

Layer 3:

Expression

What we do and show the world.

"Centralized identity. Decentralized execution."

DOCUMENTS IN THIS VOLUME - 3 Documents

Doc 12 AI World Cup – Rules, Format & Operations Guide

Doc 13 Social Proof & Communications Playbook

Doc 14 Chapter Application & Approval Process

Layer 3: Expression

What we do and show the world.

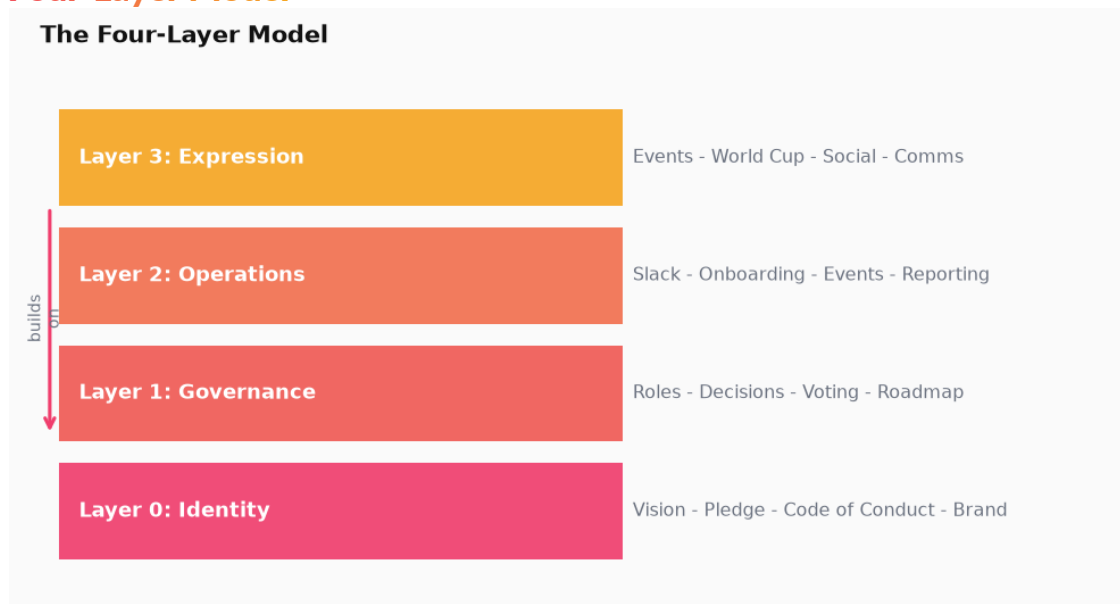
Doc 12 – AI World Cup – Rules, Format & Operations Guide

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The Four-Layer Model



Doc 12: AI World Cup - Rules, Format & Operations Guide

12.1 Event Concept and Philosophy

Why Competition?

The AI Fellowship exists to build community. So why competition?

Because competition, done right, is one of the most powerful tools for community building that exists. It creates shared stakes, common timelines, stories worth telling, and moments of genuine triumph that unite people. The ImageNet Large Scale Visual Recognition Challenge (2010–2017) drove a decade of computer vision progress because it gave researchers a common benchmark and a reason to show up. Kaggle built one of the largest data science communities on earth around structured competitions. RoboCup has inspired a generation of robotics engineers through the concrete goal of building a robot that can beat the human World Cup team by 2050.

The AI World Cup is The AI Fellowship's version of this idea – a global, chapter-anchored competition that gives the community a shared north star every year, creates chapter-to-chapter connection and friendly rivalry, surfaces the community's best work to the world, and gives members something to train for, build toward, and remember.

Why "World Cup"?

The World Cup format is deliberate. It is instantly understood globally, it implies local qualification and global final, it implies national/regional pride without nationalism, and it implies that what happens in your city matters for what happens on the global stage. It makes a local hackathon in Nairobi feel like it means something beyond Nairobi – because it does.

12.2 Competition Structure

The AI World Cup follows a three-tier structure:

`` LOCAL QUALIFIERS (Run by individual chapters) ↓ REGIONAL SEMIFINALS (Run by Central in coordination with regional chapter clusters) ↓ GLOBAL FINAL (Run by Central; hosted in a rotating city) ``

Tier 1: Local Qualifiers

- Who runs them: Individual chapters, following the standard hackathon runbook (Document 11) with AI World Cup-specific additions.
- Format: 1–2 day hackathon. Teams of 2–5 compete on the global challenge brief (issued by Central).
- Output: Each qualifying chapter sends its top 1–3 teams to the regional semifinal. (Number determined by chapter size tier – see §12.6.)

- Timeline: Qualifiers happen within a 6-week window set by Central (typically Month 3–4 of the 6-month calendar).

Tier 2: Regional Semifinals

- Who runs them: Central, in coordination with a host chapter.
- Format: 1–2 day hybrid hackathon (in-person preferred; virtual track available for chapters without travel budget).
- Regions: Initially 4 regions: Africa, Europe/Middle East, Americas, Asia-Pacific. Regions may be adjusted as the community grows.
- Output: Each regional semifinal sends its top 2–3 teams to the Global Final.

Tier 3: Global Final

- Who runs it: Central team.
 - Format: 2-day in-person event. All finalist teams are present.
 - Host city: Rotates annually. Chosen from among strong chapters based on venue availability, visa accessibility for international participants, and chapter capacity to co-host.
 - Output: Winners announced live. Results published globally. Chapter standings updated.
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12.3 Eligibility

Who Can Compete

- Any current AI Fellowship member in good standing (pledge signed, chapter active)
- Members who have joined at least 30 days before their local qualifier
- No academic or professional background required – open to all skill levels

Team Sizes

- Minimum: 2 members
- Maximum: 5 members
- Mixed-chapter teams: Allowed for regional and global stages. At local qualifier, at least 2 of 5 team members must be from the hosting chapter.

Age Rules

- Minimum age: 16 (with parental consent form on file – see Document 11 safeguarding protocol)
 - No maximum age
 - Youth category (16–21): Optional for chapters to run a dedicated youth track at the qualifier stage. Central may recognize a Youth Champion award at the global level.
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12.4 Challenge Format Options

Central selects one of the following formats for each year's competition. The format is announced when the 6-month calendar opens (Month 1).

Option A – Single Global Challenge All teams, worldwide, work on the same problem statement. Creates maximum comparability and a clear global narrative. Best for early years when the community is still establishing shared norms.

- Example: "Build an AI system that helps smallholder farmers in any country make better crop management decisions."

Option B – Category Tracks Teams self-select into a track (e.g., AI for Health, AI for Education, AI for Climate, AI for Creative Industries). Each track has its own challenge statement. Winners per track, plus an overall winner.

- Allows broader participation; harder to compare across tracks; more complex logistics.

Option C – Open-Ended with Rubric Teams propose and build any AI application. Judged purely on the rubric (see §12.5). Maximum creativity; harder to create a compelling narrative.

- Best for advanced years once the community has established strong judging culture.

Recommendation for Year 1: Option A. A single challenge creates unity and simplifies logistics. Move to Option B by Year 3 as chapter diversity increases.

12.5 Judging Criteria and Rubric

All AI World Cup judging uses this standardized rubric. Chapter qualifiers must use this rubric (weights are fixed for AI World Cup; chapters may adapt for non-qualifier hackathons).

Criterion	Description	Weight
Technical Execution	Does the system work reliably? Is the AI implementation appropriate for the problem? Is the architecture sound? Does it handle edge cases?	25%
Originality & Creativity	Is the approach novel? Does it reframe the problem in an interesting way? Does it avoid being a direct copy of an existing product or tutorial?	20%
Real-World Impact	Does it address a genuine problem? Is the impact meaningful and for whom? Is there a plausible path from prototype to deployed use?	25%
Presentation & Communication	Is the demo clear and compelling? Can the team explain what they built and why? Do they know the limits of their system?	15%
Code Quality & Reproducibility	Is the code readable and documented? Can a third party reproduce the project from the submitted materials? Is the repo well-organized?	15%

Total: 100%

Judging Panel Composition

- Minimum 3 judges per panel (always an odd number to prevent ties)
- At least 1 judge must be a practitioner with technical AI experience
- At least 1 judge should have a non-technical background (product, social impact, policy) to assess real-world impact dimension
- Judges declare conflicts of interest in writing before judging begins; conflicted judges recuse themselves from specific team evaluations

12.6 Timeline Template - 6-Month Pre-Event Calendar

Month	Activity
Month 1	Global challenge brief issued to all chapters. Registration opens for teams. Chapter Directors briefed on qualifier format.
Month 2	Chapters confirm qualifier date and venue. Team registration at chapter level. Promotional push begins. Sponsor outreach by Central.
Month 3	Local qualifier window opens. Chapters run qualifiers. Results submitted to Central within 7 days of each qualifier.
Month 4	Local qualifier window closes. Regional teams confirmed. Regional semifinal logistics finalized.
Month 5	Regional semifinals run. Global finalist teams confirmed and announced. Global Final logistics: travel support, visa letters, venue.
Month 6	Global Final. Ceremony. Winners announced. Chapter standings updated. Post-event media push.

Key Central deadlines:

- Challenge brief: Published Day 1 of Month 1 (no delays – chapters need time to plan)
- Qualifier confirmation: Chapter must confirm their qualifier date by end of Month 2
- Results submission: Within 7 days of each qualifier
- Global Final date: Fixed in the calendar 12 months in advance

12.7 Chapter's Role in Mobilizing and Hosting Qualifiers

Chapters are essential to the World Cup's success. Their responsibilities:

Mobilization:

- Promote the qualifier to all chapter members starting Month 1
- Actively form teams – don't wait for people to self-organize
- Run team formation events (workshops, meetups) in Months 1–2 to help people find co-founders

- Create chapter-level hype: leaderboards, team spotlights, countdown posts

Hosting:

- Follow Document 11 event runbook for the qualifier hackathon
- Use the standardized submission format and judging rubric (no adaptations for AI World Cup qualifiers)
- Record all submissions and scores in Central's shared tracking sheet
- Submit event report and qualifier results to Central within 7 days

Chapter size tiers and qualifying spots:

Chapter Tier	Active Members	Qualifying Spots to Regionals
Starter	< 30 members	1 team
Growing	30–99 members	2 teams
Established	100–299 members	3 teams
Major	300+ members	4 teams

12.8 Prizes and Recognition

The AI World Cup prioritizes recognition and opportunity over cash. The community is global and diverse – cash prizes create currency inequality and tax complications. Recognition travels better.

Global Final – Winning Team:

- AI World Cup Champion Trophy (physical, rotating – returned next year and re-engraved)
- Featured profile on theaifellowship.com for 1 year
- Speaking slot at next year's Global Final (sharing what they built and learned)
- Letters of recognition from The AI Fellowship (for university applications, grant applications, portfolios)
- Access to Central's partner network for mentorship and project support (e.g., intros to relevant companies or researchers)

Regional Semifinal Winners:

- Regional Champion recognition on website and social media
- 1 qualifying spot to next year's Regional Semifinal (team can reconstitute)

Local Qualifier Top Teams:

- Chapter recognition: featured on chapter social media and in #wins-and-shoutouts
- Certificate of achievement

Chapter Standing: Central maintains a rolling chapter standing that aggregates qualifier performance over time. This is a community metric – it celebrates active chapters and creates healthy inter-chapter motivation. Standings published annually.

12.9 Anti-Cheat and Integrity Rules

AI competitions require integrity norms that traditional software competitions did not. The question "what counts as fair use of AI tools?" must be answered explicitly.

What Is Permitted

- Using any publicly available AI tools, APIs, models, or libraries (OpenAI, Anthropic, Hugging Face, etc.)
- Using pre-trained models as a foundation and fine-tuning them
- Using AI coding assistants (GitHub Copilot, Cursor, etc.) – must be disclosed in submission
- Referencing publicly available datasets
- Building on open-source repositories – must be attributed and materially extended, not just repackaged

What Is Not Permitted

- Submitting work done entirely or primarily before the competition began (code freeze is at the start of the hackathon window)
- Misrepresenting the nature of the AI system ("our model" when it is entirely a third-party API call with no original contribution)
- Using proprietary data without authorization
- Submitting another team's work (any member of a disqualified team is banned from future AI World Cup participation for 2 years)
- Undisclosed use of paid AI services that create an unfair resource advantage (if a team uses significant paid compute, this must be disclosed – judges may factor this in)

Process for Integrity Complaints

1. Any team, judge, or observer may file an integrity complaint with Central during or within 7 days of an event.
 2. Central reviews the complaint with the relevant chapter Director and at least one independent judge within 48 hours.
 3. The accused team is notified and given 24 hours to respond.
 4. Decision communicated within 72 hours of the complaint. Decision is final.
 5. If disqualification occurs, the next-ranked team advances.
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12.10 How Results Build Chapter Reputation

The AI World Cup is not just a competition – it is a data source about chapter health and capability.

Chapter Standing metric is calculated from:

- Qualifier participation rate (% of members who competed)
- Qualifier advancement rate (% of teams that advanced to regionals)
- Regional and global performance of chapter teams
- Event quality score (from Central's event report review)

Standings are:

- Published annually on theaifellowship.com/chapters
- Referenced when allocating hosting rights for regional and global events
- Used by Central to identify chapters that need support vs. chapters that should be mentoring others

High-standing chapters get first consideration for hosting regional semifinals. This is a meaningful incentive – hosting a regional event is a major community and visibility opportunity.

12.11 Inspiration and Precedents

The AI World Cup draws on a strong lineage of community-building through structured competition:

ImageNet Large Scale Visual Recognition Challenge (ILSVRC) – Showed that a well-designed annual benchmark, openly available, with a clear leaderboard, could organize a field's energy and produce breakthrough results. The Fellowship is not trying to advance academic research – but the principle of "a shared challenge creates shared progress" applies directly.

Kaggle – Demonstrated that a platform for data science competition could build one of the most active technical communities in the world, with genuine skill-building and career impact for participants. The World Cup borrows Kaggle's spirit: competition as education and community, not just ego.

RoboCup – An inspiring model for long-horizon community mission. The stated goal (beat the human World Cup team by 2050) is specific enough to organize energy, ambitious enough to inspire, and long enough to sustain a multi-generational community. The AI World Cup doesn't need a 30-year goal – but it borrows RoboCup's lesson that the format itself (the "cup" structure with local qualifiers and a global final) creates pride, identity, and continuity.

Doc 13: Social Proof & Communications Playbook

13.1 Why Social Proof Matters for Community Organizations

The AI Fellowship competes for something more valuable than money: attention and trust. Every chapter event, every member win, every project launch is a story that either gets told or disappears. Untold stories make the community invisible – and invisible communities don't grow.

Social proof serves four functions for The AI Fellowship specifically:

1. **Recruitment:** A prospective member in Nairobi or Singapore deciding whether to join is heavily influenced by what they see: Are the people interesting? Is the work real? Does this community look alive? Social proof answers those questions before anyone sends them a message.
2. **Retention:** Members who see their own work or name featured feel seen. Recognition is one of the most powerful retention tools available to a volunteer community.
3. **Sponsor credibility:** Any organization considering sponsoring an event or the AI World Cup will look at the community's track record. A well-documented history of events and outcomes builds the case without a sales pitch.
4. **Mission accountability:** Posting about what the community is doing – regularly, honestly, specifically – holds the community accountable to actually doing things.

13.2 What to Capture at Every Event

This is a minimum. More is always better, as long as consent is in place.

Before the event

- [] Promotional graphic posted (at least 5 days before)
- [] "We're getting ready" story post (48 hours before): venue, speaker lineup, team forming

During the event

- [] Wide shot of the room (establishes scale, atmosphere)
- [] Close shots of participants working (energy, focus – great for Instagram)
- [] Speaker/facilitator in action (get the moment of engagement, not just the slide)
- [] Whiteboard/sticky note shots (shows the thinking process)
- [] Team formation moments (especially for hackathons)
- [] Candid conversations (two people talking, laughing – community feel)
- [] Any notable moment: first project demo, prize announcement, breakthrough
- [] Group photo (the "class photo" – always useful, always memorable)
- [] Video clips: 15–30 second clips for Instagram Reels/Stories and LinkedIn. Aim for 3–5 usable clips per event.

- [] Quote capture: When someone says something quotable, write it down immediately. These become captions.

After the event (for recap content)

- [] Testimonial photos: 1–2 participants willing to give a brief quote on camera or in writing
- [] Project demo shots: every project that was presented gets at least one photo

13.3 Photo/Video Consent Form Template

See Document 11 (§11.9) for the full consent form template, which covers both adult and minor variants.

Quick summary of workflow:

1. Form collected at check-in (all events)
2. Photographer given a "no-photo" list for anyone who did not consent
3. Scanned forms uploaded to chapter Notion within 48 hours of event
4. Any public post with identifiable individuals requires consent on file
5. If a member requests removal of a photo or video, it must be removed from all public channels within 24 hours

13.4 Central Media Library Structure

All chapter media should be contributed to the central library. This creates an asset pool that the community can draw from for website updates, sponsor reports, and global social content.

Recommended structure (Google Drive or Notion):

```

` AI Fellowship - Media Library/ — 2026/ | — [City] - [Event Name] - [Date]/ | | — photos/ | | | — raw/
(unedited originals) | | | — selected/ (curated, ready to post) | | — video/ | | — consent-forms/ (scanned PDFs)
| — [City] - [Event Name] - [Date]/ — brand-assets/ | — logos/ | — event-templates/ | — social-templates/
— best-of/ — top-photos-all-time/ — featured-member-spotlights/ `
  
```

Naming convention: [YYYY-MM-DD]_[City]_[EventType]_[##].jpg Example: 2026-03-15_Lagos_Hackathon_047.jpg

Upload responsibility: Chapter Director or designated communications lead uploads within 7 days of event. Folders that are not populated within 30 days of an event receive a prompt from Central.

13.5 Posting Cadence

The goal is consistency over frequency. A chapter that posts reliably once a week is far more effective than one that posts 10 times during an event and then goes dark.

Recommended Minimum Cadence

Channel	Frequency	Content Focus
LinkedIn	2–3x per week	Event recaps, member wins, project highlights, AI education, thought leadership. LinkedIn is the professional home – this is where sponsors, potential members, and press will look.
Instagram	3–5x per week (feed + stories)	Photos, Reels, behind-the-scenes, member spotlights. Stories daily during events. More visual, more community-feel.
Twitter/X	Daily during events; 3–5x per week otherwise	Real-time commentary, links, AI news reactions, quick quotes. The most conversational channel.

Central vs. Chapter Posting

Central posts:

- Global announcements (AI World Cup, new chapter launches, major milestones)
- Curated best-of content from chapters (with credit)
- AI education content relevant to all chapters
- Partner and sponsor-related content

Chapters post:

- Their own event recaps, photos, and member spotlights
- Local AI news and community happenings
- Chapter-specific recruitment and event promotion

Chapters use the handle @aifellowship.[city] on Instagram (or equivalent). On LinkedIn, chapters post from a chapter LinkedIn page or the Director's personal profile with the Fellowship tag. Central coordinates amplification – if a chapter post is notable, Central reposts or shares to the main account.

13.6 Content Pillars

Every piece of content should fit one of these five pillars. When in doubt, ask: which pillar does this serve?

Pillar	Description	Examples
Member Wins	Celebrating what Fellowship members are building, achieving, and learning. The community is the product – show it.	"Meet [Name], who just launched [project] after building it at our Lagos hackathon." "Congrats to [Name] on landing a role at [company]."

Pillar	Description	Examples
Project Highlights	Specific projects built in the Fellowship community. Show the work. Show what's possible.	Demo video of a hackathon project. "Here's how Team X solved [problem] in 24 hours." Code + impact story.
Event Recaps	What happened at an event. Give people who weren't there the feeling of having missed something worth attending next time.	Photo carousel + summary. Key quote from the event. "10 things we learned at our Lagos workshop."
AI Education	Short-form educational content: explainers, research highlights, tool reviews. Establishes the Fellowship as a place of learning, not just networking.	"What is retrieval-augmented generation and why does it matter?" "5 open-source AI tools every builder should know."
Behind the Scenes	How the community is built. Director stories. Volunteer appreciation. The messiness of organizing things.	"This is what setting up a hackathon looks like at 11pm." "Meet [Director Name], who's been running the [City] chapter for 2 years."

13.7 Tone of Voice Guidelines

The AI Fellowship's voice is: warm, ambitious, direct, and genuinely global.

Warm: We talk about people by name. We celebrate specifically, not generically. "Aisha's project on crop disease detection won the qualifier and is now being piloted with farmers in three states" – not "our members are doing amazing things."

Ambitious: We believe AI can be shaped for good. We don't hedge this. We are optimistic without being naive. We talk about what's possible, not just what's safe.

Direct: We don't use corporate filler. "We're excited to announce..." is not direct. "Today we're opening qualifiers for the AI World Cup" is. Short sentences. Active voice.

Genuinely global: We name cities and countries. We acknowledge that Accra and Auckland and Amsterdam are all in this together, and that the work looks different in each place. We do not default to a US/European frame.

What to avoid:

- Hollow language: "synergy," "ecosystem," "leveraging AI to unlock potential"
- Excessive exclamation marks
- Generic stock-photo captions ("Innovation is happening!")
- Posting about the Fellowship as a brand first and the people second

13.8 Story Formats

Member Spotlight Template

[First Name] [Last Name] | [City] Chapter

>

[1-2 sentences: who they are, what they do or study]

>

[2-3 sentences: what brought them to the Fellowship / what they've built or contributed here]

>

[1 sentence: what they're working on now or what's next for them]

>

Quote from the member in their own words (2-3 sentences max)

>

[Photo: headshot or action shot from an event – with consent]

[Tags: @member (if they agree), #AIFellowship, #[City]]

Event Recap Template

[Event Name] – [City] | [Date]

>

[1 sentence summary: what happened, how many people, what was the vibe]

>

[2-3 sentences: what was built / discussed / learned. Be specific. Name a project or insight.]

>

[1 sentence: what this event was for – what's it building toward?]

>

"[Best quote from the event]" – [Person's name]

>

[Optional: stat that matters – "8 teams. 26 hours. 3 projects already in development."]

>

Thanks to [Speakers / Sponsors / Volunteers] for making it happen.

>

Next up: [teaser for next event]

>

[Photo carousel: 4-6 photos in order – room shot, working shot, speaker shot, group shot, project/whiteboard shot]

Project Highlight Template

Project: [Project Name]

Team: [Names] | [City] Chapter

Built at: [Event Name, Date]

>

The problem: [1-2 sentences – what problem were they solving and for whom?]

>

What they built: [2-3 sentences – how it works, what AI technology it uses, what makes it interesting]

>

The result: [1-2 sentences – did it work? What was the outcome at the event? Is it continuing?]

>

"[Quote from a team member about the project or the experience]"

>

[Link to demo / GitHub / writeup if available]

>

[Photo or screenshot of the project in action]

Doc 14: Chapter Application & Approval Process

14.1 Who Can Apply to Start a Chapter

Starting a chapter is a significant commitment. The Fellowship is not looking for quantity – it is looking for chapters that will be genuinely active and will serve their local communities well.

Minimum Criteria

Geography:

- The proposed chapter must be in a city or region with no existing active AI Fellowship chapter within 100km (or no overlapping community, if rural/regional).
- The city should have a meaningful AI/tech community (universities, startups, research labs, or strong general tech interest) that the chapter can serve.
- There is no restriction on geography globally – chapters are welcome on every continent.

Team:

- A minimum of 2 co-founders who are both committed to the chapter (a sole founder application will be considered but a strong co-lead recommendation is made)
- At least 1 person on the founding team should have organized or co-organized at least one community event before
- Founding team members must be 18 or older

Commitment:

- Willingness to commit to a minimum of 1 event per quarter in the first year
- Willingness to submit monthly reports to Central
- Willingness to operate within The AI Fellowship's Code of Conduct and brand guidelines
- Must not be running a directly competing community under another brand simultaneously (conflict of interest)

14.2 Application Form Fields

Applications are submitted via a form on theaifellowship.com/start-a-chapter.

Section 1: The People

1. Primary Applicant: Full name, email, LinkedIn profile, city of residence
2. Co-Applicant(s): Same fields for each co-founder
3. Brief bio for each applicant: 3–4 sentences each. What do you do? What is your connection to AI?
4. What community leadership experience do you have? (events organized, communities led, volunteer roles)

Section 2: The Chapter

5. Proposed chapter city/region
6. Why this city? What makes it a good fit for an AI Fellowship chapter?
7. What does the AI community look like in your city today? (universities, companies, existing events)
8. How large is your initial network in this city? (rough estimate of people you could invite in the first 30 days)
9. Do you have any existing partnerships, venues, or sponsorships in mind?

Section 3: The Plan

10. What would your first event look like? (type, format, approximate date, expected attendance)
11. What would a typical month look like in your chapter once established?
12. What is your 12-month vision for this chapter?
13. How do you plan to sustain the chapter over time? (Are there potential local sponsors, institutional partners, or a volunteer base?)

Section 4: Commitment

14. Do all co-founders confirm they can commit to at least 1 event per quarter and monthly reporting for the first year? (Yes / No – No disqualifies)
15. Do all co-founders confirm they have read and agree to the Code of Conduct and Brand Guidelines? (Yes / No)
16. References: 1-2 people who can speak to your community leadership. Name, email, relationship.

14.3 Review Criteria and Scoring

Applications are scored by Central (Zohaib + Marina, with input from existing regional Directors where relevant).

Criterion	Weight	What We're Looking For
Team quality	30%	Real community leadership experience. Co-founder model (not solo). Evidence of follow-through, not just vision.
Local fit	25%	Is this the right city at the right time? Is there a real community to serve? Do the applicants understand their local context?
Plan quality	20%	A realistic first event plan. A believable 12-month vision. Not just ambition – specific, grounded thinking.
Commitment signals	15%	Did they attend a Fellowship event before applying? Do they know existing members? Are they already embedded?
References	10%	Quality of references – people who know their work, not just their names.

Score interpretation:

- 85-100%: Strong approve – fast-track to interview
- 70-84%: Conditional approve – interview with specific questions to address gaps
- 55-69%: Hold – applicant encouraged to re-apply after 3-6 months with specific improvements
- Below 55%: Decline – written feedback provided; re-application welcome after 6 months

14.4 Approval Process and Timeline

Step	Who	Timeline
Application received	System auto-confirmation sent	Immediate
Initial review	Central team	Within 5 business days
Reference check	Central contacts references	Within 7 days of application
Interview (video call, 45-60 min)	Central + applicants	Scheduled within 14 days of application
Decision	Central	Within 3 business days of interview
Decision communicated	Written email	Within 24 hours of decision
Onboarding begins (if approved)	Central + Director	Day 1 of approval

Total time from application to decision: Target 14-21 days.

Interview agenda:

1. Introductions (5 min)
2. Why this city, why now, why you (10 min)
3. Walk us through your first event plan (10 min)
4. How will you handle a difficult community situation? (scenario – 10 min)
5. Questions from the applicant (10 min)
6. Expectations and commitments discussion (5 min)

14.5 What a New Chapter Gets on Approval

Upon approval, the chapter receives:

Immediate (Day 1):

- Official welcome email from Zohaib
- Director Starter Kit (see Document 10, §10.4)
- Slack workspace access + chapter channels created
- Added to #directors-lounge
- Notion chapter workspace created

- Listed as "Launching Soon" on theaifellowship.com/chapters

Within First Week:

- Welcome call with Central (45-60 minutes)
- Buddy assignment: connected to an established Chapter Director in a similar context
- Brand assets and event templates
- Access to Central's resource library (venue sourcing guides, event budgeting templates, etc.)

Upon First Event Completion:

- Chapter listed as "Active" on the website
 - Chapter's first event featured in Central's social media (with photos and recap)
 - Announcement posted in #announcements: "[City] chapter is officially active! Welcome to the Fellowship."
-

14.6 What a Chapter Must Commit To

By accepting a chapter approval, the Director(s) agree to:

Activity minimums:

- At least 1 event per quarter (minimum 4 events per year) in the first 2 years
- Monthly reports submitted by the 5th of each month
- Response to Central communications within 48 hours

Brand compliance:

- Use only approved brand assets for events and communications
- Do not change the Fellowship name, logo, or mission statement in chapter communications
- Do not enter into sponsorship agreements that conflict with Central's partners (Central maintains a partner list; Directors must check before approaching sponsors)
- Do not publicly represent the Fellowship on political issues without Central approval

Community standards:

- Uphold and enforce the Code of Conduct at all chapter events and channels
- Follow the minor safeguarding protocol for any event with under-18 participants
- Report conduct incidents to Central within 24 hours

Reporting and transparency:

- Monthly activity reports
 - Event reports within 48 hours of each event
 - Annual review participation
-

14.7 Probationary Period

All new chapters operate under a 6-month probationary period from the date of their first event.

During this period:

- The chapter is listed as "New" on the website
- Central does additional check-ins (monthly call in addition to reports)
- The chapter is eligible to run events but is not eligible to host an AI World Cup qualifier in Year 1
- Central may intervene more quickly if activity is below expectations

Successful completion of probation requires:

- At least 2 events completed
- All monthly reports submitted on time
- No unresolved conduct issues
- A chapter of at least 15 members

At probation completion, Central sends a formal "Active Status" confirmation and the chapter becomes fully eligible for all Fellowship programs including AI World Cup qualifier hosting.

14.8 How a Chapter Can Be Suspended or Closed

Chapter suspension and closure follow the lifecycle framework in Document 10 (§10.8), with the following additions specific to the application/accountability context:

Grounds for Immediate Suspension (not following the Dormant → Inactive → Closed lifecycle)

- Serious Code of Conduct violation at a chapter event: Central can immediately suspend chapter operations while investigating. Chapter Slack channels set to read-only. Director informed in writing.
- Fraudulent application: If it emerges that the founding application contained materially false information, the chapter is suspended immediately and reviewed.
- Brand violation: Using The AI Fellowship name in a way that materially misrepresents the organization or brings it into disrepute.
- Failure to report a safeguarding incident: Not reporting a minor safeguarding concern is grounds for immediate suspension.

Suspension Process

1. Central notifies Director in writing with specific grounds.
2. Director has 5 business days to respond.
3. Central reviews response and makes a decision: reinstate with conditions / extend suspension / move to closure.
4. Chapter members notified of suspension with a neutral message: "This chapter is currently under review. We'll update you within [X] days."

Closure

- Closure decisions are final but can be appealed in writing within 14 days.
 - Upon closure, all chapter channels are archived, the chapter is removed from the website, and members are welcomed to remain in the global community.
 - A Director who has had a chapter closed due to conduct violations is not eligible to re-apply for a Director role at any chapter.
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Document Series Information

- Organization: The AI Fellowship (theaifellowship.com)
- Founder: Zohaib
- Strategy Lead: Marina Leivald, CTRL+HX Studio
- Document set: Operations & Expression Layer (Layer 2/3), Documents 8-14
- Version: 1.0 – June 2026
- Next review: December 2026 or upon significant community structural change

These documents are living references. As the community grows and learns, they should be updated to reflect what is actually working – not just what was planned.