



Industry-Academia Association of Semiconductors and Space

Guidelines to Open a Chapter

Part 1. Chapter Agreement and Jurisdiction

All agreements and disputes related to the chapter will be subject to the jurisdiction of Faridabad courts. This jurisdiction clause ensures that any legal matters are resolved in a consistent and fair manner, adhering to the legal framework of Faridabad.

Part 2. Basic Requirements for Establishment of Chapter

2.1 Minimum Membership

To establish a chapter, a minimum of 150 members is required. However, to initiate the process, at least 11 members must express their commitment to join the chapter wherein President, Vice-President, General Secretary, Secretary and Treasurer along with 6 members shall be there.

2.2 Activities and Events

1. First Year Requirements:

- Organize a minimum of two lectures.
- Host at least one seminar.

2. Annual Activities:

- Continue to organize a minimum of two expert lectures for the benefit of members and invites on annual basis.
- Ensure one large-scale conference is conducted once in two years.
- Host one National seminar per year.

2.3 Financial Management

2.3.1 Incomes

- All payments related to membership fees, event registration, and other chapter-related transactions will be made in favor of IAAS.
- Clear guidelines for the collection and management of funds will be provided to ensure transparency and accountability.
- Chapter wise record of income shall be maintained by chapter treasurer with clear account amount lying it to be paid to head office.

2.3.2 Expenditure

- A detailed report of all expenditures must be submitted quarterly to IAAS headquarters.
- Expenditures should align with the approved budget and financial policies of IAAS.
- Proper documentation and receipts must be maintained for all financial transactions.

2.4 Website and Online Presence

2.4.1 Website Restrictions

- The chapter is not permitted to create or maintain an independent website.
- Instead, a sub domain will be provided by IAAS, for example, chd.iaas.org.in, which will be managed by IAAS to ensure uniformity and adherence to the organization's standards.

2.4.2 Online Communication

- All online communications, including event promotions and updates, will be coordinated through the official IAAS platform and sub domain.
- Social media accounts, if any, must be approved by IAAS and should clearly state the chapter's affiliation with IAAS.

2.5 Office and Registration

2.5.1 Ideal Chapter Office

- The chapter should establish an office in the respective city to facilitate operations and provide a physical location for meetings and events.
- The office must be registered under IAAS, ensuring that all legal and administrative formalities are properly managed.

2.5.2 Local Registration

- The chapter must comply with local regulations and registration requirements.
- The office address and contact details should be prominently displayed on all official communication and the sub domain provided by IAAS.

2.6 Organizational Structure and Responsibilities

2.6.1 Chapter Leadership

- President

- Responsible for overall leadership and direction of the chapter.
- Ensures adherence to IAAS policies and guidelines.
- Represents the chapter at IAAS events and meetings.

- Vice President

- Assists the President in their duties.
- Takes charge in the absence of the President.
- Oversees the organization of events and activities.

- General Secretary

- Manages all administrative tasks.
- Maintains records of meetings, events, and membership.
- Communicates with IAAS headquarters.

- Secretary

- Assists the General Secretary in managing administrative tasks.
- Helps maintain records of meetings, events, and membership.
- Coordinates internal communication among chapter members.
- Supports the organization of chapter events and activities.

- Treasurer

- Manages the chapter's finances.
- Prepares and presents financial reports.
- Ensures transparency in financial transactions.

Committees and Subcommittees

- Form various committees to handle specific functions such as membership, events, public relations, outreach and finance.
- Each committee should have a chairperson and members who are responsible for carrying out their duties efficiently.

2.7 Chapter Activities and Engagement

2.7.1 Lecture Series

- Organize lectures on relevant topics by experts in the field.
- Ensure a diverse range of subjects to cater to the interests of all members.

2.7.2 Conferences and Seminars

- Plan and execute once in 2 years a conference on a large scale, inviting notable speakers and industry leaders.
- Host seminars on current trends and developments in the industry and academia.

2.7.3 Workshops and Training Programs

- Conduct workshops to provide hands-on training and skill development to bridge the gap of industry-academia and new development & industry trends.
- Collaborate with professionals and organizations for training sessions.

2.7.4 Networking Events

- Organize networking events to facilitate interaction among members.
- Encourage collaborations and partnerships within the industry.

2.8 Communication and Reporting

2.8.1 Regular Updates

- Provide regular updates to members through newsletters, emails, and social media.
- Keep members informed about upcoming events, changes in policies, and other relevant information.

2.9 Annual Reports

- Submit an annual report of the chapter to IAAS headquarters detailing the chapter's activities, financial status, and membership growth.
- Highlight key achievements and areas for improvement.

2.10 Feedback Mechanism

- Establish a feedback mechanism for members to provide suggestions and comments.
- Use feedback to improve the chapter's operations and member satisfaction.

2.11 Compliance and Governance

2.11.1 Adherence to IAAS Policies

- Ensure that all chapter activities comply with IAAS policies and guidelines.
- Regularly review and update policies to stay aligned with IAAS standards.

2.11.2 Ethical Conduct

- Promote ethical conduct among members and in all chapter activities.
- Address any misconduct or violations promptly and fairly.

2.11.3 Transparency and Accountability

- Maintain transparency in all operations and financial transactions.
- Hold regular meetings to discuss and review the chapter's performance and plans.

2.12 Conclusion

Establishing a chapter for industry and institute under IAAS involves a structured approach with clear guidelines and responsibilities. By adhering to these guidelines, the chapter can effectively contribute to the growth and development of the industry, provide valuable services to its members, and uphold the standards and reputation of IAAS.

Annexure-1

Additional Task to Establishing a New Chapter

- 1. Form an Initial Group:** Gather at least 11 founding members who are committed to the chapter's success.
- 2. Engage Members:** Work towards reaching a total of 150 members to fully establish the chapter.
- 3. Plan Annual Activities:** Schedule two lectures, one major conference, and one seminar for the first year.
- 4. Financial Setup:** Set up mechanisms for collecting payments in favors of IAAS and establish a system for tracking expenditures.
- 5. Create Sub-domain:** Coordinate with IAAS to set up a sub-domain (e.g., chd.iaas.org.in) for the chapter's online presence.
- 6. Establish an Office:** Identify and set up a physical office location in the chapter's city, ensuring it is registered under IAAS.
- 7. Formal Agreement:** Sign the formal agreement with IAAS, acknowledging Faridabad as the legal jurisdiction.
- 8. Promote Events:** Publicize the planned lectures, conference, and seminar to attract participation and engagement from members and the broader community.