



OFF-CAMPUS CLUB HANDBOOK

IE ALUMNI ASSOCIATION: MISSION

To foster a permanent relationship between members of the IE community, providing a platform to generate business opportunities, employment and knowledge in order to promote our students and alumni's personal and professional development in accordance with IE's principles and values.

IE CLUBS

IE Clubs are voluntary groups of people who have completed one of IE's graduate and postgraduate programmes and join together of their own free will to keep in contact with each other and maintain relations.

The initiatives for creating an IE Club will be put to the Alumni Association by the founders so that the association can confirm that it corresponds to the principles and rules given in this handbook.

IE Clubs must show that their mission and objectives coincide with IE Alumni Association's mission and that they promote the interests of IE, its current students and alumni as part of a mutually beneficial relationship.

They must also be independent from any political party or public or private, civil or religious organisation and they must operate in accordance with IE's ethical values as provided in its Code of Ethics.

IE CLUB NAMES AND CATEGORIES

IE Club Names

All IE Clubs must have the name of "IE [...] Club". The club name must be in English. The Alumni Association may consider exceptions to this rule.

IE Club Categories

IE Clubs are divided into two types: On-Campus (those that organise their activities on the Madrid campus); and Off-Campus (those that organise their activities off the Madrid campus).

IE Clubs are also separated into 4 categories:

- Geographical Clubs
 - Chapters
- Functional Area Clubs
- Sector Clubs
- Affinity Clubs

There cannot be two or more clubs with the same mission or interests that overlap in any category.

IE Geographical Clubs

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OFF-CAMPUS CLUB HANDBOOK

An IE Geographical Club is a club whose activities involve students and alumni related to a specific geographical area.

Each Geographical Club can also comprise one or more Chapters, where each Chapter is the name of the town or city in which it organises its activities.

The Geographical Club Chapters located in Madrid and the functional clubs (those whose activities focus on a functional area of IE), sector clubs (those whose activities focus on a specific sector) and affinity clubs (those whose activities are related to non-academic activities and recreation) will be subject to the On-Campus club handbook. The other Chapters and all the Off-Campus Clubs will be subject to the rules given in this handbook.

All the representatives of the Chapters will be representatives of the General Geographical Club and there may be no independent representative directing the Club.

IE CLUB FUNCTIONS

- Fostering a spirit of LOYALTY and COMMITMENT to IE.
- PUTTING current students and alumni IN CONTACT with each other and with IE.
- Cultivating the commitment of current students/alumni in IE Clubs.
- Stimulating business, intellectual research and LIFELONG LEARNING among current students/alumni and academic and business communities through on-line and off-line educational conferences, debates and business presentations.
- Organising programmes and events that represent IE and are designed to foster IE's REPUTATION in the Clubs' regions and areas of interest.
- Cultivating friendships and brotherhood among current students/alumni and their families and friends through social and sports programmes and activities.
- Helping IE to identify, attract and interview candidates.
- Helping IE at informative sessions, local and international shows and global events based in their region.
- Supporting IE on FUNDRAISING projects and encouraging current students to provide IE with FINANCIAL SUPPORT individually, through sponsorship or business associations.
- Organising events that focus on PROFESSIONAL CAREERS.
- Where possible, providing information on PLACEMENT OPPORTUNITIES for current students/alumni.
- Providing a communication link between current students/alumni and IE to ensure maximum FEEDBACK to help IE Alumni Association accomplish its mission.

IE CLUB MEMBERSHIP

Membership

Membership of an IE Club will be available for all IE's current students and alumni who wish to maintain their commitment to IE, promote its values and cultivate good relations among themselves and with IE. Current students' registered partners (registered in the Partners Club) can also be members of the club.

The Clubs will no longer be recognised if their process for admitting members or their operation involves discrimination based on gender, race, nationality, culture, belief, religion, sexual orientation or age.

In order to become a member of a club/chapter, members must register with the club in question at <http://www.ie.edu/alumni> and provide proof that they satisfy the conditions required for membership.

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OFF-CAMPUS CLUB HANDBOOK

The Club's Board may decide to expel any member if it considers that his/her conduct is contrary to IE's values and the functions promoted by the Club or that his/her membership of the Club may be damaging for its image. All expulsions must be previously notified and accepted by IE Alumni Association.

Membership Fees

Clubs cannot charge membership fees. For more information on finance, please see [Finance for IE Clubs](#)

Members of Honour

- IE Clubs may appoint Members of Honour who stand out due to their collaboration with the club after they have been approved by IE Alumni Association.
- Said status may be revoked by IE Alumni Association in exceptional circumstances.

Collaborators

According to the criterion of each IE Club's Representatives, current students and/or alumni may collaborate occasionally with the Club without having to be members. Collaborators will have the right to vote on the Club event or business on which they have collaborated.

BOARDS OF OFF-CAMPUS IE CLUBS

A solid Club depends on strong leadership. IE Clubs must have representatives who are committed and dedicate their time to starting up, organising and promoting a variety of activities to attract IE's current students and alumni in the area of the Club to set up its Board.

Structure of the Board

Each club must elect a Board from among its members.

In principle, the Board must comprise a minimum of two members and a maximum of four, referred to as Representatives. The representatives must then elect a Chairman from among themselves. The names of the members of the Board must be sent to IE Alumni Association, identifying the Chairman and the positions given to the other representatives.

As an exception, Boards may be made up of one single representative if no other candidates decide to stand and he/she will assume the position or name of Chairman. This situation must be approved by IE Alumni Association.

For detailed information about the election process and terms of office, please see [Appendix 2 Election of Club Boards](#)

Dismissal of IE Club Representatives

IE Alumni Association has the power to dismiss a club representative at its own discretion if it considers that his/her conduct is not appropriate for representing IE before its current students and alumni or that it is damaging for IE's image.

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OFF-CAMPUS CLUB HANDBOOK

If a chapter of the Geographical Club and an IE Office are present in the same region, they must lend each other mutual support so that they can carry on their business independently. To avoid confusion, the representation of the club will not be given to the IE Office representative, except in exceptional cases and each of such cases will be studied individually.

DUTIES OF AN IE CLUB REPRESENTATIVE

The Club representatives must collaborate closely with IE and IE Alumni Association to accomplish the club's mission and its goals, ensuring that the activities and events are organised in the interest of current students and alumni. By way of example, they will be responsible for the following:

- Acting as the main contact between the Club and IE Alumni Association, as well as with other members of the IE Community.
- Promoting IE's mission and values, as well as the goals of IE Clubs.
- Fostering and strengthening the awareness of IE.
- Organising club meetings and events, such as academic and cultural activities, social meetings and sports tournaments and competitions.
- Encouraging club members to take an active part in the club's activities and events.
- Managing the Club's finances and helping to raise funds and/or obtain sponsorship for the Club's events.
- Representing and defending the Club's interests.
- Identifying new representatives and potential members.
- Developing, planning, implementing and monitoring the club's objectives.
- Attracting talented, experienced people to support the Club as speakers, members and/or collaborators.
- Taking into account the personal data protection policy in relation to the Club's members or any other applicable policy to protect and safeguard the identity of and respect for any member of the IE community.
- Helping to keep the information about the clubs' members up to date.
- Managing the club/chapter's page at <http://www.ie.edu/alumni>, and helping to maintain content quality and quantity.
- Encouraging the Club's members to use its page at <http://www.ie.edu/alumni> to (1) generate network, (2) share knowledge, interests and advice and (3) develop the club's image.
- Managing and checking the Club's e-mail account (as required) and making sure that all issues are resolved.
- IE Alumni Association must be informed before any event is planned.

The representatives may fulfil these duties personally or delegate them to any of the Club's members or volunteers.

The representatives must avoid all conflicts of interests and work professionally and ethically. They must not mix their personal and business affairs with the Club's development.

FINANCE FOR IE CLUBS

After they have been set up, IE Clubs must be self-sufficient; however, they cannot charge membership fees.

They can charge a registration fee for specific activities and events. In this case, the Clubs must offer a reduced registration fee for students and members of IE Alumni Association.



OFF-CAMPUS CLUB HANDBOOK

They may also try to raise funds by obtaining sponsorship for their activities and, only occasionally, applying for financial subsidies (please see [Appendix 1a](#))

The clubs' representatives must keep orderly accounts of the income and expenses of each event and report the details to IE Alumni Association, which may require an accounts audit if it considers it necessary.

All the IE Clubs' accounts and expenses must be previously approved by IE Alumni Association and proof of each expense must be provided via the corresponding bill or receipt.

IE CLUB EVENTS

IE Clubs are encouraged to organise a variety of events, such as conferences, on-line sessions, informal meetings and trips, etc.

The IE Club must submit a proposal to IE Alumni Association for each event at least 2 weeks before the date on which it is to take place. If IE Alumni Association considers it appropriate for the Club's purposes, it will provide support in the form of administrative resources and carry out the proposed activity in the following fields:

- Publication of the event on the on-line agenda and/or social networks.
- Publication of the event in the various newsletters distributed by IE Alumni Association.
- Distribution of invitations by e-mail to the club members registered at portal.ie.edu and to the alumni who may be interested in the event.

Depending on the type of the event, IE Clubs may apply to IE Alumni Association for other types of support and resources, including planning and organisation. In this case, the event proposal must include the name, type of event/activity, proposed dates, proposed venue, target public, objectives and proposed speakers. It must also be submitted at least 3 months before the date of the event.

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

- Press release on the event in English and Spanish.
- Photos of the event.
- Summary of the event accounts (please see [Appendix 3: Event Summary](#)).

IE Clubs may:

- Assess the success of the event by means of a survey.
- Send letters of thanks, where applicable.
- Follow up new attendees.

IE CLUB RESOURCES

Use of IE's visual identity and brand

The use of IE's visual identity and brand on the promotional material produced by the clubs must be given prior approval by IE Alumni Association. Each part of the logo has been specially designed and must not be replaced or substituted with other letter types. Each part of IE's identity is critical and must be used as it is.

IE Club's Logo

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OFF-CAMPUS CLUB HANDBOOK

Each club will be given an official logo, which will be used by the club in its communications. A strict policy is considered necessary regarding the use of the logo to guarantee IE's visual identity and brand.

In the case of the Geographical Clubs, all the chapters must use the Club's logo.

IE Club's E-mail

The representatives of the IE Clubs may contact all the club members registered on portal.ie.edu by e-mail at the portal. IE Clubs will also be able to require their own e-mail address, which will be shared with all the club's representatives for its business. In the case of IE Geographical Clubs, all the chapters will share the Club's e-mail address. The Clubs' e-mail addresses have the following nomenclature: <clubname>[@ie.edu](mailto:clubname@ie.edu).

Social Networks

IE Clubs may decide to set up groups on various social networks (Facebook, LinkedIn, Xing, etc.) in accordance with the IE guidelines in [Appendix 3: Social Media Handbook for IE Clubs](#).

<http://www.ie.edu/alumni>

This is a platform that helps with communication among IE Community members: current students, alumni, professors, employees and other important professionals and businesses. Furthermore, it provides access to a wide range of contents, including forums, blogs and documents, etc. A new community for a club can be created by IE Alumni Association on request. In this case, it will be the club representatives' responsibility to guarantee content quantity and quality.

INACTIVE IE CLUBS

If a Club is inactive for 6 months, IE Alumni Association may contact its representatives to remind them of their duties and obligations. Representatives will then have the obligation of reporting on their coming activities and initiatives. If the representatives fail to provide said information or if the club remains inactive, IE Alumni Association will decide which actions to take, including the option of dismissing them from their posts.

CANCELLATION OF IE CLUBS

IE Alumni Association reserves the right to dissolve an IE Club or IE Club Chapter if it is inactive for a considerable time, if the articles of this document are breached or if it is contrary to IE's values and principles.



OFF-CAMPUS CLUB HANDBOOK

APPENDIX 1: THE CLUB'S ACCOUNTS

A) SPONSORSHIP

Proposals for sponsorship in kind or as finance must be given prior approval by the Alumni Association.

If a Club is considering contacting a sponsor to cover the expenses of an event, activity or programme and in order to make sure that individuals or businesses are not contacted on more than one occasion, IE Alumni Association must be notified before the proposal for sponsorship is made. If a significant or strategic sponsorship plan is to be proposed, IE Corporate Partners can choose whether or not to be involved in the process.

All sponsorships must be received by and/or paid directly to IE. IE will share out the corresponding quantities via the Alumni Association.

B) APPLICATION TO THE ALUMNI ASSOCIATION FOR FINANCE

The clubs must bear in mind that not all events and activities can be subsidised. Therefore, they must not count on funds from the Alumni Association for their regular programmes or recurring expenses. The main factors that need to be considered when determining the activities that may be given funds by IE Alumni Association are as follows:

- Availability of other sources of finance for the event (registration fee, sponsorship).
- Size of the club.
- Type of event (launch, one-off event).
- Scope and number of attendees.
- Specific opportunities that will be created by the event in the future, a higher participation of current students and alumni, effects on their personal and professional development.
- Opportunities for connecting alumni with IE.
- Club's achievements.
- The efforts made by the club to obtain sponsorship.

Applications for finance must be sent to the Alumni Association by completing the event finance and proposal document (please see Appendix 3: Event Briefing) and waiting for approval.

APPENDIX 2: ELECTIONS FOR THE CLUB'S BOARD

The club's Board must be renewed every two years.

Club members may nominate themselves as candidates for the posts that come available every two years or if a vacancy arises. In the latter case, the representative who decides to resign before the term of two years is up is expected to advise IE Alumni Association on the suitability of candidates or suggest a candidate to take his/her place until there are new elections.

After receiving the candidatures, IE Alumni Association may give the nominated candidates the opportunity to decide whether or not they wish to direct the club as a collective, involving themselves and those who have already been appointed, as long as the total number does not exceed four representatives. If not, elections will be held to choose the candidates for the vacancies.

If elections have to be called, the election process will be as follows:

- **Announcement of elections:** this will be made using the communication channels specified by IE Alumni Association in each case.
- **Submission of candidatures:** Alumni living in the region of the Geographical Club Chapter may stand for election.
- **Review of candidatures:** all the candidatures must be approved by IE Alumni Association and, for IE Geographical Clubs, by the IE Office in the region and the IE International Development Department.

IE Alumni Association may reject the candidature if it considers that the candidate's conduct has been contrary to IE's values or he/she is inappropriate for acting as a contact between the Club and IE, its students and alumni.

1. Designation of candidates: at this stage, the candidates' names will be submitted, together with their election programmes.

2. Elections: during the time considered reasonable by IE Alumni Association, all the students and alumni residing in the region of the Geographical Club Chapter may exercise their right to vote; votes may not be changed once they have been cast.

Each Chapter's electoral roll will be subject to the residency information held by IE Alumni Association when the elections are announced. Those who update their information on said databases after the commencement of the election process has been announced will not be included on the roll.

3. Appointment of the Board: The elections will be won by the candidates with the highest number of votes; there will be a maximum of four. After confirming the winning candidates, the individuals who sit on the club's Board will be notified.

APPENDIX 3: ATTACHED DOCUMENTS

1. New Club Proposal
2. Event briefing
3. Event Summary
4. Social Media Handbook for IE Clubs



OFF-CAMPUS CLUB HANDBOOK
