



Establishing a New 'Canes Community

DETAILED PROCESS FOR ESTABLISHING A NEW 'CANES COMMUNITY

- 1) All prerequisites for establishing a new 'Canes Community are satisfied and the UM Alumni Association Regional Engagement Team approves starting the process for establishing a new 'Canes Community in a specific geographic area.
- 2) Designated local contact organizes a group of at least four (4) local alumni (by using the Online UM Directory, social media, and word of mouth) interested in helping to establish a new 'Canes Community.
- 3) Designated local contact presents a progress report about ongoing outreach efforts and group of local alumni to UM Alumni Association Regional Engagement Team for review and approval to proceed with the process of establishing a new 'Canes Community.
- 4) If approved, the group of local alumni, led by the designated local contact plan an open meeting/social gathering event to connect with local constituents and determine interest in establishing a new 'Canes Community in a specific geographic area.
- 5) Designated local contact presents finalized open meeting/social gathering event plans to UM Alumni Association Regional Engagement Team for review/approval.
- 6) If the plans are approved, the UM Alumni Association will help promote the open meeting/social gathering event. **Important: A marketing lead time of at least (4) weeks is required.**
- 7) Group of local alumni, led by the designated local contact host open meeting/social gathering with at least 25 alumni constituents who have submitted an R.S.V.P. for the event. During the event, the designated local contact collects constituency engagement information and sends engagement information to UM Alumni Association Regional Engagement team after the event.

Important: In compliance with the University of Miami Privacy Policy, it is strictly prohibited to save copies of collected constituency engagement information or to use information to create an external or "shadow" database. Use of collected constituency engagement information in an unauthorized manner is subject to the immediate termination of the process for establishing a new 'Canes Community. *Please refer to the [Privacy Policy Section](#) for more information.



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DETAILED PROCESS FOR ESTABLISHING A NEW 'CANES COMMUNITY (CONTINUED)

- 8) If the viability of continuing the process is approved, the group of local alumni, led by the designated local contact will be required to complete the following tasks within a 12 month time-frame:
 - Host at least three (3) local events in three (3) different P.R.I.D.E. programming categories.
**Please refer to the [P.R.I.D.E. Programming Categories Section](#) for more information.*
 - Collect constituency engagement information for all hosted events and submit information to UM Alumni Association Regional Engagement Team.
 - Organize a formal leadership group of at least four (4) members that includes a designated future leadership succession candidate.
- 9) Upon successful completion of tasks required to establish a 'Canes Community, the designated local contact, in conjunction with the local leadership group will be provided a New 'Canes Community Charter Application to complete and submit to the UM Alumni Association Regional Engagement Team for review.
- 10) If the New 'Canes Community Charter Application is approved, the UM Alumni Association Regional Engagement Team will formally recommend establishment of a new 'Canes Community Charter for consideration at the next UM Alumni Association Board of Directors Meeting.
- 11) If the UM Alumni Association Board of Directors approves the new 'Canes Community Charter, 'Canes Community bylaws will be established and the new 'Canes Community will officially be chartered.

Important: The process for establishing a new 'Canes Community is subject to change by the UM Alumni Association.