

## **VHS Alumni Board**

### **Constitution**

The Alumni Board shall function as a supervisory board for the Alumni Office at Vivek High. It shall help in mobilizing the Alumni network of Vivek High School in an organized and strategic fashion.

This Board will help define key focus areas of the Alumni office and provide direction and platforms to the Alumni Community of the school. The Board shall function according to the By-Laws and constitution laid down.

The Board shall have access to an independent bank account by the name of EVA Bank Account registered under the trust of the school.

### **Office**

The Board shall maintain its registered office at Vivek High School, Chandigarh and function from this office and other designated offices, as may be decided by the Board Members.

### **Composition of the Board**

- Vivek High School Management
- Vivek High School Principal
- Vivek High School Vice Principal
- Alumni Office Faculty Coordinator – Secretary to the board
- Maximum of 15 Alumni selected as Board Members
- Maximum of 5 Alumni Patrons (Nominated Members)
- 2 International Representatives settled Abroad (Nominated and optional)

85% of the Board must have Alumni who are settled in the city and 15% alumni may be settled abroad.

**Official Signatories** : School Management or School Principal + Alumnus from the Alumni Board (President and preferably Treasurer)

## **Board Composition**

The Board shall have the following Roles and Responsibilities assigned to all Members.

<b>Role</b>	<b>Number of People</b>	<b>Responsibility</b>
<b>President</b>	1	Alumni Calendar for the year, Oversee Board Functioning and define roadmap ahead. Official signatory for EVA Account
<b>Vice-President</b>	1	Assist the President in the roles and responsibility
<b>Treasurer</b>	1	Finance and Budget. Official signatory for EVA Account
<b>Cultural Secretary</b>	2	Social, Charitable and Networking Events. (Reunions, Blood donations drives, EVA Meet-ups)
<b>Sports Secretary</b>	2	Sports and Recreational Events (EVA Sports league, Alumni Sports Day)
<b>Joint Secretary</b>	2	EVA Membership, EVA App, Batch Ambassadors & EVA Engagement Programs
<b>Alumni Patrons</b>	2 to 3	Senior, Well established EVA Members that can contribute via their network and resources but may not be able to give in time as such.
<b>Executive Members</b>	4 to 5	Alumni Board Members

## **Board Functioning**

1. Adopt the Vision and Mission Statement of the Alumni Office and hold true to its core values of excellence, lifelong relationships, lifelong learning, inclusiveness and diversity.
2. Participate actively in strategic and long term planning to promote Alumni awareness, engagement and commitment to the School.
3. Enthusiastically communicate the mission and purpose of the Alumni Office to the wider alumni population.
4. Define key focus areas of the Alumni Office on a periodic basis.
5. Review/Modify the list of events and engagement activities being undertaken by the Alumni Office in each coming quarter.
6. Review and ensure accountability for the Alumni Office activities that have taken place and give feedback for the same.
7. Encourage highly qualified and diverse prospective students to attend Vivek High School
8. Help reach out to the Alumni Community at large.
9. Recognize fellow alumni who are distinguished by their loyalty, professional achievement and community and service
10. Support the School through initiating scholarships/fundraising Campaigns and encourage other alumni to do the same

## **Areas of Work:**

- Alumni Office Operations:
  - Data Management
  - Communication Channels
  - Events & Reunions
  - Alumni Engagement & Contribution Programs
  - Collaborative Partnerships
- EVA Membership & Benefits
- Financial Management of the Alumni Office

## **Board Projects**

The Board members need to ensure that the following programs and initiatives are being run within their stipulated timeline. If need be, the board may assign an organizing committee of volunteers to run and manage these projects.

- Alumni Engagement Programs – Alumni Talks & Alumni Mentorship Program
- Job Shadowing Program
- Alumni Homecoming Day
- Alumni Events

## **Time Commitments**

- 2 to 3 Physical Meeting every Quarter (8 to 12 meetings in a Year)
- Any need based meeting

## **Point of Absence**

A 50% attendance for all board meetings is mandatory for the Board Members on an annual basis.

In case any Board Member is absent for two consecutive meetings, there will be a show cause notice. A board Member should inform via written communication to the Alumni Office with a valid reason of not attending the meeting 10 days prior to the Board Meeting. If the Board Member is also absent for the third meeting, he/she will be asked to step down.

This clause is not applicable for the Alumni Patrons.

## **Tenure of Board**

The term of the first Board shall be 5 years from the date of resuming office. The term of the subsequent Boards shall be 2 years from the date of resuming office

## **Resignation**

Any member of the Board that wishes to resign before the end of their term should send in their application to the principal and President of the Board stating the reason of resignation. Once accepted, the member shall then be discharged of all their duties.

## **Amendment of Constitution and By-Laws:**

A Board Member may propose amendments to the Constitution or By-Laws, which shall be finalized and put down after a majority vote from all the Board Members

## **Appointment of the Alumni Board: -**

The Alumni Board shall be selected through a process of nomination.

The parameters for the **final nomination** of Board Members would be based on the following:

1. The board should have equal representation of alumni spread across all batches for the sake of inclusiveness and diversity.
2. The board shall have people from as many diverse professional backgrounds as possible.
3. The board members should be able to give in a minimum number of hours as a commitment to the school by virtue of being a member of the Board.
4. The Board member should be well connected to fellow Alumni

**Nomination Process:** - The nomination process shall begin 6 months prior to the appointment of the new Alumni Board. The Board Applications will be open to the EVA General Body. All nomination proceedings shall be managed by the Alumni Office.

- All applicants for the Alumni Board shall be sent the Alumni Board Constitution document and thereafter asked to send in a letter of intent with the minimum no of hours they are willing to contribute towards this role
- The letter of Intent should include their contribution towards the school in the past and plans for the future

- A physical interview or virtual interview shall be conducted with the applicants and the output shall be shared with the School administration and management
- Preferential voting shall take place for each candidate by the current board members and a certain percentage of members would qualify to go into the next round.
- The School administration and management and the outgoing Alumni Board shall finalize the Alumni Board Members based on the voting process.

### **Alumni Patrons**

Alumni Patrons are senior Alumni who are well established and can contribute via their network and resources towards EVA, if not their physical presence.

Alumni Patrons will be nominated by the previous board Members and/or the school. The Alumni in that list shall be spoken with to gauge their interest about working for EVA.

After that, they will be selected after a process of after voting by the outgoing Board Members.

### **Board president and Vice President**

Once the members for the board have been finalised, they shall elect their President and Vice-President by the process of Voting.

The President in turn may open applications/invite/nominate the rest of the Board Members for the various positions on the Board.

### **Veto Rights**

The School Principal shall have the right to exercise her veto power in case the need ever arises.

## **EVA Membership**

The Alumni Office shall work in accordance with the Alumni Board to manage the Ex-Vivekites. Association's Memberships. All money collected from the membership shall be deposited in the EVA Bank Account.

1. **Life Member:** The following can be a Life Member:
    - An alumnus/alumna, who has completed a minimum of one successful year in the school and has paid the subscription fee of 1000 INR towards enrolment for the membership
  2. **Honorary Member:** The following shall be an honorary member:
    - All the past School Senior Administration (Principal and Vice Principal)
    - A faculty who has served the institute for more than 10 years can be invited by the School Administration for the Honorary Membership which shall be granted after their acceptance.
    - The School Administration may invite an eminent alumnus for the Honorary Membership which shall be granted after their acceptance.
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