

8 Student Organization Center

The Student Organization Center (SOC) in UC 204 has 36 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).

8.1 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.

8.1.1 *Loss of Workstation and/or Locker*

1. Underutilized workstations and lockers may be reassigned.
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.

8.1.2 *Work Station Committee*

A Work Station Assignment Committee will be made up of one UCSO officer, the SOC student coordinator, one sports club member, one Greek organization member, and one representative of Student Government. One University Center and Student Activities full-time staff member will serve in an ex-officio capacity. The committee will review all space applications (See Appendix) and determine the best possible use of the space.

8.2 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.

8.2.1 *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 5789
Corpus Christi, TX 78412-5789

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

8.2.2 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 student worker's 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 work table, not the floor, Conference Room tables, or any other surface.
7. No Glitter is allowed. No exceptions.
8. Banners must be picked up within an hour of completion. This only to allow the paint time to dry. Banners left longer than an hour are not the responsibility of the SOC student workers.
9. Remember, to hang a banner in the UC, space must be reserved with the UC through the UCSA Scheduling Office.
10. Failure to follow these policies will result in the organization losing banner station privileges.
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 student workers at any time. 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 student worker on duty know.

8.2.3 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** (See Appendix).
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 a core charge 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.
8. Do not store perishable food in workstations.

8.2.4 Locker Policies

1. Each locker is provided with a combination lock.
2. Combinations will be 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. Combinations will be kept on file in University Center and Student Activities and can only be accessed by full-time staff members.
5. In no situation will a combination be given to any person other than the organization president or advisor.
6. 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 new **Information Sheet** (See Appendix) indicating the 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.

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

8.2.5 Reserving Conference Rooms

The Student Organization Center Conference Rooms are reserved for only Recognized Student Organizations use. To reserve conference rooms in the Student Organization Center go to <http://events.tamucc.edu>, go to the SOC front desk and ask do a paper request for a room, go to the UC Information Desk and ask do a paper request for a room, or return the form in the Appendix to UC 215. For general UC information, call 825-5282. For questions or specific instances contact University Center and Student Activities at 825-2707.

8.2.6 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.