

## **Organizational Guidelines for Student Alliances at Deerfield Academy**

Deerfield Student Alliances are special interest groups devoted to providing a safe space for their members in our community. These groups provide opportunities for student awareness, dialogue, advocacy, and action around issues related to race, ethnicity, socio-economic status, gender, nationality, sexual orientation, ability, religion, spirituality, and other aspects of identity. Alliances are under the purview of the Office of Inclusion and Community Life (OICL), and actively support and participate in the Office's mission to encourage acceptance and build an inclusive and culturally competent community.

### Primary Objectives

- Provide a social network of support, discussion and advocacy for the DA student community surrounding issues unique to the cultural heritage of Alliance members
- Educate the DA community about the cultural heritage of the Alliance
- Raise awareness of Alliance members and the DA community as a whole of social justice issues facing members of Alliance groups

### Minimum Expectations

- Convene a meeting that is open to Alliance members as well as the DA community as a whole at least twice per term
- Make an educational presentation at one school meeting per year (as permitted by SLO)
- Organize and execute an Alliance-specific event open to the entire DA community at least once per year
- Coordinate with other alliances to co-sponsor an All-Alliance event open to the entire DA community at least once per year
- Support campus-wide initiatives sponsored by the OICL, such as MLK Day programming

### Protocols

- Alliances shall each have on record a faculty advisor who fulfills the following duties:
  - Participate in the selection of Alliance Leadership
  - Approve all public presentations, sponsored events and printed materials made available to the DA community
- Alliance leaders shall be selected through a standardized process that includes:
  - Completion of a common application form
  - An interview with current leadership and the faculty advisor
- Alliance leaders shall participate in training provided by the OICL once per term
- Alliance leaders shall meet with the Director of Inclusion and Community Life once per term for a status update and planning purposes
- Each Alliance shall have a leadership team that consists of two co-heads, one secretary and one treasurer (other temporary leadership positions may be created if such a need exists, such as coordinator of a specific event)
  - Co-heads have the following responsibilities:

- Prepare agendas for Alliance meetings
  - Preside over Alliance meetings
  - Maintain contact with Alliance advisor and the OICL
  - Prepare End-of-Year Report and submit a paragraph for OICL Board of Trustees report (this will be done on a rotational basis)
  - Coordinate efforts of other officers and membership to ensure that organizational objectives are met
  - Serve as a spokesperson for the Alliance
- The Secretary has the following responsibilities:
  - Requests appropriate facilities for Alliance activities in a timely fashion
  - Maintains membership list
  - Publicizes meeting times and locations
  - Maintains Alliance presence on OICL website in coordination with OICL
  - Maintains a written (and if applicable, photographic) record of Alliance activities
  - Maintains a written record of meeting minutes
  - Disseminates information to membership, as needed
- The Treasurer has the following responsibilities:
  - Prepares and keeps track of annual budget
  - Makes funding requests from OICL in a timely fashion
  - Coordinates fundraising efforts, if any
  - Prepares treasury reports to share with OICL and membership
- Alliances shall develop a mission statement and ensure that all Alliance activities support said mission statement
- Alliances shall maintain a membership list and share it with the OICL
- Alliances shall publicly post their meeting times and locations on the daily bulletin calendar and with the OICL
- Alliances shall make meeting minutes available to the entire membership
- Alliances shall create and manage a budget for the organization in conjunction with the OICL
- Alliances shall maintain a record of all meetings and activities to create an historical record of the Alliance's existence at DA to help inform future incarnations of the Alliance; said record will be housed within the OICL