



UConn Asian American Alumni Association Charter

Mission:

The Asian American Alumni Association is a voluntary team of UCONN Alumni dedicated to creating a community for those interested in and identifying with Asian, Pacific Islander, and Asian American culture. This can include hosting events for Alumni engagement, creating mentorship connections between alumni and current students, advocating for issues important to the community, and fundraising and supporting the UCONN Asian American Cultural Center. The Association is sponsored & supported by the UCONN Foundation. The Association is a separate entity from the UCONN Asian American Cultural Center (AsACC), however it is strongly connected with AsACC.

Four Pillars of UConn 4A:

Alumni Engagement

Examples:

- Virtual paint nights, cooking classes, networking nights
- Local bar/restaurant meetups (post-covid)

Mentorship

Examples:

- Networking nights with current students
- Panel opportunities with AsACC
- Alumni Mentorship Program

Advocacy & Community Engagement

Examples:

- Petitions
- Community clean-up events
- Volunteering

Center Support

Examples:

- Advertising events (ex. Asian Nite)
- Fundraising (Ignite, Giving Day)

Association Structure:

The Association is led by an Executive Board. The Executive Board is overseen by two Co-Chairs, with five additional Chair members: Communications, Community Engagement, Events, Media, and Mentorship. Chair positions will be held for a one year term: (Jan - Dec). Chairs are responsible for fulfilling requirements for their specific positions, supporting Association goals, and being an ambassador for the Association.

Association Members:

The Association will also include Members. Members can attend events, take part in initiatives, and volunteer to help as determined by the Executive Board of the Association. Any Member can submit ideas for the Association via Email or through the [Asian American Alumni Association Suggestions Form](#). Members also have the ability to raise concerns to the Association Co-Chairs in the event of Chair negligence of duties or gross misconduct (see Termination Clauses section).

Executive Board Roles & Responsibilities:

The Executive Board will support all initiatives and events for the term of service. They are expected to collaborate with each other based on needs, as well as inform the Co-Chairs of updates and progress on projects. Executive Board communication is primarily through Executive Board meetings, emails, and chats (Facebook Messenger, etc.)

Full Executive Board Attendance is expected at all Executive Board meetings and events. Chairs should notify the Co-Chairs of any conflicts with either of the above at least 3 days in advance. If a conflict arises unexpectedly, Chairs should notify the Co-Chairs as soon as possible.

All Executive Board members will have access to the Association email (asaccalumni@gmail.com) for communications with the UConn Foundation and other parties for the duration of their term. Emails should be read and replied to within 48 hours by the relevant Executive Board member. Emails are expected to be labeled as appropriate as outlined in [Organization and Formatting Guide for Shared Folder/Email](#). All Association documents should be retained in the Google Drive associated with the Association email within the respective term folder.

Association Co-Chair:

Co-Chairs are the face of the Association, they lead major events, and drive Executive Board meetings. The Co-Chairs are responsible for external relations & Executive Board cohesion. They keep in touch with UConn Alumni Relations/Foundation, UConn Asian American Cultural Center Professional Staff and external relations with other entities.

Co-Chairs are expected to meet and communicate with each other frequently. The Co-Chairs are partners and are expected to compromise and come to consensus on plans and any decisions. They are also the final decision makers on any speaker contracts, budgets, and large event decisions.

Co-Chairs are responsible for delegating responsibilities to the Executive Board and following up on deadlines. Co-Chairs are expected to create meeting agendas and take minutes. Co-Chairs are responsible for scheduling meetings and sending out virtual Executive Board meeting invitations on the Google Calendar. In addition, Co-Chairs are responsible for Google Drive and email organization.

Should the need arise, they are also responsible for helping other Executive Board members with their duties. In emergency situations, the Co-Chairs are responsible for emergency announcements (ex. Event cancellation), conversations with speakers, and communication with the Foundation.

Communications Chair:

The Communications Chair is responsible for major email communication, event updates, promotion and all social media communication. The Communications Chair is responsible for maintaining and responding to messages on the Association's social media accounts: ([Facebook Page](#), [Facebook Group](#), [Linkedin](#), etc.) to create an engaging community. Any communications on any platform must be reviewed and approved by Co-Chairs before submission.

The Communications Chair is expected to create Facebook events for any of the Association's needs and develop timelines to promote and support upcoming initiatives. The Communications Chair will be responsible for website updates once applicable.

The Communications Chair also maintains the Association Member roster. Updates to the roster can be pulled from the [Association Member Application Form](#), as well as from event registration data provided by the Foundation, or from Event Google Forms created by the Events Chair.

Community Engagement Chair

The Community Engagement Chair leads the Association in initiatives, especially pertaining to philanthropy, advocacy, and engaging with the greater Asian American community. The Chair will be the lead organizer for initiatives like an Asian-Owned business database, letter writing campaigns, and collaboration with other groups and entities outside the Association for other projects. The Chair will also be responsible for leading the Association in at least one community service/philanthropy based event during their term.

Events Chair:

The Events Chair takes a lead in organizing every non-Mentorship related event that is hosted by the Asian American Alumni Association. The Association aims to host one event per month. This can be in the form of social events, performances, virtual or in-person meetups, community service, philanthropy, and much more.

While the entire Executive Board will brainstorm on event ideas together, the Events Chair is responsible for execution of the events. These duties include but are not limited to: reaching out to speakers, working with the UConn Foundation on speaker contracts, budget and gifts, working with the Communications and Media Chairs on event advertising, and running the events. The Events Chair will also assist the Community Engagement Chair and Mentorship Chair for the execution of their respective events as needed.

The Events Chair is responsible for creating the Feedback form for events, as well as registration forms for any events as needed.

Media Chair:

The Media Chair's main responsibility is content creation. This includes but is not limited to creating flyers, videos, graphics, and other types of digital content that can be used to advertise, promote, and enhance the Asian American Alumni Association. These include event graphics, Facebook cover banners, and Association related materials (ex: Upcoming Events Calendar, E-Board Graphic, Logos).

The Media Chair works closely with the Communications Chair to develop public relations strategies for upcoming events and initiatives, and to promote the Association and increase community engagement through the Association's email, social media and web presence.

Role responsibilities include brainstorming content ideas and conceptualizing visuals, producing promotional videos, and enhancing documents by making them visually appealing. Materials created must adhere to [UConn Brand Standards and Guidelines](#); the Media Chair must work with the Foundation to ensure this is met.

Mentorship Chairs:

Each Mentorship program will run from January to June of the calendar year. There will be two Mentorship Chairs, whose responsibilities will be divided based on need. Both Mentorship Chairs serve as a resource and point of contact for any Mentorship concerns or questions before, during, and after the program concludes. The two Mentorship Chairs are as follows: 1) Mentorship Chair for Training and Development and 2) Mentorship Chair for Engagement and Administration. Responsibilities are divided as noted below, the Mentorship Chairs are equal partners who collaborate together based on the needs of the program.

Both of the Mentorship Chairs are expected to communicate with the Executive Board on major updates to the Mentorship Program, in addition to being open to feedback from the Executive

Board. Both Alumni Mentorship Chairs will be expected to attend E-Board meetings, in addition to the 'mentorship committee' meetings (separate from E-Board). It is the Mentorship Chair's responsibility to plan the direction of the program for the upcoming term and delegate what they need from the rest of the Executive Board. The Mentorship Chairs are both responsible for monitoring the UConn 4A Mentorship email (UConn4AMentorship@gmail.com). In addition, both Mentorship Chairs are responsible for discussing and finalizing pairings for each cohort. In order to plan for the upcoming spring session, the Mentorship Chair for the calendar year should confirm with the Co-Chairs by the summer if they intend to be staying on for the fall. [The outline of the UConn 4A Mentorship Program](#) details how the program is structured in more detail.

While the responsibilities of each Mentorship Chair are outlined below, they should work closely together to make final decisions to drive the program forward. There may be overlap in responsibilities, based on circumstance. The Mentorship Chairs are expected to meet regularly and communicate with each other to plan and develop the Mentorship program.

Mentorship Chair for Training and Development

The Mentorship Chair for Training and Development is responsible for leading the planning and implementation of the curriculum of the upcoming cohort of the UConn 4A Mentorship Program. During this time the Mentorship Chair will define what topics will be discussed in each session. The Mentorship Chair for Training and Development is also responsible for presenting two Informational Sessions (one for Mentees and one for Mentors) to gauge interest in the program, as well as a Mentor Orientation and Mentee Orientations in the Fall before the start of the upcoming Spring Mentorship Program.

The Mentorship Chair for Training and Development will develop applications for Mentors and Mentees, schedule deadlines and the dates of the info sessions and orientations, and update the mentor curriculum guide as the program evolves. This Chair will work with the Media and Communications Chairs to plan and implement promotion of the Informational Sessions and the Mentor and Mentee Orientations. The Mentorship Chair for Training and Development also works with the Media Chair for internal document updates, such as slides and graphics updates.

Mentorship Chair for Engagement and Administration

The Mentorship Chair for Engagement and Administration is responsible for logistics and scheduling, primarily email/chat communication with mentors/mentees. This can include drafting and sending language for emails, promotional communication, as well as pairing relationship troubleshooting. The Mentorship Chair for Engagement and Administration will work with the UConn 4A Communications and Media Chairs to develop materials for the Program and to develop and schedule promotional communication with the Communications Chair. All marketing communication will go through official UConn 4A channels only.

The Mentorship Chair for Engagement and Administration will also take the lead in developing what special events will be held during the duration of the program (typically one Community Engagement and one Professional Development event) in order to facilitate bonding between the Mentors and Mentees.

The Mentorship Chair for Engagement and Administration is responsible for the organization of the Mentorship email (uconn4amentorship@gmail.com) and its Google Drive. This includes Google Calendar updates, document organization, and email tags. The Mentorship Google Drive for the current cohort should always be shared with the UConn 4A Google Drive.

The Mentorship Chair for Engagement and Administration is responsible for checking in with the Mentor/Mentee pairs to make sure everything is going smoothly. In addition, the Mentorship Chair for Engagement and Administration will open a Social media Mentorship group chat (Facebook Messenger, GroupMe, etc) for the purpose of allowing Mentors to communicate with each other about the program.

Non-Executive Board:

Mentorship Committee

For a detailed description of duties and responsibilities of the UConn 4A Mentorship Committee, see the [UConn 4A Mentorship Program Committee Document](#).

Undergraduate Representative

The full Undergraduate Representative Description can be found [here](#).

Voting rights:

All Chair members will have voting rights for decisions on events, budget, etc. In the case of a tie, final decision votes will be made by Co-Chairs.

Reselection Process and Timeline:

The Executive Board will serve for a calendar year term (January-December). The Co-Chairs will check in with the existing Executive Board members at the half year mark, which will determine if any positions will be open for applications. Existing Executive Board Chairs can choose to continue in their position, change positions, or leave the Executive Board. At the end of the year, should any Executive Board Member choose not to continue and any existing Executive Board Members do not wish to move into the open position, then that position will be open for applications. There will be no term limits, however existing Executive Board Members will be required to interview, based on guidelines below. The Executive Board and/or the Co-Chairs can seek advice from the Liaison of AsACC and/or the UConn Foundation as needed.

Half Year Check-In:

There will be a check-in period in May where each Executive Board Chair can choose to continue in their current position, request to change to another position or decide to leave the Executive Board. If an Executive Board Chair would like to stay in their position, they will automatically keep their position. If an Executive Board Chair would like to change to any other open position, there will be a check-in interview with the Co-Chairs to determine if this is feasible.

Whether or not the applicant is an existing Executive Board Member or someone not currently on the Executive Board, they will undergo an interview process with the Co-Chairs and outgoing Chair. An interview does not guarantee they will get this position. Final decision will be made by the Co-Chairs

The Co-Chairs will make the final decision of the new Executive Board Chair with the outgoing Chair's input. In addition, an outgoing Chair will be responsible for onboarding their successor (through conversation, updating transition documents, etc).

If a Co-Chair wants to change positions from Co-Chair to another Executive Board position, they would have a check-in with the continuing Co-Chair and the newly selected Co-Chair after the newly selected Co-Chair is confirmed.

Year End:

The new Executive Board will take effect on the first of January and conclude their roles on December 31st of the same calendar year.

Timeline of Year End E-Board Transition:

By September 30th: Co-Chairs determine if they will continue

First two weeks of October: Co-Chair Interviews (if needed)

By October 31st: E-Board will confirm with the upcoming Co-Chairs who is continuing/vacating the Board

First two weeks of November: E-Board Interviews for open positions (if needed)

By Nov 30th: E-Board finalized for the coming year

If there are no applicants for a position, the existing Executive Board Chair who currently holds that position has a choice to continue in the role or leave. If the Chair would like to continue, they will re-interview with the upcoming term's Co-Chairs who will decide if they will hold that position or not. If the Executive Board Chair wants to be considered for a new role, they must be interviewed for that position.

Questions for applications and interviews are up to the discretion of those interviewing candidates. These will likely change as needed. Templates for Applications and interview questions can be found here: [Interview Questions Template](#)

Co-Chair Selection:

Co-Chairs who would like to continue will be considered for the position, along with all other applicants for the Co-Chair position. It is not guaranteed that the Co-Chairs who would like to continue will get the position again.

In the event that both Co-Chairs will not be continuing in their position, those Co-Chairs are expected to interview applicants for the Co-Chair position for the upcoming term alongside the

UConn Foundation's direct liaison to UConn 4A and the direct liaison to AsACC who will provide suggestions. The final decision will be determined between the outgoing Co-Chairs.

If only one Co-Chair would like to continue in their position as Co-Chair, the other outgoing Co-Chair is expected to interview applicants for the Co-Chair position for the upcoming term alongside the UConn Foundation's direct liaison to UConn 4A, and the direct liaison to AsACC who will provide suggestions. The final decision will be determined by the outgoing Co-Chair. This continuing Co-Chair will be considered for the position, along with all other applicants for the Co-Chair position. It is not guaranteed that the continuing Co-Chair will get the position again.

If both existing Co-Chairs would like to continue in their positions, at the discretion of the Executive Board, the Co-Chairs will be evaluated by the currently serving Executive Board Chairs and the UConn Foundation's direct liaison to UConn 4A and the direct liaison to AsACC. The UConn Foundation's direct liaison to UConn 4A and the direct liaison to AsACC will advise the currently serving Executive Board Chairs on their decision, but the final decision will be determined by the currently serving Executive Board Chairs via majority anonymous vote. Executive Board Chairs will be randomly assigned a number to cast their vote of Yea/Nay for the candidates. Records will be kept of the votes but the identities of the voters will not be disclosed.

Other Executive Board Chairs:

Any Executive Board member who would like to continue on the Executive Board in any capacity should notify the Co-Chairs before Executive Board applications go live. It is not guaranteed that the Executive Board Chairs who would like to continue will receive a position on the Executive Board; whether it be the same position, or a different one.

Meeting Structure & Frequency:

The Executive Board will aim to meet every two weeks (day and time determined by Chair schedules). Agendas will be organized by Major Topics and action items will be listed by Chair position for simplicity.

Termination clauses:

In the event of negligence of duties or gross misconduct, any member of the Executive Board or Association Member has the ability to raise a concern to one or both Co-Chairs (publicly or privately). The Co-Chair(s) are responsible for disciplinary actions to prevent further negligent behavior/misconduct. If the events are repeated/continued, only a member of the Executive Board can call for a vote to terminate said Chair. This voting session will be held at the next Executive Board meeting, where the Chair in question will have the opportunity to respond to any allegations. After this opportunity, all members (except for the Chair in question) will vote on termination of the Chair. In the event of termination, the selection process of a new Chair will immediately commence and will be announced via an official announcement.

Chair Resignation:

In the event that a Chair would like to resign from their role, a formal notice must be sent to the Co-Chairs via the Association email. At this point, the Co-Chairs would have a discussion with the Chair, determine the date of termination and a transition process. It is preferred that the Chair resigning gives at least 2 weeks notice so that the Executive Board has a chance to reconvene and appoint a new Chair.

Charter Modifications:

The Charter can be assessed for modification at any time at the request of any Executive Board Chair. In the event that an Association Member has a concern with the Charter, they can raise this concern through the Association email. This concern will be reviewed by the Executive Board members and a vote to modify the charter will occur at the following Executive Board meeting.

Association Co-Chairs are responsible for all modifications and verbiage of the Charter. All changes to the Charter must be approved by a majority vote of the Executive Board Chairs present at the following Executive Board meeting.

Charter Modification Process:

Co-Chairs will modify the Charter as needed and present it to the Executive Board. The Executive Board will review, suggest, and approve the Charter. Once a Charter version is finalized, it must be archived under the Google Drive-Founding Documents-Charter-Charter Archive Versions. This file must be named with MM/DD/YYYY-UConn Asian American Alumni Association Charter, where the date is the modification date.

The document titled "UConn Asian American Alumni Association Charter" is the most recent, current version of the charter. Any changes to the Charter are tracked on the [Changes to Charter](#) document. The Co-Chairs are responsible for updating this document after Executive Board consensus on Charter Modifications.

Consent & Safety:

All Executive Board Chairs, Members and Participants in our activities must follow the UConn Asian American Alumni Association (UConn 4A) Code of Conduct while attending any UConn Asian American Alumni Association meeting, social media group, activity, or event.

UConn 4A events are open to all in the UConn community. Therefore, any Executive Board member is expected to adhere to the [UConn Alumni Volunteer Code of Conduct](#).

UConn 4A Code of Conduct:

Those participating in UConn 4A events, activities, meetings, or social media groups must abide by our Code of Conduct. Anyone violating the code of conduct will be reminded by an Executive Board member that we are in an inclusive environment and to act accordingly. For any gross violations identified by a community member or Executive Board Chair, you may be asked to immediately leave and may no longer be permitted to participate in UConn 4A functions, activities and groups.

UConn 4A activities are aimed to be as inclusive as possible, welcoming people from all backgrounds and identities. We strive to make the UConn 4A Community one that is welcoming, respectful, and to create brave and safe spaces for all. We expect our community members to be mindful of the space they occupy, and to balance natural curiosity with mutual respect for others. The Code of Conduct will be provided to participants to agree to before commencing any 4A related activities. Language is as follows:

Code of Conduct:

I agree to abide by the UConn Asian American Alumni Association's (UConn 4A) Code of Conduct while participating in any events, meetings, functions, activities, groups, social media accounts or posts in any manner. Failure to do so may entail a reminder of the Code of Conduct, reprimand, or temporary or permanent expulsion from any UConn Asian American Alumni Association affiliated activities, as determined by the UConn 4A Executive Board. Per UConn Foundation Guidelines, we reserve the right to remove any individual for violating this code of conduct.

- Be kind, courteous and supportive
- Keep conversations topical
- Hate speech and vulgarity will not be tolerated
- We reserve the right to remove any individual who does not comply

Be kind and courteous

UConn 4A aims to foster community through positivity. Negative attitudes and rudeness are not tolerated. We encourage having an open mind and a sense of curiosity, while maintaining mutual respect among all community members during all activities and interactions so that everyone feels welcome. We aim to create brave and safe spaces for all.

No bigotry, hate speech, or bullying of any kind

Discrimination, bullying or hate speech of any kind will not be tolerated.

No promotions or spam

Keep things related to the context of the discussion and activity during in-person or virtual events or activities. Promotion is only allowed through the Facebook Group, but

do not abuse this privilege. You can share a business you really love, but don't just advertise. Use common sense and do not spam. Promoting events, social causes and topics is encouraged, but please refrain from derailing a conversation or activity from the intended purpose to promote something.

Last Reviewed by Hannah Chen & Ed Masse - 09/26/2022
Approved by Executive Board - the direct liaison to AsACC