

NEW MEXICO SCHOOL FOR THE DEAF ALUMNI ASSOCIATION



Policy and Procedure Manual

**Alumni Association
of NMSD**



Approved August 2, 2025

Policy and Procedure Manual Preface

The purpose of this policy and procedure manual is to allow NMSDAA take position on certain matters. Some of the policy and procedures are guidance to help further identify and protect NMSDAA with their respective members, board and committee roles.

Here is how to write the policy and procedures manual, and a sample section given.

draft	1/17/2016	Adopted by board on 01/31/2016	Sample, copy ok to use
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I. Title

A. Purpose

Explain why or what for “have this section”

B. Authority

Who can change, interpret this section

C. Definition

1. Definition; explain word or pair word means.
2. Board; is NMSDAA board
3. Officer; is elected person that Members chose to serve on NMSDAA board

D. Policy (could be “guide”)

1. Order or direction, guide

E. Procedure

1. What to do, need do, tasks.

- **box** is the section status draft or final; date draft, established or adopted and who is authoring or approved. Extra box could be used for notes.
- **Title is bold and size 14** in roman (I, II, VI).
- The **purpose** “A” is **not policy**, but explanation or reasons NMSDAA need this section.
- **Authority** is “B.”, which dictates the “who” decides to change the section policy. Maybe have second person/party, responsible to enforce the section.
- 4th “C.” is **definition** of the words used, is used to clarify obscure or general words. Only apply in the section, not in other sections.
- Next component “D” is the **policy**, written out in simplest format and may contain several clauses. Guide same as policy. Follow it or If problem talk to authority.
- Finally, procedures, could be blank, but at least gives opportunity what to do.

If “authority” is not defined or left blank, means least any alumnus member may propose to board for policy change or modification.

Policy and Procedure Manual Begins Here

Signed	7/23/2024	MOA is signed on July 23, 2024	
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I. Address for Mailing

A. Purpose

In 1987, there are a tradition sending and receiving NMSDAA's mail. But in 2015, something had happened (post office forwarded entire NMSD mail to designated officer) and was result of mistake or misunderstanding because nothing was written about this. Therefore, we copy "NMSD and NMSDAA Memorandum of Agreement" (MOA) sections to prevent mistakes.

B. Authority

NMSDAA, has set up and MOA with NMSD to use NMSD's address to receive mail. NMSD administration has the authority.

C. Definition

1. Forward mail: mail sent to an address is sent again to forwarded address.
2. Send mail: act of sending mail through post office.
3. Designated officer: an officer or staff picked by NMSDAA board.

D. Policy (copied from MOA)

1. NMSD will provide NMSDAA with a mailbox for their use on campus in the Administration Building (Delgado Hall). NMSDAA agrees to regularly checking and clearing out the mailbox. Any issues with unchecked mail/full mailbox may result in mailbox privileges being revoked. At no time will NMSDAA mail be forwarded to an external personal or business address. All mail must be addressed as follows:
2. New Mexico School for the Deaf Alumni Association (or NMSDAA)
1060 Cerrillos Road
Santa Fe, New Mexico, 87505
3. The meeting/office space and the mailbox will be provided at no charge to NMSDAA.

E. Procedure:

1. NMSDAA Board will do best to notify proper NMSD administration on designated officer.

2. Mailbox is to be picked up, at least once every 2 weeks.
3. Picking up mail more often is allowed.

adopted	8/2/2025	PPM development	Developed 8/17/2016
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II. Social Media

A. Purpose

Our social media realized there were some complications on resolving possible author vs NMSDAA responsibility posting materials through various sources such as Web, Facebook, Blog, and other sources that NMSDAA has been using.

B. Authority

NMSDAA designates a person, called “specialist” to handle internet source matters. Therefore, specialist is first line decision maker. This policy can be changed by a proposal from specialist to NMSDAA board for adoption.

C. Definition

1. Specialist; person handling internet sources including editing the design, content, and placement of media materials.
2. Internet Sources; all electronic communication tools such as website, Facebook, Instagram, YouTube, etc. owned, rented or reserved by NMSDAA.
3. Distribution; a request to put media or materials on active internet source(s).
4. Author; person making and post the media-material.
5. Media, material; context, or materials in a file formatted for use on internet.
6. Specification; information involved “how” or “what” the format (of material, media) will be and preferred by NMSDAA.
7. Copyright(s); right to control how media-material is distributed.

D. Policy

1. Specialist will decide and give specification (format or data) information upon request.
2. All media received by NMSDAA or by our specialist are considered partial property of NMSDAA.
 - a. Author and/or NMSDAA may make different property ownership arrangements (see II.D.4)
 - b. Author retains right to own and alter additional copies of the media.

- c. This partial property ownership means NMSDAA is allowed to show and-or using media on internet sources only.
- 3. Author agrees to give copyright which is “allowing NMSDAA and specialist to post the media on NMSDAA’s internet source”.
 - a. Author and/or NMSDAA may make different copyright arrangements for purposes other than Internet source (see II.D.4).
 - b. If media is found elsewhere, is Author’s responsibility to issue take-down alert to other sources.
 - c. In event NMSDAA receives take down alert from other source, specialist will take the media off.
 - d. If objections or conflicts appear against NMSDAA then media remains “take down”, and Specialist shall decide course of action addressing the objection or conflict.
 - i. NMSDAA board will only handle grievance at next board meeting.
- 4. Specialist will decide whether accept different arrangement made by author that is not specified in II.D. 2 and D.3. If such arrangement is rejected, author is informed.
 - a. A copy detailing the different arrangement must be added to NMSDAA records, preferably hard-copy version.
 - b. In event Author gives copyright and/or complete ownership to NMSDAA, Specialist shall record the declaration and inform NMSDAA at next board meeting (This exclusive means NMSDAA can make decision on how and where the media be used/shown without consulting author).

E. Procedure

- 1. Send arrangement request, distribution and/or media(s) to specialist via designated email. Please state which media is involved.

adopted	8/2/2025	PPM development	Developed 8/17/2016
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III. Marketing

A. Purpose

Need to establish responsibility and process of selling things on behalf of NMSDAA. As well involve with copyright permission and the right to sell (ownership).

B. Authority

NMSDAA board is final authority to change the rules. Decision on what products are going to be is handled by seller.

C. Definition

1. Seller; board officers, person, alumnus or committee selling materials on behalf of NMSDAA.
2. Product; tickets, raffle, promotional materials, exchange of services that either containing Logo and/or already permitted by NMSDAA.
3. Logo; NMSDAA owned logo, or name or statement indicating or related to NMSDAA.
4. Deliberate; decide price, how many, styles, acquisition avenues.

D. Policy

1. NMSDAA need to be aware of what product would be sold containing either NMSD or NMSDAA's owned logo(s).
 - a. NMSDAA retains the copyright on all formats of NMSDAA's Logos (including modification versions).
 - b. NMSDAA must be able to give permission to seller (other than NMSDAA committee) involving logo-copyright product(s) to sell.
 - i. In event NMSDAA is unable to give permission, the products are to be surrendered immediately.
 - c. NMSDAA committee should be able to establish, use and relate-identify copyright media.
2. Members when selected; may help NMSDAA sell permitted products.
3. NMSDAA will expect be able to sell products on the NMSDAA social media.

E. Procedure

1. If surrender (either copyright problem or finish selling) happens, then documentations should be given at next NMSDAA board meeting.
 - a. If ordered product came from a company, documentation should include name of companies, address, invoice(s) and account number(s).

adopted	8/2/2025	PPM development	Developed 8/17/2016
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IV. History

A. Purpose

It is recognized that NMSDAA does have materials having history associated to NMSD, RAA, and NMSDAA. Since most of the historic materials are

documentation of discovery, donation of physical or tangible material, or copied information.

B. Authority

There may be various authorities involved that contradicts with this policy. The final authority with this policy is with NMSDAA board.

C. Definition

1. Index; document listing name, type of material, holder, value (if any) and location.
2. Materials; document, paper, photographs, and physical equipment or device that has historical connection to NMSDAA or NMSD.
3. Holder; person has the possession of the NMSDAA material.
4. Location; whereabouts of the material being located at, whether on a property or in a storage place.
5. Dissemination; the act of spreading something, especially information, widely; put in circulation.

D. Policy

1. NMSDAA prefer to maintain an Index list showing what materials NMSDAA has in possession.
2. Continued storage or dissemination of the materials is at discretion of “historian”, chosen by NMSDAA
3. None of the materials is “for sale”, given away, loaned or be used for commercial purposes until Board and involved parties (that retains rights on the material) approves the action.
 - a. Involved parties are:
 - i. Holder that previously had the materials.
 - ii. Person/group receiving the materials.
 - iii. NMSDAA chosen “historian”

E. Procedure

1. If any NMSDAA receives material(s) from holder that appears to be historical in nature, Historian is notified of the material.
 - a. Any additional documents be copied and/or sent to historian.
2. Historian will handle assignment involving copying materials that could be copied (either documentary (paper) or photograph).

Signed	7/23/2024	MOA is signed 7/23/2024	
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V. Office space

A. Purpose

In order to have mail delivering [I. Address for Mailing] for NMSDAA, Office space on NMSD campus is required. Again, we copy “NMSD and NMSDAA Memorandum of Agreement” (MOA) sections to prevent mistakes.

B. Authority

NMSDAA, has set up and MOA with NMSD to use NMSD’s office space. NMSD administration has the authority.

C. Definition

1. NMSD office space: designated room on second floor of Cora and Belle Larson building, on the campus, for NMSDAA to store and handle NMSDAA office business.
2. NMSD meeting room is room next to office on second floor of Cora and Belle Larson building on campus, containing table, chairs. Is not location to store NMSDAA materials.
3. Access space: designated area where person can walk to NMSD office or meeting room. Not for storage.

D. Policy (copied from MOA)

1. NMSD agrees to provide the Alumni Association Board Members with office and meeting space on the second floor of the Belle and Cora Larson Dining Hall for as long as space is available. This is not a permanent arrangement and may be revoked at any time. NMSD will provide basic furnishings such as chairs and a table. Wifi access is also available in the building. NMSDAA is responsible for providing their own filing cabinets, storage boxes, and technology equipment.
2. During regular business hours: NMSDAA Board Members and their guests may check in at the Administration Building (Delgado Hall) and obtain a pass/key to enter the Alumni office. They may not visit the rest of the campus without express permission from the Superintendent or designee. They must turn in the key to the Administration Building and check out upon departure. All non-NMSD employees will need to submit to a general background check using NMSD's database when visiting campus when students are present. This requires a valid ID (driver's license, passport or state ID).
3. Outside regular business hours and during holidays: Whenever planning for a meeting outside of regular business hours including weekends, NMSDAA board members must submit a formal request via email to the Superintendent's Executive Administrative Assistant at least two weeks

in advance. This request will include dates, times, and information about who will be on campus (number of people, & names, if known). This will also include the name of the primary contact person during this day with text numbers and email addresses. This will allow for time to ensure availability of security and for all necessary arrangements to be made. On weekends, the office will only be available from 9 am to 5 pm. During holidays, space may not be available due to the closure of the campus. Special arrangements can be made for special events with the approval of the Superintendent.

4. On an annual basis or when there is a change in NMSDAA board membership, NMSDAA will provide NMSD with a list of names of those who are on the NMSDAA board.
5. The meeting/office space and the mailbox will be provided at no charge to NMSDAA.

E. Procedure

1. Currently NMSD Administrative Assistant prefers to communicate this via email.
2. Make request (with required information per policy 3), to use the office and/or meeting room to President of NMSDAA.
3. President of NMSDAA communicates the request to NMSD administrative Assistant via email.
4. This Office permission includes limited use of Epsie Latimer Auditorium, as NMSD's use schedule permits. Procedure of request is same as 2, 3.
5. access space allowed (within Cora and Belle Larson building), is side entrance lobby, stairs, halls (to-from office & meeting room), elevator and 2nd floor bathrooms.

draft	8-2-2025	Draft adopted on August 2, 2025	Asking for more edit [copy NMSD]
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VI. Cyberbullying

A. Purpose

It was realized there was cyberbullying that took place, and we do not have anything in place. Nor is there State of New Mexico law for this.

B. Authority

NMSDAA board has authority, copying on existing policy put in place at NMSD. Alterations to policy would be in form of subsection addition in policy and procedure.

C. Definition

1. Cyberbully; insulting or demeaning demands sent via text, phone, and/or email to officer.

2. Officer; is elected person that Members chose to serve on NMSDAA board

D. Policy

1. We will use and copy NMSD guideline handling cyberbully. In lieu of student/children, guideline applies to adult version.

E. Procedure

1. Follow the NMSD guidelines.