# 51.99.99.C0.01 Permanent Memorials and Honorariums

Revised: March 4, 2024
Next Scheduled Review: March 4, 2029
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. Accepted types of permanent memorials and honorariums, for the purpose of this document, are as follows:

   (a) University Standard Bench:

   This includes the purchase, installation, and maintenance of a university standard bench.

   (b) University Named Paver or Wall Tile:

   This includes the 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, student, or alumnus 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 general location or area of the campus may be requested as the site for the memorial or honorarium. Institutional Advancement will provide the interested party with a list of approved locations.

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 Senior Vice President of Institutional Advancement and the office of the Associate Vice President for Operations.

5. The TAMU-CC process for requesting 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 Senior Vice President of Institutional Advancement. Institutional Advancement will coordinate with Administrative Operations regarding logistics and to ensure conformance with the Master Plan.

   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 from the President or designee, the Senior 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. Payment in full 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

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| Contact for clarification and interpretation: | Senior Vice President of Institutional Advancement<br>361.825.3320 |