

IIIT-DELHI ALUMNI CHAPTERS POLICY

1. FORMATION OF ALUMNI CHAPTERS

1. A group of ten (10) or more alumni can get together to begin an Alumni Chapter. The Chapter can be location, organization, or special interest-based.
2. A Chapter must be registered on the Alumni Association [website](#).

2. MEMBERSHIP IN THE ALUMNI CHAPTER

1. Any alumni who wish to join a Chapter should get in touch with the Chapter's President or Executive Committee (EC).
2. If the Chapter's President/ Secretary does not possess information to confirm the bona fides of the applicant, they may get the details verified from the Office of Alumni Affairs.

3. ORGANIZATIONAL STRUCTURE OF THE ALUMNI CHAPTERS

1. The Chapters will comprise a General Body (all members of the Chapter) and an Executive Committee (EC) comprising at least three members (President, Secretary, and Treasurer).
2. The Executive Committee (EC) of a Chapter will be formulated either through elections or volunteering based on the size of the Chapter:
 - a. If the Chapter has 10-25 members, then EC members may volunteer themselves amongst the General Body of the Chapter. In case there are multiple candidates, the Chapter can appoint its Executive Committee through nominations or a show of support.
 - b. If the Chapter has more than 25 members, then it must conduct elections.
3. If elections are to be held, the EC will invite applications for the three posts of the Chapter. The election of EC will be conducted through an internet-based election process. The Secretary of the Institute's Alumni Association will be the returning officer for the elections to the executive committee.
4. Chapters with more than 25 members can appoint additional members to the EC (besides the three positions named in this policy) as necessary. Elections must be conducted to appoint these members as well.

5. The tenure of the EC and office-bearers of a chapter will be two years and they can volunteer or be re-elected for a maximum of two more terms.
6. If any office bearer resigns, it is the responsibility of the chapter's EC to find a replacement for the remainder of the term.
7. The Governing Body of the Alumni Association will have the power to replace any office-bearer if the office-bearer does not fulfill their responsibilities in timely manner.

4. RULES AND REGULATIONS FOR ALUMNI CHAPTERS

1. Every Chapter will define its own rules and regulations. However, these rules and regulations should be in conformity with the rules and regulations of the Alumni Association [APPENDIX-I]. approvals for any alterations to existing regulations should be taken in advance from the Governing Body of the Institute's Alumni Association.
2. A member of the Governing Body of the Institute's Alumni Association may attend the EC meeting of a chapter, by giving advance notice of 48 hours to the chapter.
3. Every chapter will have at least one meeting every year with at least 5 members.
4. Each Chapter will maintain all common records including member list, EC meeting agenda, minutes, reports, and income-expense logs. And share those in timely manner with the alumni association.
5. The Alumni Association will provide appropriate support using its website for storing such information.

5. ACTIVITIES OF ALUMNI CHAPTER

1. Chapters will publish their calendar of activities on the Alumni Association website.
2. Chapters are authorized to plan and organize their own activities, however, the Alumni Association can mandate certain common activities to be organized by every Chapter. The Alumni Association might also provide designs and resource material for such common activities.
3. Chapters will update the information about members on the website of the alumni association at least once every 6 months.
4. Chapters must submit a report of their activities to the Alumni Association and the Office of Alumni Affairs.
5. The Alumni Association may call upon the Chapters to aid in outreach, engagement and fundraising activities.

6. FUNDING FOR THE ALUMNI CHAPTERS

1. A Chapter shall raise its financial resources and maintain its accounts in a transparent manner and comply with all statutory requirements, in addition to local laws as needed.

2. The Institute Alumni Association shall raise resources for common activities and may provide financial support for common activities mandated by the Association, as governed by the **Alumni Fund Utilization Policy** [APPENDIX-II].
3. Chapters may also use the common payment gateway of the Institute's official alumni portal (AlmaConnect) for collecting funds from their members. Such use of a common gateway will be at the discretion and specification of the Office of Alumni Affairs and the Governing Body of the Alumni Association and will be governed by specific norms.
 - a. Any funds collected through the institute's alumni portal will by default be a part of Alumni Funds and shall be released as per the guidelines/process of the Alumni Fund Utilization Policy.
4. The funds generated by a Chapter can be used for supporting activities of an individual chapter.
5. The funds generated by a Chapter on any public platform (Alma Connect/Website/Facebook or any other online/offline platform) for individual purposes or raised for an official purpose/cause, would need approval from the Alumni Association.

7. RECOGNITION OF ALUMNI CHAPTERS

A Chapter will be recognized by the Alumni Association at its discretion after the following formalities are completed:

1. Initial members are enrolled on the website as explained in 'Membership of the Alumni Chapter.'
2. The Alumni Association is notified and upon approval of the Alumni Association, the chapter will be in 'Under registration' status.
3. Within 2 months of the above step, the following has to be completed:
 - a. Rules and regulations are drafted.
 - b. The first EC has been constituted by the initial members.
 - c. The first office-bearers have been selected by the EC.
 - d. All information has been posted on the Alumni Association website.
 - e. The Alumni Association has verified the alumni members.
 - f. The office-bearers and EC have accepted the Chapter policy of the Alumni Association and have recorded their acceptance in the EC minutes.
4. Once the above steps are completed and verified by the alumni association, the Chapter will be moved to 'Registered' status.

8. RELATIONSHIP WITH ALUMNI ASSOCIATION

Each Chapter will function as per this "Policy for Alumni Association Chapters" framed by the Alumni Association.

1. The recognition of each Chapter will be reviewed by the Institute Alumni Association every two years. The renewal of recognition will be subject to this review.
2. The Institute Alumni association may, at its own discretion, review the recognition of a Chapter and can also terminate the recognition based on the outcome of such a review.
3. This document may be changed by the Governing Body of the Alumni Association at any time. Any changes to this policy will be notified to each Chapter 30 days before they are enforced.