

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

21.99.09.C0.01 Access to University Property for Sales and Solicitation Purposes

Approved March 18, 2013

Supplements System Regulation 12.99.09

1. GENERAL

The authority to approve all public sales and solicitation (excluding university auxiliary services and contracted vendors) on the Texas A&M University-Corpus Christi campus rests with the Vice President of Institutional Advancement as delegated by the university President.

Prior approval for sales and solicitation must be obtained by all officially recognized university groups, other non-university entities who are authorized to use university licensed marks, and outside vendors providing “start-up” services for A&M-Corpus Christi students.

All other sales or solicitation by outside vendors require approval of the Executive Vice President of Finance and Administration. Such contracts must be reviewed and approved by the Contracts Department.

2. DEFINITIONS

- 2.1 Solicitation is defined as any type of advertising, marketing (to include all forms of media), the taking of orders, sales, donations, and collecting and distributing literature such as applications and promotional materials.
- 2.2 Campus is defined as all university-owned property, including property leased by or for the University and all affiliated organizations and their sponsored or co-sponsored events.
- 2.3 University Groups
 - 2.3.1 Departmental groups are administrative or academic units within the University that are staffed by university employees or volunteers who are acting within the scope of their employment.
 - 2.3.2 Student departmental groups are funded or supported by an administrative or academic unit within the University, but are not recognized student organizations. Examples are: cheerleaders, dance team, Honors Student Association, Island Ambassadors, President’s Ambassadors, and the student newspaper.
 - 2.3.3 University affiliated groups are entities that have a signed Affiliation Agreement with the University, and exist for the primary purpose of

UNIVERSITY PROCEDURES

TEXAS A&M UNIVERSITY-CORPUS CHRISTI

supporting the activities of the University. Examples are: Alumni Foundation, Harte Research Support Foundation, South Texas Institute for the Arts and Texas A&M -Corpus Christi Foundation.

- 2.3.4 Student organizations are student groups that have agreed to the guidelines established for these organizations and have been accepted by the University Center and Student Activities (UCSA) department for inclusion as a recognized student organization. UCSA maintains a list of these groups which is updated annually.

2.4 Non-University Groups

Non-university groups are typically a separate legal entity from the University, even those in which the membership or participation includes university personnel, alumni, or students. The University does not have authority over these organizations' activities, nor do they exist for the singular purpose of supporting the university mission. Examples are: individuals, for-profit groups, non-profit groups including professional organizations or societies, governmental organizations, and other university and political groups.

3. PERMITS

- 3.1 The Director of University Services, in consultation with the Office of the Vice President for Institutional Advancement is responsible for granting permission for direct sales and solicitation on the campus by outside vendors. Community Outreach will coordinate requests from non-university groups

Solicitation permit request forms are available online at <http://www.tamucc.edu/development/#>. Applicants should submit their requests to the Office of the Vice President of Institutional Advancement at least five full working days prior to the requested date for beginning operations.

- 3.1.1 Solicitation permits are limited to five days in a thirty-day scheduling period to provide equal access to all organizations.
- 3.1.2 A copy of Texas State Sales and Use Tax Permit or the Texas State Sales Tax and Use Exemption Certification must be on file if the solicitation involves a sale of any kind.
- 3.1.3 No solicitation permit to solicit on campus is required if:
 - (1) such solicitation is done through the student newspaper, U.S. Postal Service, or by telephone,
 - (2) students, faculty, or staff advertise personal items (i.e. "for sale" or

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

- "wanted") on the bulletin boards designated for that purpose,
- (3) University groups selling certain selected items to its members
ONLY,
- (4) University groups advertising or promoting university events.
- 3.2 University groups wishing to solicit or sell on campus are required to obtain written permission from the Vice President of Institutional Advancement prior to beginning the activity unless exempted by Section 3.1.3. Permission normally will be granted for direct selling only when the merchandise to be sold or distributed to the public by a university-recognized organization on Texas A&M University-Corpus Christi campus or at an event sponsored or co-sponsored by a University organization. These types of sales and solicitations must not conflict with existing third party vendor contracts.
- 3.3 A solicitation permit may be rejected or revoked by the Director of University Services in consultation with the Office of the Vice President of Institutional Advancement if at any time the sales and solicitation actions of an organization disrupt the normal activities on the campus.
- 3.3.1 Justifiable reasons for rejection or revocation may include, but are not limited to, conflict with existing contracts, failure to comply with the basic requirements as outlined, faulty merchandise, complaints from or inconvenience to other members of the university community, solicitation outside authorized areas, unsanitary conditions or procedures, misrepresentation, falsification of information on the permit application, interference with the educational mission of the University, interference with normal traffic flow and use, or blockage of building.
- 3.3.2 Further disciplinary action beyond rejection or revocation of the solicitation permit may include not permitting the University group to conduct future sales or solicitation on campus for a specified time or recommending that student(s), faculty or staff involved in an infraction be charged with a violation of university rules and therefore be subject to disciplinary action.
- 3.4. If at any time the sales and solicitation actions of an organization or individual disrupt the normal activities on the campus, those organizations or individuals will be requested to cease their actions and, when appropriate, to leave the campus. Should they refuse to cease their actions, or to leave, if requested to do so, they will be informed that they are trespassing on state property. Those authorities having jurisdiction will be called upon to remove such violators.

Contact for Interpretation: Vice President for Institutional Advancement (361) 825-2420