectations:

- Prior to hosting events beyond the membership of the organization, it is the responsibility of these organizations to develop an event plan and review it with the organization’s advisor and the Department of Student Activities.
- Registered organizations will be assessed during the recognition process to determine whether the organization must meet additional requirements, such as developing an operations manual and/or carrying additional liability insurance. The organization is responsible for complying with any conditions, stipulations, or restrictions placed on its recognition.
- Officers of registered organizations must complete student leader training on topics in the areas of event planning, accountability, and organizational development. It is currently estimated that this training will take 3-4 hours over the course of a year. Advisors to registered organizations will also complete advisor training as outlined in the Advisor Agreement Letter.