



ONCAMPUS CLUB HANDBOOK 2010-2011

IE ALUMNI ASSOCIATION: MISSION

To promote an everlasting relationship among the members of the IE community, facilitating a common platform of business, career development and lifelong learning opportunities, with the objective to propel personal and professional development of IE students and alumni, in accordance with the principles and values of IE.

IE CLUBS

IE Clubs are volunteer-based groups, created by IE students and alumni, to bring together people with similar interests.

IE Alumni Association will provide continuous support and assistance to all IE clubs. All new IE Club initiatives will be examined and processed by IE Alumni Association, in order to launch new official IE Clubs.

All IE Clubs have to accredit that the club's mission and objectives are consistent with the above IE Alumni Association mission and that the club promotes the interests of IE and its students/alumni by maintaining a mutually beneficial relationship.

IE Clubs will be independent of any political group, political party or religious organization and will operate according to IE Ethics Code.

IE CLUBS NAMES & CATEGORIES

IE Clubs Name

All IE Clubs will have the appellation of "IE [...] Club". The club names will be in English. Exceptions might be considered by IE Alumni Association.

IE Clubs Categories

IE Clubs are classified into one of these 4 categories:

- Geographic Clubs
 - Chapters
- Functional Area Clubs
- Sectorial Clubs
- Affinity Clubs

Two or more clubs cannot co-exist with the same mission or overlapping interests in any category.

Geographic IE Clubs Chapters

Geographic IE Clubs will be divided into chapters.

All the representatives of the chapters belonging to a Geographic IE Club would together represent and manage the respective club. There will be no independent or extra representative to manage the Club.

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IE CLUBS FUNCTIONS

- CONNECT or RE-CONNECT students/alumni to IE and to each other.
- Foster a spirit of LOYALTY and ENGAGEMENT towards IE.
- Cultivate engagement of students/alumni in IE clubs.
- Stimulate business, intellectual inquiry and LIFELONG LEARNING among students/alumni and with the academic and business communities, through educational conferences, discussions or companies' presentations, both online and offline.
- Plan programs and events that represent IE, designed to promote IE REPUTATION in Clubs' area of interest or region.
- Cultivate friendship and fellowship among students/alumni and their families and friends, through social and sports programs or activities.
- Assist IE in identifying and attracting OUTSTANDING APPLICANTS, in close collaboration with IE International Development Department.
- Assist IE in informative sessions, in local or international fairs, or global events hosted in their region.
- Support IE in FUNDRAISING projects and encourage alumni in FINANCIAL SUPPORT of IE, either on an individual basis or through sponsorship or corporate partnerships-
- Plan CAREER focused events.
- Where feasible, provide PLACEMENT OPPORTUNITIES information to students/alumni
- Provide a communication link between students/alumni and IE, for a maximum flow of FEEDBACK for helping IE Alumni Association better fulfill its mission.

IE CLUBS MEMBERSHIP

Membership

IE Club leadership and membership will be open to all IE students and alumni on an equal basis. Membership will also be open to duly registered partners of students and associate alumni.

Clubs will lose recognition if in its process of admission or its operation, it discriminates because of gender, opinion, academic background, nationality, culture, race, religion, beliefs, professional or personal experience, sexual orientation or age.

To become a member of a club/chapter, it is compulsory to register to the same through <http://portal.ie.edu>.

Membership Fees

Clubs are not allowed to charge a membership fee. For more information on finances, see [IE Clubs Financing](#).

Honorary Members

- IE Clubs can give the title of Honorary Members to outstanding people for their collaboration with the club, with prior approval from IE Alumni Association.
- The above title may be revoked by the IE Alumni Association, if required, under special circumstances.

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Collaborators

At the IE Club's Representatives' discretion, students and/or alumni will be able to collaborate sporadically with a Club without being a Member. The Collaborators will only enjoy voting rights concerning the event or issue of the Club in which they collaborate.

IE CLUBS MANAGEMENT

A strong Club depends on strong leadership. IE Clubs must have committed representatives, individuals who will dedicate time to initiate, plan, and promote a variety of activities which will appeal to IE students, alumni and friends in the Club area, to form the management of the club.

Management Structure

Each club will form a management, from amongst its club members. Management positions will be available to all students and alumni who are members of the club, with the exception of IE Partners Club, for which the positions will be available to partners of students and associate alumni.

Each club should have at least one student and one alumnus in the management team of the club. Exceptions may be observed for clubs where no nominations are received from students (or alumni) during elections, in which case the management team will consist of only alumni (or students).

The club management may consist of one or more representatives, chosen by the members of the club. Among the club representatives they may decide to have different management positions for the club.

Exceptions might be considered by IE Alumni Association.

Elections

Representatives will be appointed through elections by a majority vote of members registered in the club/chapter in <http://portal.ie.edu> at least 24 hours beforehand. These elections will be held twice a year. In case of no new nominations, the previous representatives will automatically get re-elected.

All clubs will have 6 seats on the management board which will be open to elections. After elections, members elected in the management board will elect 1 president amongst themselves and distribute the other positions required for the club amongst themselves.

In addition to these 6 seats, maximum 3 members of the previous management will continue as representatives for functional area clubs and sectorial clubs to ensure continuity in these academic clubs.

For detailed election process and terms of office, please see [Annexure 2: Club Management Elections](#).

Club Representative Removal

IE Alumni Association has discretionary authority to request resignations, or if necessary, remove a club representative from club management.

Maximum Clubs

Each student may be on the management board of maximum 4 clubs.

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DUTIES OF IE CLUB REPRESENTATIVES

Club Representatives will have to work in close cooperation for safeguarding the Club's mission and purposes, making sure activities and events both serving students and alumni interests are carried out. Representatives will perform the following duties:

- Serve as primary contact of the Club with IE Alumni Association, as well as other members of IE Community.
- Support and promote IE mission and values, as well as the purposes of IE Clubs.
- Promote and strengthen awareness about IE.
- Organize club meetings such as Academic Activities, Cultural Events, Social Gatherings, and Sports tournaments or competitions.
- Encourage club members to actively participate in the clubs' events and activities.
- Monitor Club's financial performance and assist in raising funds or getting sponsorship for specific Club activities or events.
- Represent and serve as an advocate for the Club.
- Identify potential new representatives and members.
- Develop, plan, execute and monitor short and long-range planning and objectives.
- Bring people with experience and expertise to support the club as speakers, collaborators and members.
- Avoid any conflict of interest, by operating in a professional, ethical manner that does not allow for the mixing of personal or commercial businesses with the Club's activities or communications.
- Observe personal data protection policy with regard to Club members or any other policy that may be applicable to protect and safeguard the identity and the respect towards any member of IE Community.
- Help keep the details of the club members up-to-date.
- Manage the Club's online page at <http://portal.ie.edu> and help maintain the quantity and quality of content
- Encourage Club's Members to use the Club's online community at <http://portal.ie.edu> for (1) generating network and awareness, (2) sharing advice and knowledge and (3) building the image of the club.
- Manage and review Club's email account (if requested), making sure enquiries are responded.
- Inform IE Alumni Association about all club events prior to their organization.

Representatives may conduct these duties personally or may delegate to any other club member/s volunteer/s.

IE CLUBS FINANCING

Once established, IE Clubs are expected to be self-sustaining.

IE Clubs are not allowed to charge membership fee. However, they may charge registration fees for specific events or activities. In this case, the Clubs have to offer a reduced registration fee for Students and Associate Members of IE Alumni Association over Non-Associate Members.

IE Clubs should manage their funds under the supervision of IE Alumni Association, which at any point of time can require an audit of the club accounts. All finances and expenses of the IE Clubs will have to be approved by IE Alumni Association prior to the expense, and after the expense, justified with the corresponding bill.

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IE Clubs may search for sponsorship for the club or for events and activities organized by the club. (See [Annexure 1a](#)).

All attempts should be made to offset event costs through registration or subscription fees, fundraising events or sponsorship agreements. Notwithstanding this, IE Clubs may occasionally apply for funding support (see [Annexure 1b](#)).

IE CLUBS EVENTS

IE Clubs are encouraged to organize various events around the world, such as conferences, online sessions, informal get-togethers, visits, etc.

For each event, IE Club has to submit a proposal of the event to IE Alumni Association at least 2 weeks prior to the date of the event. On receiving the same, IE Alumni Association will provide administrative resources to help support and market the proposed activity in the following areas:

- Publication of the event on the Alumni Agenda.
- Publication of the event in the newsletters circulated by the IE Alumni Association.
- Distribution of e-mail invitations to all members registered in the club/chapter at <http://portal.ie.edu> as well as other alumni who could be interested in this event.

According to the type of event, IE Clubs may request IE Alumni Association for other support and resources as well, including planning and arrangement. In this case, the event proposal should contain the name, type of event/activity, proposed dates, proposed venue, targeted audience and objectives.

After each event, the organizing club has to provide the following to IE Alumni Association within the following 2 weeks:

- Press release about the event in English and in Spanish.
- A few photos of the event.
- A record of the finances of the event (See [Annexure 3: Event Summary](#)).

IE Clubs are also encouraged to:

- Evaluate the success of the event with a survey.
- Send thank you notes if appropriate.
- Follow up with new attendees to cultivate new volunteers.

IE CLUBS RESOURCES

Use of visual identity and IE Brand

The use of visual identity and IE brand in independently produced Clubs communications and promotional material must be approved. All elements of the logo are specially designed and should not be replaced or substituted with text in another font. Every element in the identity is critical and should be used without alteration.

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IE Club Logo

Each Club will be assigned its official logo, which the club may use in all its communications. No Club will be allowed to modify its logo; not even in the event of informal communications. A strict logo policy is deemed necessary for securing IE visual identity and brand. In case of geographic clubs, all chapters will use the logo of the club.

IE Club Email

IE Club coordinators can send email communications to the club members directly through <http://portal.ie.edu>. In addition to this, the IE Club may request for its own contact email address, which will then be shared by all representatives of the respective Club. In case of Geographic Clubs, all chapters would share the same email address as the club. Club emails have the appellation of <clubname>.club@ie.edu.

Social Media

IE Clubs may decide to open groups in various social media (Facebook, LinkedIn, Xing, etc.) in accordance with the Social Media policies for IE Clubs (See [Annexure 3: Social Media Guide for IE Clubs](#)).

<http://portal.ie.edu>

A platform that helps you communicate with other members of the IE Community; students, alumni, professors, staff, and other outstanding professionals and enterprises; and also gives you access to a wide range of content including forums, blogs, documents, etc. All clubs and chapters are given a dedicated space in this portal and it is the responsibility of the club representatives to ensure the quantity and quality of content on this page.

INACTIVE IE CLUBS

If a Club is found to be inactive for a period of 6 months, IE Alumni Association will contact its representatives reiterating their roles and duties. The representatives will then be required to inform back about their upcoming activities and initiatives.

If the representatives fail to provide the referred information or the club continues to be inactive, IE Alumni Association will then decide on the appropriate course of action.

CANCELLATION OF IE CLUBS

IE Alumni Association reserves the right to dissolve an IE Club or an IE Club Chapter, if it is found inactive for a considerable amount of time, or found violating the articles of this document, or for any other reason against the ethics and values of IE.

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ANNEXURE 1 : CLUB FINANCES

A) SPONSORSHIP APPROACHES

Sponsorship approaches, either financial or in kind, will require previous approval from IE Alumni Association.

In case a club plans to approach a sponsor to cover costs for an event or activity or program, then in order to ensure that individuals or corporate supporters are not contacted repeatedly, IE Corporate Partners department will be informed beforehand about the sponsorship proposal. In case a significant or strategic sponsorship plan is proposed, IE Corporate Partners might decide to be involved throughout the process.

All sponsorships are to be received in the name of IE, with monetary sponsorships directly being given to IE. IE will then allocate the amount to the corresponding club(s) through IE Alumni Association, which will then be responsible for the corresponding payments.

B) IE ALUMNI ASSOCIATION FUNDING SUPPORT APPLICATIONS

IE Alumni Association provides limited funding to IE Clubs for organizing events. Clubs must keep in mind that it is not possible to subsidize all events or activities, and hence clubs are not to rely on IE Alumni Association funds for any frequent programming needs or regular, ongoing expenses. The considerations used to determine the eligibility of a funding application will include, but not be restricted to:

- Availability of other funding for the event (e.g. participation fee, sponsorship).
- Size of the club.
- Event type (e.g. launching; unique event)
- Number and scope of attendees.
- Specific opportunities that the event will generate for further, larger involvement of students and alumni; for their personal and professional development.
- Opportunities to re-connect alumni to IE.
- Club's past achievements.
- Club's actions to gain sponsorship or other sources of funding.

Funding applications will necessarily be sent to IE Alumni Association with the event proposal and financing application (See [Annexure 3: Event Briefing](#)).



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ANNEXURE 2 : CLUB MANAGEMENT ELECTIONS

Elections will be held within 3 weeks following the Club Fair, held twice every year, in May and December. All club elections have to be supervised by a representative from the IE Alumni Association.

All elections will be held online through <http://portal.ie.edu>. Representatives will be elected on the basis of majority votes. Only club members registered in the club/chapter through <http://portal.ie.edu> at least 24 hours prior to the elections would be allowed to vote and/or stand in the elections.

All clubs will have 6 seats on the management board which will be open to elections. After elections, members elected in the management board will elect 1 president amongst themselves and distribute the other positions required for the club amongst themselves.

In addition to these 6 seats, maximum 3 members of the previous management will continue as representatives for functional area clubs and sectorial clubs to ensure continuity in these academic clubs.

Members of the club may self-nominate themselves for the positions available.

Each club will elect only 1 president.

Each student may be on the management board of maximum 4 clubs.

All representatives will have to be approved by IE Alumni Association.

Exceptions may be observed by IE Alumni Association.

ANNEXURE 3 : EXTRA DOCUMENTATION

1. New Club Proposal
2. Event briefing
3. Event summary
4. Social Media Guide for IE Clubs