

**Alumni Association
Indian Institute of Technology Kanpur**

**CHAPTER FORMATION
& MANAGEMENT
GUIDELINES**

Prepared By

Anurag Goel

President, Alumni Association I.I.T. Kanpur Outer Delhi Chapter

(www.iitkalumniassociationouterdelhi.in)

9810313145, 0120-2572319

anuraggoel_iitk@yahoo.co.in

anuraggoel.iitk@gmail.com

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For questions or comments contact: alumni@iitk.ac.in



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PREAMBLE




1. As provided in its Constitution, the mission of Alumni Association I.I.T. Kanpur (herein after referred as Association) is:
 - (a) To provide a vibrant forum that promotes interaction and networking among alumni of the Institute,
 - (b) To help alumni achieve their professional goals,
 - (c) To facilitate the association of alumni with their Alma Mater, I.I.T Kanpur (herein after referred as Institute), and
 - (d) To contribute to the Institute's vision of being recognized among the world's leading institutions in academics, research excellence and innovation.
2. As provided in its Bye-Laws, the Association for decentralizing its activities shall actively support and promote the creation of its chapters at various locations.

CHAPTER FORMATION

3. In any geographical area with more than 50 alumni, the Association may identify a core team of dedicated active alumni who are passionate for networking and the cause of the Association. The geographical area may be a city / district / state / country / continent as may be appropriate.
4. The Chapter may be setup by active alumni working or residing in a geographical area for increasing interaction and contacts among the alumni and for furthering the mission of the Association. However, the membership of a Chapter will be open to all alumni of I.I.T. Kanpur.

5. Initially the Association shall provide the list of Alumni (with contact details) in the geographical area of the Chapter. The Executive Committee of the Chapter shall update the Association database of alumni in the area to the extent possible before formation.
6. The Chapter shall be accredited by the Association on fulfilling the following requirements:
 - (i) On an affirmation that the Chapter shall abide by the constitution and the by-laws of the Association as may be in force from time to time.
 - (ii) On submission of a list of alumni working or residing in the said geographical area, with their contact details updated to the extent possible.
 - (iii) On submission of Bye-Laws of the Chapter. A Chapter may frame its own rules and regulations which shall be consistent with the constitution and by-laws of the Association. A model of Bye-Laws is attached.
 - (iv) On submission of the names (with designation) and the contact details of the Executive Committee of the Chapter.

CHAPTER MANAGEMENT

7. The Chapter will be managed by an Executive Committee. The nomination / election / selection of the Executive Committee should be with the due consent of the majority of the members (paid members if there is a fee to join chapter) present in the meeting of the alumni and its term shall be of two years.
8. The Executive Committee of a Chapter shall consist of not less than five (5) active alumni working or residing in the said geographical area with at least the following office bearers
 -  President (de-facto Chief Executive Officer of the Chapter)
 -  Secretary (de-facto Chief Operating Officer of the Chapter)
 -  Treasurer (de-facto Financial Controller of the Chapter)

In addition, the immediate past office bearers (President, Secretary and Treasurer) be co-opted to provide continuity and guidance. It is also suggested to have one member in-charge of managing the database.

9. All activities of the Chapter shall be financed out of funds raised by the Chapter through memberships (optional), sponsorships (in cash or kind), event charges and advertisements or other fund raising activities. Association, on request, may provide modest Chapter Development funds for new chapters. It is expected that the Chapter organizes at least two programs in a year. Executive Committee of the Association may sanction funds for specific purposes.
10. Chapters are encouraged to inform their forthcoming activities well in advance to Association so that the same can be posted on Association Website and included in

Alumni Newsletter. Chapters are required to send an annual report of their activities to Association to include in the Term Report.

11. Any liabilities incurred by a Chapter shall be solely of its own and shall not be binding on the Association.
12. Chapters may have Bank Accounts in their own name to be operated jointly by any two of the office-bearers. Chapters in India have to take KYC (Know Your Customer) to open a Bank Account, which requires taking PAN from Income Tax. It is recommended that the best way to do is to form it as an Association of Persons (AOP) which will require least formalities and minimum taxation. However, it is up to the alumni concerned to form it as an Association of Persons (AOP), society or trust as convenient to them as long it is ensured that the aims, objectives, and bye-laws of the chapter are in conformity with that of the Alumni Association IIT Kanpur.
13. Chapters may have their own E-group and/or website (linked to the AA Website) and also a page on AA Website (Administrator- Chapter President/ Secretary) for better networking and interaction amongst alumni. It will keep the alumni community vibrant and enables new members to feel that there is activity round the year. Alumni shall be kept informed about its activities through E-mails, circulars, newsletters, web hosting and/or any other means considered appropriate.
14. Each chapter should have a permanent generic contact e-mail ID which should be forwarded to its current President's personal id. For example Outer Delhi could have: aaiitkouterdelhi@yahoo.com. When the president changes, the new president will get all e-mails sent to aaiitkouterdelhi@yahoo.com forwarded to his/her e-mail ID. This way continuity will be maintained. Using personal e-mail ID creates problem when office-bearers change.
15. The Executive Committee of the Chapter, through a sub-committee of one or more members, will continuously update the database of the alumni of the region and provide the updated data base to the Association every year and / or as and when asked. The Association shall also provide to the Chapters, from time to time, information about the alumni who moves in the geographical area of the Chapter.
16. Within three (3) months of closing of the financial year/s, the Chapter shall submit every year the following documents to the Executive Committee of the Association:
 - (i) An affirmation that the Chapter has functioned in accordance with the constitution and by-laws of the Association.
 - (ii) An annual report of its activities
 - (iii) A statement of account for the previous financial year.
 - (iv) An updated Association database of alumni in the area.
17. Chapter Presidents (or their nominees) will be expected to attend Annual Chapter Coordinators Meeting at IIT Kanpur. Partial funding to attend such meeting may be provided by Association.

18. In case of any genuine difficulty /hardships being faced in formation or management of a Chapter, the Executive Committee of the Association may relax such requirements as it may deem fit. In case of any disputes, the decision of the Executive Committee of the Association shall be final and binding and no recourse shall be taken to the Court of Law.

BENEFITS OF AA CHAPTER

- Local networking, mentoring and professional development
- Strengthen IITK family feeling to help each other in time of need
- Provide support to new alumni who moved in the area
- To relive our times together at alma mater and sharing with spouse and children
- Be an IITK brand ambassador in the society
- Contribute to community service and thus enhancing IITK brand equity
- Assist alma mater in keeping alumni database current
- Support alma mater via sponsoring research projects, offering students internships
- Use alma mater as resource for alumni professional problems

SUPPORT FROM ALUMNI ASSOCIATION

Alumni Association believes that its strength lies in having vibrant chapters. It is our vision that all alumni should somehow be connected to AA through one of the Chapters. In that spirit, AA is committed to:

- Provide, on request, annual contribution to Chapters to carry out chapter activities based on their compliance with these guidelines, number of members, growth in number of members, and past activities. Exact amount of contribution may vary from year to year depending on the availability of funds and will be determined by the Board of Directors.
- AA BOD is also considering instituting
 - Best Chapter Award
 - Representation of Chapter Coordinators on the AA BOD

Model By-laws of Alumni Association I.I.T. Kanpur Chapter

1. **Name:** Alumni Association I.I.T. Kanpur Chapter
2. **Constitution:** Association of Persons
3. **Location:**(City),(District).....(State)
4. **Registered Office:** The Chapter registered office will be in(City).
5. **Affiliation:** Being a Chapter of Alumni Association of I.I.T. Kanpur, is governed by the Constitution and By –Laws of the Alumni Association I.I.T. Kanpur as may be in force from time to time.
6. **Goals:** To fulfill the identified goals of the Alumni Association I.I.T. Kanpur (hereinafter referred as Association) enunciated in its mission, the Alumni Association I.I.T. Kanpur Chapter (hereinafter referred as Chapter) will be for better interaction amongst the I.I.T. Kanpur alumni working or residing in the Region.
7. **Purpose:** The Chapter setup in Region by locally resident active members for increasing contacts among the members and furthering the aim of the Association which are to:
 - a. provide a vibrant forum that promotes interaction and networking among alumni of the Institute,
 - b. help alumni achieve their professional goals,
 - c. facilitate the association of alumni with their Alma Mater, and
 - d. contribute to the Institute's vision of being recognized among the world's leading institutions in academics, research excellence and innovation .
8. **Membership:** The membership of the chapter is open to all alumni of I.I.T. Kanpur.
9. **Annual Report:** The chapter shall submit to the Executive Committee of the Association, an annual report of its activities as well as a statement of account every year.
10. **Rules and Regulations:** Unless otherwise specifically provided in these bye-laws, the constitution and bye-laws of the Alumni Association I.I.T. Kanpur shall be applicable.
11. **Funds:** All activities of the chapter shall be financed out of funds raised by the Chapter. However, the Executive Committee of the Alumni Association may sanction funds to the Chapter for specific purposes.

12. Liabilities: Any liabilities incurred by the Chapter shall be solely its own and shall not be binding on the Association.

13. Management : The Chapter will be managed by an Executive Committee. The nomination / election / selection of the Executive Committee should be with the due consent of the majority of the members (paid members if there is a fee to join chapter) present in the meeting of the alumni and its term shall be of two years.

14. The Executive Committee of a Chapter shall consist of **not less than** five (5) active alumni working or residing in the said geographical area with **at least** the following office bearers:

-  President (de-facto Chief Executive Officer of the Chapter)
-  Secretary (de-facto Chief Operating Officer of the Chapter)
-  Treasurer (de-facto Financial Controller of the Chapter)

In addition, the immediate past office bearers (President, Secretary and Treasurer) be co-opted to provide continuity and guidance. It is also suggested to have one member in-charge of managing the database.

15. Disputes: In case of any disputes, the decision of the Executive Committee of the Association shall be final and binding and no recourse shall be taken to the Court of Law.