

UC Davis Policy and Procedure Manual

Chapter 270, Properties Use and Extracurricular Activities

Section 50, Alumni Relations Programs

Date: 9/3/13

Supersedes: 7/14/05, reissued 9/9/10

Responsible Department: Development and Alumni Relations—Alumni Relations

Source Document: Policy on Support Groups, Campus Foundations, and Alumni Associations

I. Purpose

This section outlines policy governing alumni relations programs, the purpose of which is to develop a maximum level of communication and involvement between UC Davis and its alumni. This section also outlines policy for the establishment of alumni organizations related to campus units, as part of the alumni relations programs.

II. Definitions

- A. Alumni Relations Programs--activities conducted by the Office of Alumni Relations that (1) are developed and conducted for the benefit of both the Cal Aggie Alumni Association ("the Association") and the University, (2) are developed and conducted for the benefit of UC Davis alumni and/or Association members, or (3) lead to direct support of the University.
- B. Alumni Group--a group that (1) is organized and operated solely for the benefit of the University and its alumni with a demonstrated "geographic" or "special interest" affinity, (2) is recognized and sponsored by the Cal Aggie Alumni Association, and (3) whose membership consists of alumni from UC Davis. Examples are the Cal Aggie Marching Band Alumni Association and the Los Angeles Chapter of the Cal Aggie Alumni Association.
- C. Constituency Alumni Group--a group that (1) is organized and operated solely for the benefit of the University and the alumni of a school, college, department, or other campus administrative or academic unit ("the constituent units"), (2) has as its purpose to provide support to the constituent unit and members, the alumni of that unit, (3) is recognized by the Cal Aggie Alumni Association under designated authority from the Chancellor, and (4) whose membership consists of alumni from UC Davis. Examples are the Cal Aggie Engineering Alumni Association and the School of Medicine Alumni Association.

III. Policy

- A. Alumni Relations Programs
 - 1. UC Davis recognizes the Association as the campuswide alumni association and the means of conducting UC Davis' alumni relations programs via Alumni Groups and Constituency Alumni Groups.
 - 2. The Assistant Vice Chancellor--Alumni Relations acts as the Executive Director of the Association and the chief staff person responsible for the program direction of the Office of Alumni Relations and the Association. The Executive Director also acts as the principal alumni relations liaison for UC Davis.
 - 3. The Association has the responsibility of ensuring that recognized Alumni Groups and Constituency Groups are in compliance with applicable University policies and for maintaining written acknowledgement of University policies from group officers.
 - 4. The Office of Alumni Relations has the responsibility for establishing policies and standards to guide Alumni Groups and Constituency Alumni Groups that elect to organize and operate alumni relations programs.
 - 5. The Executive Director of the Association will provide a current list of officially recognized Alumni Groups and Constituency Alumni Groups, with the individuals authorized to act on

behalf of these organizations, to the Conference and Event Services to facilitate the groups' use of University facilities and services. (See III.D, below, regarding privileges.)

6. Campus organizations (as defined in Section 270-05) are responsible for ensuring that their alumni relations programs are coordinated through the Office of Alumni Relations.

B. Alumni Groups

1. Groups wishing to be recognized or to continue recognition as an Alumni Group by the Chancellor and the Association shall register with the Association. Only those Alumni Groups that are registered may represent themselves as Alumni Groups related to UC Davis or to the Cal Aggie Alumni Association.
2. Alumni Groups shall meet the following criteria:
 - a. The Alumni Group must have a written purpose statement that is consistent with the purposes of the Association and must be approved by the Board of Directors of the Association. The purpose statement may not contain purposes that are contrary to established University or Association policies.
 - b. A member of the Alumni Group's board shall be identified as having responsibility for coordinating activities with the Association.
 - c. The Alumni Group must be a volunteer organization headed by an elected board of directors or executive committee that meets on a regular basis to direct the Alumni Group's programs.
 - d. There must be a demonstrated affinity among the proposed field of membership.
 - e. The Alumni Group must have a regular program of activities or services for its members.
 - f. Each Alumni Group's enabling documents shall include a clause providing that in the event of dissolution or withdrawal of recognition, its assets shall be distributed to the Association, The Regents of the University of California, or the Campus Foundation.

C. Constituency Alumni Groups

1. Groups wishing to be recognized or to continue recognition as a Constituency Alumni Group by the Chancellor and the Association shall register with the Association. Only those Constituency Alumni Groups that are registered may represent themselves as Alumni Groups related to UC Davis or to the Cal Aggie Alumni Association.
2. Groups that do not serve the best interests of the University; whose recognition is not consistent with campus priorities and programs; or who do not meet the required terms of recognition will be denied recognition by the Chancellor and the Association.
3. Constituency Alumni Groups shall meet the following criteria:
 - a. The Constituency Alumni Group shall secure the sponsorship of the school, college, department, or other academic or administrative unit involved and be organized and operated administratively as a unit of the University.
 - b. The administrative head of the sponsoring unit shall serve as an ex officio member of the governing board of the Constituency Alumni Group and of any executive or similar committee empowered to act for the governing board.
 - c. The Constituency Alumni Group must have purpose that is consistent with the purposes of the Association and

a written purpose statement that is consistent with the purposes of the Association and must be approved by the Board of Directors of the Association. The purpose statement may not contain purposes that are contrary to established University or Association policies.

- d. A member of the sponsoring unit's staff or a member of the Constituency Alumni Group's board shall be identified as having responsibility for ensuring compliance with this policy, coordinating activities with the Association, and identifying how the group intends to support these activities financially.
- e. The Constituency Alumni Group must be a volunteer group headed by an elected board of directors or executive committee that meets on a regular basis to direct the Group's programs.
- f. The Constituency Alumni Group must offer an organized and ongoing program of communications between the sponsoring unit and its alumni.
- g. The Constituency Alumni Group must offer a regular program of activities or service for its members.
- h. Each Constituency Alumni Group's enabling documents must be in accordance with University and UC Davis policies (see policies listed in V, below), and be approved in advance by the Chancellor.

D. Privileges for Alumni Groups and Constituency Alumni Groups

Alumni Groups and Constituency Alumni Groups maintain a close relationship with the University by virtue of their purpose. They are granted the following privileges:

1. Use of the name of the University of California, Davis, or an abbreviation thereof, as part of the organization's name, with the approval of the Chancellor. (See Section 310-65.)
2. Use of the name of the Cal Aggie Alumni Association, or an abbreviation thereof, as part of the group's name, with the approval of the Association.
3. Access to reservable University properties in accord with Section 270-20.
4. Use of the campus mail for correspondence with members with campus addresses and for conducting the group's business with campus departments.
5. Use of appropriate campus publications, on a space available basis, for announcements relating to the group.
6. Right to distribute information and literature by hand on UC Davis property in accord with Section 310-25 and to post and exhibit materials on campus in accord with Section 310-27.
7. Use of University service departments through the group's unit affiliation.
8. Staff operational support through the sponsoring unit affiliation.
9. Accounting Office financial services, through the unit affiliation and with appropriate approvals.
10. Use of the Association's multimedia channels for advertising events and services.
11. Use of the Association's insurance policies to provide liability coverage for authorized events that are submitted through proper channels in advance of the event.

IV. Further Information

Further information on alumni relations programs and the establishment of an Alumni Group or Constituency Alumni Group is available from the Office of Alumni Relations, (530)752-0287.

V. References and Related Policies

- A. UC Office of the President (<http://policy.ucop.edu/doc/3000585>):
 - 1. Policy on Support Groups, Campus Foundations, and Alumni Associations, 9/27/95.
 - 2. Administrative Guidelines for Campus Alumni Associations and Constituency Group, 1/27/99.
- B. UCD Policy & Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 - 1. Section 270-05, Campus Organizations.
 - 2. Section 270-16. Fund Raising on University Property.
 - 3. Section 270-20, Use and Reservation of University Properties and Event Arrangements.
 - 4. Section 270-60, UC Davis Support Groups