

Regulations for Organisations within the ETH Alumni Association

According to the alumni association by-laws, these rules apply to all types of organisations including member associations.

A General

Art. 1 Purpose

- 1 These rules govern the implementation of the by-laws and the cooperation among the institutions, the representatives of the member organisations, the members, and the alumni administration office within the ETH Alumni Association.
- 2 Efficient cooperation should serve the interests of all members while allowing all member organisations to pursue their objectives and make use of internal synergies.

Art. 2 Cooperation within the ETH Alumni Association

The executive board of the ETH Alumni Association governs the cooperation within the association by:

- 1 Business rules for cooperation between the executive board and the alumni administration office;
- 2 A professionally run office that conducts the on-going affairs of the association and provides its services to the entire organisation;
- 3 Policies and processes that define the roles and responsibilities of key agencies so as to assist them in their day-to-day work;
- 4 The following topics are covered in the corresponding policies: 1. Financial planning of member organisations; 2. Structure, duties, and responsibilities of the member organisations; 3. Member organisations abroad; and 4. Duties of the alumni administration office.
- 5 All offices within the association are held on a voluntary basis. An exception is the professionally run administration office with permanent staff and student assistants.

B Member relations

Art. 3 Joining member organisations

- 1 The enrolment of an association member in a member organisation is in principle open to all, but can be restricted by the member organisation in consultation with the executive board (such as restricting members to holders of a degree in a certain field of study or to alumni residing in a specific geographical area). Every registered member has equal rights and can fully participate in the activities of the respective organisation. Association members may only join five member organisations.

Art. 4 Members of membership organisations

- 1 Association members who have joined member organisations are entitled to all services offered to members of said organisations and of the Association, whereby certain services (special occasions, travel, etc.) are offered on a fee-paid basis.
- 2 Each member can choose a membership organisation as his or her primary membership. Further memberships in member organisations are listed as additional memberships. Each of these memberships is equal. The distinction is made for administrative reasons.
- 3 All members of a member organisation are entitled to vote on matters brought before this organisation and may participate in its general meetings and elections.

Art. 5 Members who have not joined a member organisation

- 1 Members of the ETH Alumni Association who do not wish to participate in the activities of the member organisations are not required to join any member organisation.
- 2 The general services of the ETH Alumni Association are available to these association members. They may participate in all non-restricted events, including those organised by member organisations.
- 3 They are entitled to elect their delegates to the Association's assembly of delegates. They can also stand for election as a delegate.

Art. 6 Honorary members

- 1 Proposals for the election of honorary members may be submitted to the executive board of the Association by the administration of ETH Zurich, the ETH Zurich Foundation, and by all member organisations.
- 2 The board will review the proposals and place the proposal before the assembly of delegates. Reasons will be provided for any rejected proposals.
- 3 The board will ensure a full and balanced approach to this process.

Art. 7 Lifetime members

In the past, alumni were offered the opportunity to acquire a lifetime membership for the payment of a single joining fee. This lifetime membership will continue to be respected, although the corresponding provisions have since been eliminated. These members are exempt from having to make contributions until they leave the Association. To give these lifetime members the opportunity to reaffirm their desire to demonstrate their affinity for the Association, they are written each year and asked to make a contribution equal to the usual membership fee.

Art. 8 New graduate memberships

- 1 Individuals with a degree from the ETH will automatically be registered as a member (new graduate) of the ETH Alumni Association. They are assigned to a faculty group resp. faculty association according to their degree programme.
- 2 The member organisations have the task of introducing these new graduates in the organisation and ensuring that a majority remain members for the long term.
- 3 The new graduates are members with all rights and obligations of the other members, except that they will not be required to pay a membership fee until the completion of the 27th year of birth.
- 4 As of the 28th year of birth, they will receive the customary membership fee invoice will automatically.
- 5 If a new graduate does not make a membership contribution despite reminder (pre-collection letter), the membership expires as of the end of the year.
- 6 This new regulation will be implemented step-by-step and is fully in place by 2019.

Art. 9 Membership fees

- 1 The membership fee is the same for all members and shall be paid by each member (except honorary members, lifetime members, and new graduates as described in Art. 6-8 above).
- 2 The contribution covers all services offered by the association. However, there may be additional fees associated with event attendance.
- 3 The collection of membership fees is handled by the alumni administration office on behalf of the membership or the ETH Alumni Association.
- 4 The office will assist the appropriate member organisations in sending out payment reminders and warnings.

C Relations with the member organisations

Art. 11 Founding and development of member organisations

- 1 The establishment and development of a member organisation (such as the acquisition of new members) are in principle handled by the board of the respective organisation.
- 2 The alumni administration office supports these efforts and provides services for this purpose.
- 3 Small member organisations with fewer than 40 members and newly established organisations have a special status. Until such time as they have met the conditions for inclusion in the assembly of delegates (see Art. 13), they enjoy a special status.
- 4 The alumni administration office will create a list as of January 1 each year indicating the number of members who have joined each organisation and the corresponding voting rights allotted to each member organisation. Only those members who have paid their membership fees will be counted as organisation members for the purpose of determining these voting rights. New and smaller organisations with no voting rights are then listed separately.

Art. 12 Tasks and responsibilities of member organisations

- 1 A detailed list of the tasks and responsibilities are found in the two policies entitled "Duties of Member Organisations" and "Financial Planning."
- 2 The ETH Alumni Association is exclusively authorized by the ETH Zurich to use the name ETH Zurich Alumni. Member organisations are permitted to use this label as well, provided that the organisation complies with the associated instructions for its use.
- 3 The naming of individual member organisations shall follow the policies set by the ETH Alumni Association to ensure unique identification of each organisation and a uniform naming format.
- 4 If a member organisation is no longer able to carry out an annual programme due to a staffing situation or is unable to provide a management structure, the executive board of the ETH Alumni Association may request that the assembly of delegates dissolve that member organisation (does not apply to member associations).

Art. 13 Small member organisations with fewer than 40 members

- 1 To simplify the administration of small member organisations, the following conditions apply:
 - a) Informal leadership structures.
 - b) Option to use the corporate design of the ETH Zurich Alumni in consultation with the alumni administration office.
 - c) No need to prepare a formal budget by the end of August for the following year. Small member organisations receive a grant from central association funds for their activities. The alumni administration office is responsible for these funds and will allocate them accordingly.
 - d) Obligation to comply with the basic conditions for member organisations.
- 2 Once the membership of a small organisation exceeds 40 members and it is able to offer an attractive annual programme with an elected board, the small organisation will have met the prerequisites for the executive board of the ETH Alumni Association to propose to the assembly of delegates that the organisation be formally admitted to the Association as a regular member organisation. Pending the vote of the assembly, the organisation is not entitled to vote; small member organisations are, however, invited to assembly meetings as guests.
- 3 Existing small organisations that have already been admitted to the Association shall retain their voting rights, provided that they meet all of the other membership conditions except for the number of members.

Art. 14 New member organisations

- 1 New member organisations are administered according to the same principles as small organisations with fewer than 40 members.

- 2 The executive board will examine the organisation's petition to organise once the following conditions are met: a founding document has been signed by at least three members and the submission of a petition indicating the organisation's proposed name, goals, initial size, function, purpose, and strategy for growth.
- 3 If the executive board of the ETH Alumni Association approves the petition, the new organisation will be accepted as a small member organisation.
- 4 The alumni administration office will support the establishment and development of the new organisation.

Art. 15 Member organisations in other countries

- 1 Member organisations based in other countries are generally treated the same as organisations in Switzerland.
- 2 The executive board of the ETH Alumni Association is entitled to agree to exceptions to the standard policies and rules based on the particular circumstances of such organisations.
- 3 The development of these member organisations will be coordinated with the strategy of ETH Global and events will be coordinated accordingly.
- 4 The specific conditions, which may vary depending on the country and organisation, are set in the policy entitled "Member Organisations in Foreign Countries."

Art. 16 Future development: forums and project groups

- 1 The forum is a consultative and communication organ of the executive board and the member organisations for handling and discussing fundamental issues. The forum will be convened by the executive board at least once a year to discuss urgent business.
- 2 Two members of the board of each member organisation as well as interested alumni who want to be involved in the matter to be discussed will be invited to participate.
- 3 The alumni administration office will keep simplified minutes of the forum's meetings.
- 4 The forum does not make any final decisions.
- 5 The forum can establish project groups
- 6 The forum addresses individual tasks that are of particular interest to the ETH Alumni Association that cannot be handled by other existing bodies within the Association and reports the results accordingly.

Art. 17 Member organisation information obligations

The board members of each member organisation must provide the following information to the alumni administration office:

- 1 Report and amend new and terminated memberships in the database, if not already reported to the administration office.
- 2 List all events in the shared calendar on the association website to ensure that the administration office can keep track of all events.
- 3 Provide information about newly elected board members and any changes to the board's membership, as well as copies of the general meetings.
- 4 Submit an annual budget per the financial planning policy.
- 5 Short annual report on the activities of the member organisation to be submitted by year's end so that the administration office can create a comprehensive annual report.

D Alumni office**Art. 18 Tasks and services of the alumni administration office**

- 1 The alumni administration office is responsible for the operational management of the Association and is managed as directed by the executive board. The staff consists of permanent employees and student assistants in the fields of management, communication, events, relations, career services, data management and finances.
- 2 The office supports the activities of the member organisations as much as possible, including the operation of a contacts database, the event calendar, the website, the newsletter, and social media channels.
- 3 Collection of membership fees for all members and invoicing on behalf of the member organisations (excluding member associations).
- 4 The recruitment of new members to the ETH Alumni Association includes recruitment for the member organisations and is carried out together with the member organisations.
- 5 The tasks are set out in detail in the "Alumni Office Duties" policy.

Art. 19 Contacts database

- 1 The ETH Alumni Association operates a contacts database with information on both member and non-member alumni.
- 2 The office is responsible for maintaining the contact information contained therein.
- 3 Member organisations can access personal information for all members enrolled in their organisation.
- 4 Members may also use this database and have access to data released by other alumni for this purpose.
- 5 The alumni administration office supports the member organisations and members in the use of this database.
- 6 The database will be further developed as appropriate and adapted to the needs of member organisations and members.
- 7 The database will be maintained so that the website can directly reflect updated information at all times.

Art. 20 Member privacy

- 1 The stored personal data will be treated in accordance with the Swiss Data Protection Act. The stored data may be used only for purposes of the ETH Alumni Association, its member organisations, ETH Zurich, and the ETH Zurich Foundation.
- 2 Address data will not be provided to third parties. The ETH Alumni Association and its member organisations are entitled to include third-party printed materials in any correspondence they send.
- 3 Alumni have the option of excluding such inserts by making an annotation in the contacts database (privacy settings).
- 4 The alumni administration office is responsible for the content of the contacts database. Any rights to obtain information about the data stored there and to have it corrected shall be directed to the office.

Art. 21 Website and MyAlumni

- 1 The ETH Alumni Association operates a website and subsidiary pages for its member organisations. In addition, the contacts database is integrated into the website via the MyAlumni portal.
- 2 The MyAlumni portal offers registered users access to their own data, an online directory, special offers for members, as well as event registration options.

- 3 Within the MyAlumni portal, users are obliged to maintain their data truthfully and not to provide any misleading information.
- 4 Each member organisation board will appoint individuals to take responsibility for the organisation's webpage and member communication. They will act according to the Association by-laws and not use data or images without the prior written consent of its owner.
- 5 The ETH Alumni Association is not responsible for content that has been created by users of the MyAlumni portal.

E Special provisions

Art. 22 Integration of a member association into the ETH Alumni Association

- 1 In accordance with Art. 8 of the Association by-laws, member associations can dissolve their separate legal existence and be integrated as a member organisation of the ETH Alumni Association. The board of the relevant association may initiate the process by contacting the executive board of the ETH Alumni Association. If possible, this integration will take place with a final settlement of the books retroactive to January 1 of the current year.
- 2 The conversion into a member organisation within the legal structure of the ETH Alumni Association is done by submitting the minutes indicating the decision of a member association to dissolve itself. Members of the association will become members of the ETH Alumni Association within the meaning of Art. 5 of the by-laws as of the effective date of dissolution.
- 3 The association's remaining capital shall be paid into an account held by the ETH Alumni Association and created especially to receive the funds of the dissolved association. Signatory powers to the account shall be held by two members of the board of the new member organisation and a member of the executive board and the managing director of the ETH Alumni Association.
- 4 The capital shall be at the disposal of the member organisation provided that it is not used in such a way that constitutes a breach of ETH Alumni Association by-laws and policies. With the exception of interest, funds may not be added to this account.

Art. 23 Transitional arrangements for member associations

- 1 After the revised by-laws and these organisation regulations take effect, the member associations are obliged to adapt their own by-laws and make them compatible with those of the ETH Alumni Association.
- 2 The transition period including the implementation of the brand "ETH Zurich Alumni" and the member association name is limited to two years from the effective date of the new by-laws.

Art. 24 Effective date

These organisation regulations were adopted by the assembly of delegates on November 17, 2017 and replaces the existing member regulations of November 20, 2015. They shall take effect on January 1, 2018.

Zurich, November 22, 2017

ETH Alumni Association



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