

**GUIDELINES
FOR
SIT ALUMNI GROUPS**

Advancement & Alumni Division

1. PURPOSE

This document outlines various considerations and procedures in creating and managing official alumni groups recognised by the Singapore Institute of Technology (SIT) and under the purview of the Advancement and Alumni Division (A&A). All appointed alumni leaders of official alumni groups shall abide by these guidelines in their activities and should otherwise consult with the respective alumni staff-in-charge.

1.1 What is an official SIT Alumni Group?

An official SIT Alumni group is an organised group of SIT alumni who actively engage in communicating and/or gathering around a central unifying purpose, mission, background, interest or activity to serve SITizens, SIT, or the larger society.

1.2 Objectives of SIT Alumni Groups

- Support SIT in realising its vision to be a leader in innovative university education by integrating learning, industry and community;
- Provide opportunities for alumni to remain connected among themselves and to SIT, as well as to serve SITizens, SIT and the larger society;
- Establish and maintain communication amongst alumni and between alumni and SIT;
- Organise social and professional events to strengthen ties among alumni; and
- Encourage alumni to support and propagate the good name of SIT

1.3 Type of Alumni Groups

Alumni Groups can generally be categorised into the following groups:

- **Clusters/Programme- Based Alumni Group**
Clusters/ Programme-Based alumni group are formed by alumni who graduated from a specific academic clusters or programme. Clusters/Programme-Based Alumni Groups seek to strengthen connections between alumni and their Clusters/Programme.
- **Interest Based Alumni Group**
Interest-based Alumni Groups are typically an extension of the respective Student Interest Group. These Groups maintain links with the Student Groups for training and advice. Alumni may also form special Interest Groups may also be formed based on a common interest in specific sports, martial arts, arts and culture or in community/social causes.

1.4 Use of SIT Name & Trademarks

“Singapore Institute of Technology” or “SIT” names and logos are registered trademarks and their use is governed by rules and guidelines. Any Alumni Group that intends to use the SIT name and trademarks (including logo) in any form or manner, shall first be required to submit the proposed artwork and seek the consent of A&A prior to use.

Upon approval, the use of SIT name and trademarks shall at all times be used in accordance with SIT’s rules and regulations on SIT’s corporate identity.

2. CLUB/ COMMITTEE MANAGEMENT

2.1 Leadership Structure for Alumni Groups

Each alumni group shall comprise an Executive Committee (EXCO) of minimum 4 members with a recommended appointment term of two years. The roles and responsibilities of each EXCO member include, but are not limited to those described in the table below.

Position	Roles & Responsibilities
Chairperson	<ul style="list-style-type: none"> - Serves as primary liaison between the Alumni Group and A&A - Provides overall leadership and direction - Establishes goal and annual work plan for the Alumni Group/ committee - Responsible for ensuring compliance with all stipulated rules and guidelines for Alumni Group activities and management. - Chairperson is appointed with the support of A&A
Vice-Chairperson	<ul style="list-style-type: none"> - Assists and supports Chairperson in his duties - Assumes duties and serve as Acting Chairperson in the absence of the chairperson - In the event that the Chairperson steps down, the Vice-Chairperson will assume the position of Chairperson until the next Annual General Meeting
Secretary	<ul style="list-style-type: none"> - Responsible for all administrative duties, including but not limited to coordinating meeting agenda and attendees, minute taking. - Responsible for maintaining complete and accurate filing of all club/committee documentation, including written records, photos, and video footage. - Supports the Chair and Vice-Chair in discharging obligations of the EXCO - To undertake duties of the Treasurer in the absence of a suitable candidate.
Treasurer	<ul style="list-style-type: none"> - Maintains accurate financial records throughout the year to be reviewed at any time by members, or A&A. - Ensures that the club/committee adopts and adheres to the financial practices and approval processes of the University, including providing necessary guidance to committee members when submitting claims. - Prepares the alumni group's budget for approval by A&A at the beginning of each work year. - Ensure projected and actual expenses are kept within allocated budget during the work year.

*All committees members must be SIT alumni.

It is recommended that all committee members should be elected for a term of two years, with elections taking place at the Annual General Meeting.

2.2 Formation of a new Alumni Group

Alumni who wish to form a new alumni group shall adhere to the following procedures and guidelines. An interview will be conducted by A&A to assess the feasibility of the group's formation.

- Applicants are to gather a group of at least 10 enthusiastic alumni who are interested to be in the Alumni Group and submit their details are to be submitted to Advancement and Alumni Division
- The group would then be required to recruit their Executive Committee (EXCO). It must minimally consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer.
- The applicants are to complete & submit the Alumni Group Application Form (Annex 2) to A&A.
- Advancement and Alumni Division will assess and approve the establishment of the official SIT Alumni Group.
- Upon approval, A&A will send a Letter of Approval to all EXCO members listed in the Application.
- Email addresses of Alumni Groups and/or Chairpersons will be published on SIT Alumni website, and other listings distributed to alumni. This is to ensure that alumni interested to join Alumni Groups will be able to contact the respective Alumni Group Chairperson directly.
- The A&A division will conduct a review of the alumni new alumni group one year after their establishment to assess the progress of their planned activities and the sustainability of the group.

2.3 Appointment of New EXCO and Handover

The Chairperson and committee members of the Alumni Groups have to undertake succession planning to identify and groom new leaders. The EXCO shall initiate internal selection processes to identify and appoint new EXCO members no later than three months prior to the completion of their two-year tenure.

SIT Alumni Groups are encouraged to organise a General Meeting at least once every two years to:

- Review their activities for the last two years;
- Plan their programme for the next two years; and
- Elect and select their committee members.

SIT Alumni Groups have full discretion on the proceedings of their internal selections, below are basic procedures for consideration:

	Procedures	Recommended Timeline
i.	Recruitment via internal advertisement to all club/committee members	September-Oct (at the end of 2-year tenure)
ii.	Applications by interested members	
iii.	Shortlist and interviewing of candidates	
iv.	Results and announcement	
v.	Transitioning period for outgoing and incoming EXCO	October to December (at the end of 2-year tenure)
vi.	Incoming EXCO to sign necessary forms and notify A&A on the new EXCO members	

vii.	The new EXCO term to take effect	January (at the start of new 2-year tenure)

3. FRAMEWORK OF SUPPORT FROM SIT ADVANCEMENT AND ALUMNI DIVISION

Alumni Groups are encouraged to organise at least one alumni event annually for a start. In support of Alumni Group events, A&A offers the following:

- **Venue at SIT campus (subject to availability)**

Alumni Groups can seek venue support for events and meetings in the following SIT venues

- Auditorium
- Seminar Rooms
- Meeting Rooms

- **Publicity**

A&A supports Alumni Groups in the publicity of their events and programmes through its website, its eDM to alumni, its quarterly magazine *SITizen* as well as other avenues of communication, where applicable.

- **Funding Support**

Each Alumni Group is responsible for establishing its own operating budget. New alumni groups will be provided with funding support of up to *S\$2,000 for the first year and S\$1000 per year for the subsequent two years* as seeds funding to offset the costs of their events and activities. Funding will be allocated on a case-by-case basis and depending on the nature of the event. Once approved, funding will be disbursed on a reimbursement basis upon submission of relevant receipts and supporting documents.

- **Corporate Gifts**

A&A may sponsor token gift items with SIT branding for Alumni Group events, to be given to event participants.

In reciprocation, Alumni Groups are to acknowledge A&A & SIT as a Supporter and feature SIT's logo prominently on event publicity materials and collaterals. These publicity and event material should be sent to A&A to ensure proper application of A&A & SIT logo prior to use or publication.

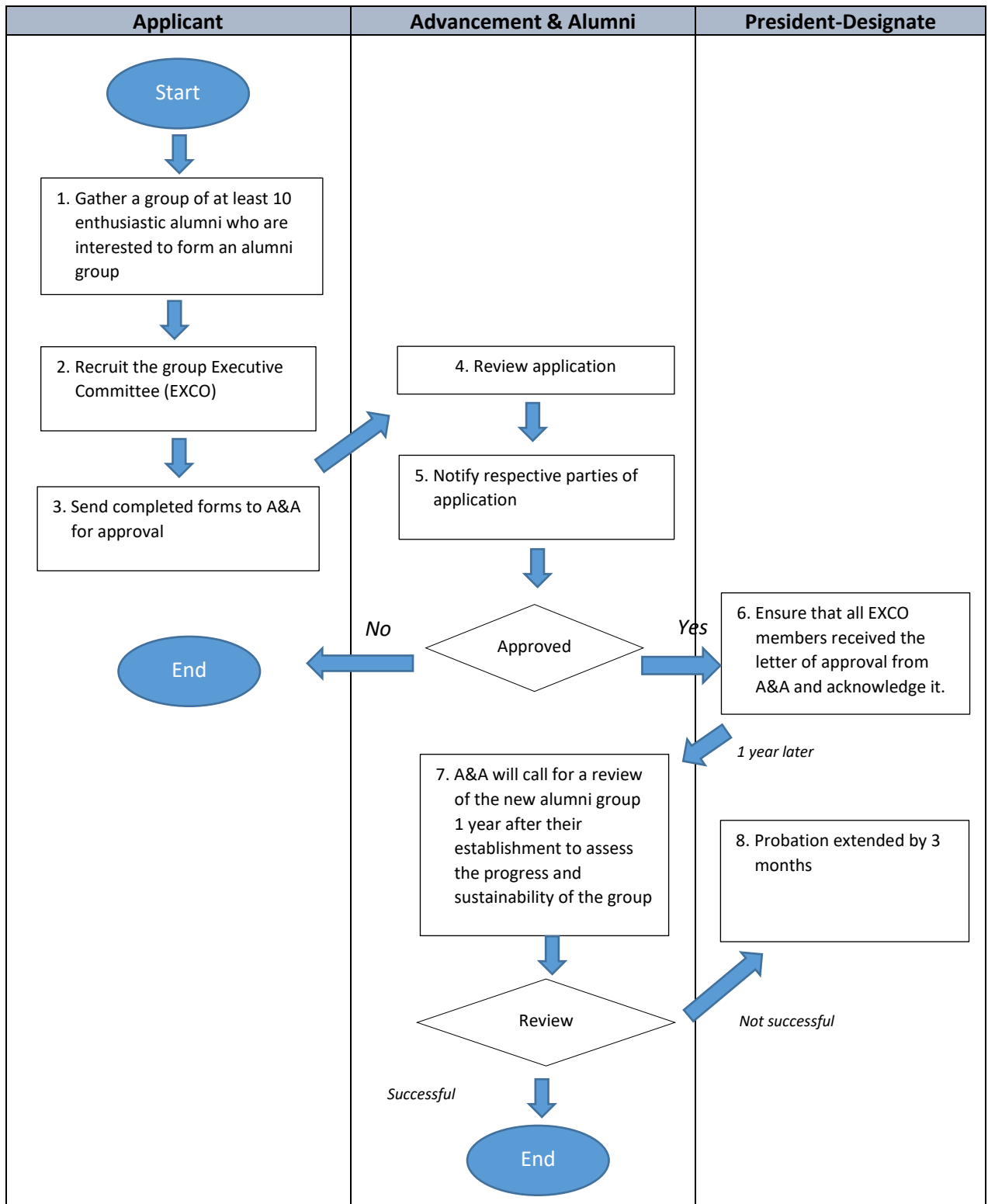
4. REVIEW OF ALUMNI GROUPS

Alumni Groups are subjected to a yearly review by A&A to assess their objectives and activities. At any point in time, if the objectives and activities of the Group are not aligned with SIT's mission and goals, A&A reserves the right to:

- Mandate immediate adjustments or changes to re-align with SIT's and A&A's mission and goals;
- Renew the leadership of the Alumni Group;
- De-register the Alumni Group; and/or
- Withdraw any permission or terminate any license for the use of SIT name, trademarks and/or use of any collaterals and name cards.

Any decision made by A&A in the course of the above-mentioned review shall be final and not subject to further appeal.

5. ALUMNI GROUPS FORMATION PROCESS FLOW DIAGRAM



6. Appendixes to Annex B

6.1 Appendix B6.1 - New Alumni Group Application Form	See Attached Documents
6.2 Appendix B6.2 -Alumni Group Event Proposal and Funding Request Form	See Attached Documents
6.3 Appendix B6.3- Personal Data Protection Act Undertaking Form	See Attached Documents