

TERMS AND CONDITIONS

Naming

As part of SP's identity and recognition, the alumni group should be named in the following format: SP Alumni Type of Interest Group. E.g. SP Alumni Badminton Club. The alumni group should retain its approved naming under all circumstances.

Membership

The alumni group must maintain a minimum of 30 members at all times to retain active status and recognition by SA/School.

Sustainability

The alumni group is expected to have a strategy to ensure the stability and sustainability of the operations of the group.

Contribution

The alumni group must demonstrate its efforts to support SP to pave the way for a younger generation of SP graduates. Some of the ways to contribute:

- Conduct speaking engagements for our current SP students
- Mentoring our current SP students
- Lead or participate in community service projects with the current SP students
- Provide industry placements for current SP students
- Provide financial support to current SP students from humble backgrounds

Operations

The alumni group is expected to have the following key positions in their organising committee: President, Vice-President, Treasurer and Secretary. The group is expected to operate **independently** and take **ownership** of the planning and execution of all events and activities. It is also at the sole discretion of the alumni group to conduct its nomination or re-election of the group's organising committee. However, SA/School needs to be notified of the names and contact information of the re-elected organising committee.

SA/School Programmes and Events

The alumni group shall promote and support the programmes and events of SA/School when required.

Alumni Records

The alumni group shall comply strictly to the Personal Data Protection Act in safeguarding and treating all alumni data with strict confidentiality. All alumni data collected should be limited to what is necessary to facilitate the execution of activities by the group. The alumni group should put in place appropriate physical, technical and administrative procedures to minimise the risk of unauthorized access to alumni data, to maintain data accuracy and to ensure the appropriate use of information.

Risk Assessment

The alumni group shall be responsible for all safety and risk coverage in their events and activities. We advise our alumni group to conduct its risk assessment and appropriate safety briefing and measures. This is especially important in cases of high-risk activities. For more information on risk assessment and management, kindly refer to the following link:

https://www.wshc.sg/files/wshc/upload/infostop/IS2011020100649/RMCP_2012.pdf

All alumni group members should be responsible for their personal safety. Singapore Polytechnic, its servants and organisers shall not be held liable for any injury, loss or damage that the alumni member may suffer or sustain in the course of or in connection with his/her participation in the events and activities organised by the alumni group.

Fund-raising

Proper permits from relevant agencies should be obtained before any fund-raising is conducted in public.

Conflict of Interest

The alumni group shall be aware that self-dealing, which includes utilising any information that is not a matter of public records for personal pecuniary gain, is prohibited.

Management of Funds

The alumni group is to utilise and expend funds in consistent with SP's policies and procedures. SP shall not be responsible for any fund collection or disbursement by the alumni group.

Compliance with the Law

The alumni group should take into account the safety of all attendees and to comply with all Singapore non-discrimination laws and the relevant Singapore government policies. Please do note that the laws including defamation, copyright, intellectual property infringement, etc, apply to alumni groups. It is important to respect your audience and show proper consideration for others' privacy. Do not use ethnic slurs, discriminatory remarks, personal insults, obscenity, or engage in any conduct that would not be appropriate.

GROUNDS FOR REVOCATION OF AIGs

An alumni group may be revoked upon occurrence, but not limited to any of the following:

1. Taking any action detrimental to SP
2. Any unauthorized or improper use of Singapore Polytechnic's name, alumni information, logo etc.
3. Mishandling or misrepresentation of financials collected or allocated for group's purpose.

SP and SA reserves the right to amend these terms and conditions from time to time, and to suspend or terminate the alumni groups with or without further notice. The mode of notification of suspension, termination or variation shall be at SP's sole discretion. SP will be indemnified against any losses and liability caused as a result of the provision of events, services and goods by the alumni groups. The respective alumni groups are responsible for all obligations and liabilities in relation to the products or services provided to SP alumni.