UMASSD STUDENT ALUMNI ASSOCIATION
OPERATING GUIDELINES
as of 2.13.22

PURPOSE
The UMassD Student Alumni Association was established in 2021. The Student Alumni Association will create a great sense of pride and tradition in the University and with the affiliation of the Office of Alumni Relations, the Student Alumni Association is able to promote this through a variety of activities and programs. The Student Alumni Association is a bridge between the student body and the alumni population.

Primary goals of the organization are (1) to generate spirit and promote traditions surrounding the University among the student body, (2) to instill leadership, communication, and networking skills in all members of the Student Alumni Association, (3) to provide Student Alumni Association members and the campus community with opportunities to network with alumni, (4) to connect Student Alumni Association members with various organizations within the University, (5) to provide information about the UMassD Alumni Association to the student body, and (6) to work with the Office of Alumni Relations to promote student engagement and philanthropy.

MEMBERSHIP
1. Composition
The Student Alumni Association will typically consist of 25 to 50 members. Membership is open to undergraduate students with demonstrated commitment to UMassD.

2. Term
Members may serve for the entirety of their undergraduate education. In order to be considered an active member, each person must uphold the following (1) attendance of all general meetings, (2) attendance at AHOD (all hands-on deck) events, and (3) participation on a committee.

3. Member Identification and Recruitment
   a. Identification
      Potential members will be added to a list of candidates for consideration, vetting, and review by the SAA executive board and Director of Alumni Relations.

   b. Recruitment
      The Membership Committee will oversee recruitment outreach. The Committee members will explain the purpose and function of the SAA and member expectations to prospective members and answer prospective member questions.
BOARD LEADERSHIP

1. Executive Committee
   The Executive Board will consist of a President, Committee Co-Chairs, and the Director of Alumni Relations. The President will oversee the Executive Committee and conduct weekly meetings. The President will also sit on the UMassD Alumni Association Board and serve as student voice. The Chair of Communications will serve as VP of SAA.

2. Selection
   The Executive Board is responsible for selecting the next President during the spring semester of the current President’s senior year. The Board is also responsible for replacing graduating/departing co-chairs for all committees.

3. Term
   All Executive Board terms will be decided by the Executive Board until full membership “35” is attained. Once the SAA is fully established, it will change to a two year maximum term.

4. Vacancies
   Vacancies on the Executive board will be filled by the President, VP of Communications, and Director of Alumni Relations.

BOARD STRUCTURE

1. Committees
   The following are operating committees of SAA: Executive, Communications, Membership, Internal Relations, Professional Development, and Traditions/Corsair Spirit. In consultation with the Director of Alumni Relations, the Executive Board may designate other committees as appropriate to support current institutional and alumni relations priorities.

a. Executive Committee
   Composed of the President and Committee Co-Chairs, the Executive Committee provides oversight of SAA and coordinates SAA functions. The Chair of Communications will function as the VP of SAA and will take on Presidential role if President is unavailable. The committee collaborates with the Director of Alumni Relations on setting the agenda for all SAA meetings and oversees leadership succession.

b. Communications
   The Communications Committee is tasked with creating exciting marketing campaigns and creative content for SAA. They are responsible to maintain and direct the brand of the SAA. They oversee the media marketing and email inbox for SAA. This includes social media, creative media, print media, and strategic insights for promotion of SAA and its events. Social media will include the Corsair Network and Instagram. All communications must be approved by the Office of Alumni Relations.
c. **Internal Relations**
The Internal Relations Committee is tasked with creating a cohesive, inclusive SAA family by planning and executing events that foster community and friendships within SAA. They are responsible for keeping morale high and making sure that every member is excited and proud to be a part of SAA. They will oversee all SAA retreats, new member onboarding, member recognition, and SAA mentorship on the Corsair Network.

d. **Membership Committee**
The Membership Committee is tasked with growing the organization. They are responsible for identifying and recruiting committed new members and ensuring that SAA is reflective of the entire student population. The committee will also oversee campus collaborations with other student organizations.

e. **Professional Development Committee**
The Professional Development Committee is tasked with providing students opportunities to develop professional skills while engaging with alumni in meaningful ways. They are also responsible to promote the personal and professional growth of SAA members through workshops, retreats, and events. They oversee alumni to student networking events and SAA leadership development trainings.

f. **Traditions Committee**
The Traditions Committee is tasked with executing and creating fun traditional events that unite and celebrate being a Corsair. They will embody school spirit and excite the Corsair community. They are also responsible for engaging seniors to ensure a spirited conclusion to their undergraduate experience. The committee will oversee and/or support Countdown to Commencement, Blue and Gold Weekend, Corsair Challenge, and any new traditions.

**MEMBER RESPONSIBILITIES**

1. **Meeting Attendance**
   Attending and participating in meetings is essential to furthering the work of the SAA. General meetings will occur weekly and are limited to two hours. The executive committee will meet twice per month unless an additional meeting time is needed.

2. **Committee Work**
   Members will select and serve on their preferred committee. Committees are intended to support institutional goals and student engagement efforts. Committees will have work that falls outside of the scope of weekly meetings. Committees will meet a minimum of twice per month. The number of meetings above two are at the discretion of each committee chair/co-chair.

3. **Student Ambassadorship**
   Members should be able to clearly articulate the mission, current priorities, and accomplishments of SAA to serve as an ambassador on behalf of UMassD. All members are also encouraged to take part in any SAA initiatives via social media or otherwise to raise awareness and spread the word about UMassD news, events, and giving back.
4. **Event Attendance**
   Members should make an effort to attend SAA programs and events, including Blue and Gold Weekend and Corsair Challenge. Members also encourage other students to attend events by sharing information or personally inviting their network of students to take part.

**MISCELLANEOUS**

1. **Note**
   This is a working, living document that establishes an operational foundation for SAA. This document may be updated or amended as directed by the Executive Committee.