

2020

AMERICAN COLLEGE OF DUBAI  
ALUMNI  
HANDBOOK

2021





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# THE AMERICAN COLLEGE OF DUBAI VISION, MISSION, AND GOALS

## 1.0 VISION AND MISSION

### 1.1. Vision:

***“To become the region's leading institution of higher education, promoting excellence in teaching and learning, research and innovation, critical thinking and social commitment, to foster dynamic members of a global community.”***

### 1.2. Mission:

***“The American College of Dubai has a mission to provide quality American higher education that is interdisciplinary, intercultural, and career relevant. “***

- The institution emphasizes the core values of academic excellence, innovation, ethical integrity and multiculturalism.
- The institution is committed to the quest for new knowledge and empowerment of faculty and students in research and self-development.
- The institution ensures its programs meet the needs of its stakeholders by constant interaction with prospective employers, the local and global communities as well as other international institutions of higher learning.



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### 1.3. **Goals**

- Present a quality education that enables students to ultimately achieve their educational goals. As part of this objective, the College seeks to ensure that all students can communicate clearly and accurately in English and can use Information Technology as well as library resources in an effective manner.
- Effectively cover the broad-based general education objectives normally associated with US higher education with an emphasis on widening the perspective of the educated individual.
- Provide relevant programs for transfer to other institutions of higher education that enable students to ultimately achieve career success.
- Provide relevant business-related degree programs that enable students to ultimately achieve their career goals in the global economy.
- Undertake individual and collaborative teaching and research initiatives leading to professional development and institutional growth.



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## ALUMNI ASSOCIATION BY LAWS

### CONSTITUTION

#### Article I

The name of the association shall be The American College of Dubai Alumni Association.

#### Article II

##### Mission Statement

The purpose of the association is to:

- Enhance Alumni pride in and affinity to the college.
- To help keep the institution aware of the needs of the community.
- To improve the institution's educational programs and student development services through suggestions and feedback.
- To enhance communication between the college and her alumni.

#### Article III

##### Members of the Alumni Association

**Section 1:** Membership in this Association shall consist of Active and Supporting Members.

**A. Active Members:** Are those who hold offices within the Association and are required to regularly



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attend meetings. They are responsible for the Association's outcomes.

**B. Supporting Members:** Are not required to attend meetings. They receive regular communication from the Association.

## Article IV

### Alumni Board of Directors Selection

**Section 1-** The Alumni Board of Directors will consist of a minimum of five and no more than ten members including the Executive Board.

**C. Elected Board Members:**

The Executive Alumni Board members **shall be elected every two years** by ballot for a two-year term. Three board members shall be elected every two years by ballot for a two-year term. In the second year, an additional two members shall be elected for a three year term.

**B. Appointed Board Members:**

The President of the Alumni Board of Directors may appoint two additional Board members. These members shall be appointed for a two-year term to be served concurrently with the President.



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### **C. Non-Voting Student Representative:**

The President of the Alumni Board of Directors may appoint one representative of the Student Government Association for a one-year term.

### **Section 2 - Terms and Conditions:**

- Elected or appointed members of the Alumni Board of Directors may not serve more than four consecutive three-year terms.
- Members of the Board absent at two meetings in a row or a total of 50% during the year shall be sent a notice by the Secretary that their meeting absences has placed them in jeopardy of being removed as a Board member. Members could be asked to resign if they are no longer able to serve or may be placed on probation or asked to resign from the Board.

**Section 3 - Removal of Alumni Board of Directors:** Any member may be removed from the Board by a majority vote of the Alumni Board Members present at a regular or special meeting of the Board.

## **Article V**

### **Meetings of the Alumni Board of Directors**

- The annual meeting of the Associations members shall be held at the end of each fall semester for the purpose of electing officers and directors and



for the transaction of such other business as may come before the meeting.

- Special meetings of the Association may be called at any time by the President or by a majority of the Board of Directors of the Association.
- All business of the Association, the Board, or any committee of the Association requiring any taking of a vote of such body may be transacted by a majority vote of the members present. Those present at any meeting of the Association, Board, or committee of the Association shall constitute a quorum.

## **ALUMNI BENEFITS AND SERVICES**

### **Introduction**

The Alumni Association will provide you with a variety of benefits when you graduate. Listed below are some of the membership services:

- Free mailing of the student newspaper
- Alumni Association ID card for use on-campus
- Library privileges
- Invitation to: Tournaments, events, recreational trips, dinners, sporting and cultural events.

### **Alumni Admission Program**

The purpose of the Alumni Admission Program is to support the American College of Dubai's



admission/recruitment activities in coordination with the college admission staff. It is a program that allows the college to reach beyond admission staff coverage and personalize the contact with potential students.

As an alumni admission representative, you can assist the admission effort in a variety of interesting ways:

- Attend university fairs in your geographic area
- Host reception in your home for prospective students
- Call or write a note to a prospective student living nearby
- Allow us to make your name available to prospective students
- Refer the names of prospective students to the admission office

For additional information on how you can become a representative for your alma mater, call +971 - 4 - 2825976 and ask for the Student Alumni Activities Coordinator.

## Events

**Annual Reunion Dinner**-The Association will organize an Annual Reunion Dinner at regular intervals. All members will be given one month prior notice about the date and venue.



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**Alumni Day**-Every year, an Alumni Day will be celebrated on campus. Selected alumni members will be invited by the Dean/Head of Students Affairs/Services to come and speak to the current students. Members will be given prior notice about the date and venue. The events given above are subject to change.

## **MEET THE ALUMNI OFFICE STAFF**

Dean/Head for Student Affairs & Services

### **FREQUENTLY ASKED QUESTIONS**

**Q: How do I join the Alumni Association?**

**A:** Upon graduation or transfer, the Alumni Office needs to have your current mailing address and telephone number. Your name and address will be added to the alumni database.

**Q: What should I do if I move or change jobs?**

**A:** If you move or change jobs, simply notify the Alumni Office with the appropriate changes and your file will be updated.

**Q: What should I do if I am not receiving information on programs that are of interest to me?**

**A:** Notify the alumni office of your interests and they will be coded in your personal file. Not all



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mailings go to all alumni. Some mailings are targeted for alumni who have attended similar programs. Others go to alumni who have expressed an interest in a particular event/program.

**Q: If I give the alumni office my telephone number, will someone call me for a donation?**

**A:** Yes, all universities call their alumni during their annual fund drive. The college is no different though it only raises funds for specific student activities/uses and not for its general fund. Although we hope as many alumni as possible will contribute to this annual fund or a fund of their choice, we realize that sometimes this is not possible. We are sure that when you are in a financial position to make a contribution to the college, you will give generously.

**Q: Can I call the Alumni Office to get names, addresses, and telephone numbers of people that graduated with me?**

**A:** The Alumni Office protects the confidentiality of all of its alumni. Therefore, we do not release confidential information to other alumni or businesses. We will, however, take the name and number of the caller and then call the alumnus in question to see if he/she wants to contact the other individual.



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**Q: How can alumni get in touch with other alumni?**

**A:** No matter how long ago you graduated, or how far from the campus you live, you still remain an important part of the college's Alumni Association.

The Alumni Office will shortly to produce an alumni directory. The directory will contain alumni names, addresses, telephone numbers as well as employer information on all alumni who have given their permission to print this information. This directory will be available at the Student Activities Centre.

**Q: How can I serve on the Alumni Association Board of Directors?**

**A:** General elections for the Board of Director's positions take place every three years. Interested candidates should contact the alumni office to have their names placed on the ballot.



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