

51.99.99.C0.01 Permanent Memorials and Honorariums



Revised: September 11, 2023
Next Scheduled Review: March 18, 2024
[Revision History](#)

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) accepts certain permanent memorials and honorariums on property it controls. This procedure outlines the types of accepted permanent memorials and honorariums and associated guidelines.

Procedure

1. Permanent memorials and honorariums for the purpose of this document are defined as follows:
 - (a) University Standard Bench:

Purchase, installation, and maintenance of a university standard bench.
 - (b) University Named Paver or Wall Tile:

Purchase, installation, and maintenance of a university named paver or wall tile within the Garcia Plaza, University Center Plaza, or other university-designated location.
2. Requests for permanent memorials and honorariums to be placed on the campus must meet at least one (1) of the following criteria:
 - (a) The person being memorialized or honored is a current or former employee or student of TAMU-CC;
 - (b) The person being memorialized or honored is a close relative (e.g., father, mother, brother, sister, grandfather, grandmother) of a current or former employee or student of TAMU-CC;

- (c) The person being memorialized or honored provided extraordinary support or service to TAMU-CC, and/or
 - (d) The person being memorialized or honored provided significant financial contributions toward the construction of a facility or facilities, an endowment for maintenance and operating costs of a facility or facilities, or other program or activity of TAMU-CC.
- 3. A site for the memorial or honorarium may be requested for a general location or area of the campus. The University Space Committee will approve the final campus location.
- 4. The cost associated with the creation and perpetual maintenance of a permanent memorial or honorarium will be determined by the size and type of memorial or honorarium from the standard list of memorial and honorarium options. The list of permanent memorial and honorarium options is available in the office of the Vice President of Institutional Advancement and the office of the Associate Vice President for Operations.
- 5. The TAMU-CC process for requesting placement of a permanent memorial or honorarium is as follows:
 - 5.1. The request for the creation/placement of a permanent memorial or honorarium must be submitted in writing by an individual, department, academic unit (e.g., college, school, library), or organization to the Vice President of Institutional Advancement.
 - 5.2. Items to be addressed in the request will include: the name of the person being memorialized or honored and how that person meets the criteria in section 2 of this procedure, the general site/location (if any) requested for the memorial or honorarium, and other information the requestor would like to submit in support of the request.
- 6. Upon final university approval, the Vice President of Institutional Advancement will notify the requestor of the approval and site location information, and the office of the Associate Vice President for Operations will coordinate the purchase and installation of the memorial or honorarium. Appropriate payment must be received prior to initiation of the memorial or honorarium.

Related Statutes, Policies, or Requirements

There are no related documents.

This procedure supersedes:

- 51.99.99.C1.01, *Permanent Memorials*

Contact Office

Contact for clarification and interpretation: Vice President of Institutional Advancement
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