

Section V DEVELOPMENT AND LEGISLATIVE AFFAIRS

31 INORMATION AND COMMUNICATION

31.01 Public Announcements

There shall be no public announcements or statements initiated by the university relating to any matter or item that requires board approval prior to official board action other than those announcement and notices required by the state law or authorized by the other board policies, administrative policies, rules or regulations.

Texas Southern University is a highly visible, major public institution and situations will arise in which public announcements or discussion of items requiring board approval are desirable or necessary prior to board action. The president may authorize exceptions to the policy stated in the preceding paragraph after consultation with the chair of the board. In such cases, any advance announcement must state that the item is subject to board approval.

The board delegates authority to the president or his/her designee to speak on behalf of the university.

32 UNIVERSITY ADVANCEMENT

32.01 Management and Coordination of Activities

The president is responsible for managing and coordinating all of the university advancement activities (development, alumni, and the university relations). Development and university relations activities involving the administration and volunteer groups will be planned and coordinated by the president or his or her designee and managed by the appropriate professional staff.

32.02 Naming Opportunities

The board must approve the naming of a building (new, existing or expanded), college, school, program, institute or center recognizing a donor for his or her generosity to the university. The board must also approve the naming of a building (new, existing or expanded), college, school program, institute or center for the purpose of recognizing an individual or other entity based on distinguished leadership and/or service to the university. All naming opportunities should reflect favorably on, and bring honor to, the university.

The board must approve the removal of a name of a building, college, school, program, institute or center.

The board directs the president to develop procedures and guidelines for the proposal and recommendation of naming opportunities and removing names.

The board delegates to the president the authority to approve naming opportunities for the other areas not specified in this policy, i.e. classrooms, auditoria, laboratories, etc.

32.03 Acceptance of Gifts

The board must approve acceptance of gifts that result in the naming of a facility, college, school, program, institute or center. The board delegates to the president or his or her designee the authority to give preliminary approval of gifts requiring board approval but the board must make its final acceptance of the gift prior to any public announcement. The board also delegates to the president or his or her designee the final authority to approve acceptance of all gifts not specified elsewhere in these policies.

32.04 Acceptance of Donated Property

The board delegates to the president the authority to accept all gifts of property. The president shall report to the board all such gifts. The president shall administer these properties subject to board policies and directions. No public announcement of a gift of real property shall be permitted until after the President has accepted the property.

30.05 External Constituency Records

The board directs the administration to create and manage a comprehensive data base that provides timely, accurate, and integrated records and ensures maximum accountability to the in the area of alumni, donor, and other major external constituency relations.

While the university has primary responsibility for carrying out its own external constituency development, the university administration should provide general direction of the creation and maintenance of an integrated demographic data base

containing all alumni, donor, and other major external constituency records for the on-site use and benefit of the university.

32.06 Private Support Organizations and Foundations

The board recognizes that there are legally incorporated nonprofit organizations (support organizations) whose sole purpose is to benefit Texas Southern University or any of its activities. These organizations are administered by boards of directors that are independent from the direct control and supervision of the Texas Southern University Board of Regents. However, because state law charges the board with governance of the university, the board must ensure that the existence, purpose, and operations of all such organizations and foundations are consistent with the board policies and objectives. The board therefore delegates to the president the authority necessary to ensure compliance with the following policy on the parts of all such private support organizations and foundations. The president and/or his or her designee shall report the board annually on the compliance status of each support organization.

Any nonprofit entity wishing to become a support organization of the university must first enter into a written agreement with the board that adequately addresses the following:

- a.** use of the names of any parts thereof, of Texas Southern University by the support organization;
- b.** administration and investment of funds received by the support organization for the benefit of the university, including reporting and auditing requirements concerning assets, gifts, and distribution;
- c.** use of university staff, facilities, and other resources;
- d.** service by an officer or employee of the university as an officer or director of the support organization
- e.** remuneration of an officer or employee of the university by the support organization.
- f.** access to the records and documents of the support organization by Texas Southern University, including its Internal Auditor;
- g.** the compatibility of the activities of the private support organization in relation to the mission of the university; and

- h.** other issues the president deems necessary in establishing rules governing all aspects of conduct of the university and its employees in relationship to the support organization.

32.07 Coordination of Major Donor Prospect Cultivation and Solicitation Activity

The board designates the president or his or her designee as the coordinator for all major donor prospects. All contacts, cultivation visits, and solicitations to major donor prospects must be coordinated by the president or his or her designee through the prospect management system. The president shall develop guidelines and procedures for the prospect management system.

33 GOVERNMENTAL RELATIONS

33.01 Governmental Appearances

All university employees appearing before Congress, the Texas Legislature, City, County, or governmental body, or their agencies, committees, or members to offer testimony, opinions, or commentary in regard to existing or potential laws, rules or regulations, not expressly authorized to do so by the board or the president, must clearly state in advance that they are appearing in their individual capacities and that their testimony, opinions, and commentary are not authorized by, and must not be construed as reflecting on, the position of the university.

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