

THE UNIVERSITY OF MIAMI'S
ROSENSTIEL SCHOOL OF MARINE AND ATMOSPHERIC SCIENCE
ALUMNI ASSOCIATION

STATEMENT OF POLICY (Draft dated 3/29/06)

MISSION STATEMENT

The mission of the University of Miami Alumni Association (UMAA) is to establish and enhance a mutually beneficial and enduring relationship between the University of Miami, its alumni and current and future students.

We shall work to promote the excellence of the University of Miami by serving as ambassadors and encouraging involvement and volunteerism; fostering love, respect and pride in the University; and obtaining support, communicating the message and furthering the mission of our alma mater.

The University of Miami's Rosenstiel School of Marine and Atmospheric Science Alumni Association (RSMAS Alumni Association), an affiliate group of the UMAA , was formed to provide regular communication, and to serve and support alumni relations in order to strengthen the Rosenstiel School's academic, research, student, and worldwide activities.

GOALS

In accordance with the RSMAS Alumni Association mission, the goals are:

- To promote and enhance communication among RSMAS and its alumni;
- To serve as a resource for alumni regarding the services, programs, opportunities and information available to them through RSMAS;
- To facilitate enhanced understanding of alumni needs, interests and concerns;
- To promote an understanding of the RSMAS mission, goals and needs among alumni, as well as within the local, regional, national and international scientific communities and general public;
- To coordinate fundraising activities and donation opportunities to support a RSMAS Alumni Association Fellowship to be awarded each year to an academically qualified student new to the graduate program. One (1) candidate is nominated by RSMAS faculty from each Academic Division. The awardee is selected by the Alumni Fellowship Committee, and presented to the full RSMAS Alumni Association Board of Directors for approval.

MEMBERSHIP

Regular - Membership in the RSMAS Alumni Association is conferred upon all graduates of the Rosenstiel School of Marine and Atmospheric Science, as well as former graduate students who completed at least fifteen (15) credits.

Honorary – The RSMAS Alumni Association Board of Directors may nominate a non-alumnus/alumna of RSMAS, including faculty, post-doctoral associates, staff, donors, friends, or any individual deemed worthy by the RSMAS Alumni Association Board for honorary membership in the Association. This individual must have demonstrated continued exemplary support of RSMAS. Honorary member nominations shall be conferred by a majority vote of the RSMAS Alumni Association Board, and honorary membership shall be approved by the UMAA Executive Committee and UMAA Board of Directors. Honorary membership shall include all the rights and privileges of regular members with the exception of voting and holding office.

Term – The term of membership is for the period of one year.

Membership Status – Membership in the RSMAS Alumni Association is achieved in each fiscal year (June 1 – May 30) for the twelve (12) months following the month in which a financial contribution is made to the University.

GOVERNANCE

The governing bodies of the RSMAS Alumni Association are the RSMAS Alumni Association Board of Directors, the RSMAS Alumni Association Executive Committee, the UMAA Executive Committee and the UMAA Board of Directors.

The Association's calendar is from June 1 through May 31.

EXECUTIVE COMMITTEE AND OFFICERS

Composition – The RSMAS Alumni Association Executive Committee shall consist of the officers of the RSMAS Alumni Association, which include the President, Vice President, Secretary, Treasurer and Immediate Past President. The RSMAS Alumni Association Board of Directors includes the RSMAS Alumni Association Executive Committee members and other elected members.

A representative from the RSMAS Office of Advancement and Alumni Affairs and the Director of Graduate Studies shall attend all RSMAS Alumni Association Board meetings. The Dean of RSMAS (and/or a designated liaison) may attend at his or her discretion. These representatives will have no vote.

Nominations/Elections/Terms of Office – Officers are nominated to serve a one (1) year term by the Nominating Committee. The Chair of the Nominating Committee cannot be an officer. Officers are limited to a maximum of two (2) consecutive terms in the same office, and become available for election to the same office after a period of two (2) years. The only officer who

cannot be nominated for another office is the outgoing President, who automatically assumes the office of Immediate Past President.

As part of the biannual ballot, a slate of nominated officers is emailed to all members of the Association for whom correct contact information is available. The slate can be sent via regular mail or fax at a member's request.

Vacancies in any office may be filled for the remainder of the term by a nominated member elected with a majority vote of the RSMAS Alumni Association Board.

DUTIES AND RESPONSIBILITIES

Executive Committee – The responsibilities of the RSMAS Alumni Association Executive Committee are 1) to guide the service, programming and information requirements of the RSMAS Alumni Association as described in the RSMAS Alumni Association goals; 2) to develop an annual calendar of meetings, events and programs in conjunction with the RSMAS Alumni Association Board, the Office of Advancement and Alumni Affairs and the Director of Graduate Studies; and 3) to act on behalf of the RSMAS Alumni Association as necessary until the RSMAS Alumni Association Board can meet.

President - The duties of the President are to:

- Preside at all meetings of the RSMAS Alumni Association Executive Committee and the RSMAS Alumni Association Board
- Guide and direct the activities of the RSMAS Alumni Association
- Serve on the UM Alumni Council and attend UM Alumni Council meetings
- Represent the RSMAS Alumni Association at alumni and appropriate University of Miami and RSMAS events
- Serve as an advisor advocating the mission of the RSMAS Alumni Association to the RSMAS Office of Advancement and Alumni Affairs and to the Dean's Office
- Develop an annual calendar of meetings, events and programs in conjunction with the RSMAS Alumni Association Board, the Office of Advancement and Alumni Affairs, and the Graduate Studies Office
- Establish *ad hoc* committees and appoint chairpersons as appropriate, subject to ratification of the RSMAS Alumni Association Board
- Oversee the replacement of vacancies that may occur on the RSMAS Alumni Association Board
- Assign duties to other officers

Vice President – The duties of the Vice President are to:

- Render assistance and cooperation to the President, as requested
- Perform duties of the President in the President's absence
- Serve as President in the event of the elected President's resignation or inability to complete the term, and to serve the term for which elected
- Assist in identifying and recruiting volunteers for any alumni giving programs of the RSMAS Alumni Association
- Coordinate efforts to increase awareness of and attendance at alumni programs and events

Immediate Past President – The duties of the Immediate Past President are to:

- Render assistance, continuity, cooperation and counsel to the President
- Serve as a voting member of the Nominating Committee

Secretary – The duties of the Secretary are to:

- Maintain and approve the minutes of all meetings of the RSMAS Alumni Association's Executive Committee and the RSMAS Alumni Association Board
- Serve as a member of any *ad hoc* committee of the RSMAS Alumni Association, as needed

Treasurer – The duties of the Treasurer are to:

- Develop a budget for the RSMAS Alumni Association, in collaboration with a representative from the RSMAS Office of Advancement and Alumni Affairs, for all RSMAS Alumni Association programs, activities and events
- Serve as a member of any *ad hoc* committee of the RSMAS Alumni Association, as needed

BOARD OF DIRECTORS

Composition – Members of the RSMAS Alumni Association Board of Directors shall consist of the five (5) Officers of the Executive Committee of the Association and up to seven (7) elected directors. All members have full voting rights.

Nominations/ /Elections/Terms of Office – New Directors can be nominated by the Nominating Committee and elected by the current RSMAS Alumni Association Board at any time. Elected Directors shall serve terms of two years and can be renominated for sequential terms.

Vacancies – Vacancies in any position may be filled by a vote of the RSMAS Alumni Association Board.

Duties and Responsibilities – The members of the RSMAS Alumni Association Board shall:

- Regularly attend monthly meetings of the RSMAS Alumni Association’s Board and any annual meetings proposed by the RSMAS Alumni Association Board
- Formulate the policies of the RSMAS Alumni Association
- Provide support to the Executive Committee of the RSMAS Alumni Association
- Participate in and recruit volunteers for the alumni annual giving programs of the RSMAS Alumni Association
- Assist in the planning, organizing and recruiting for all RSMAS Alumni Association-sponsored programs and events
- Attend and encourage attendance from all alumni at RSMAS Alumni Association-sponsored programs and events

COMMITTEES

Nominating Committee - The Nominating Committee consists of three (3) members of the RSMAS Alumni Association Board, and is chaired by the Immediate Past President.

Alumni Fellowship Committee – The Alumni Fellowship Committee consists of three (3) members of the RSMAS Alumni Association Board who elect a chairperson.

Ad Hoc Committees - The President of the RSMAS Alumni Association may appoint *ad hoc* committees and appropriate chairpersons as necessary.

Committee Membership - Except for the Nominating Committee, the President or any Committee Chairperson may appoint appropriate committee members, as needed, to fulfill the membership of an appointed *ad hoc* committee. Committee members need not be limited to members of the Board or Executive Committee of the RSMAS Alumni Association, and may include any qualified member of the RSMAS Alumni Association.