

LSE Alumni Association

Key Principles for Alumni Groups and Contact Networks

1. Preamble

The purpose of the LSE's alumni relations programme is to build lifelong and mutually beneficial relationships between the School and our alumni. LSE's alumni groups and contact networks are at the heart of the School's alumni relations' strategy and programme. Their leaders and committees are international ambassadors and advocates for the School, enhancing its global reach and reputation. Alumni groups and contact networks play a vital role in enhancing the School's global alumni community by providing a forum to enable alumni to remain in contact with each other. The School currently has 49 alumni Country Groups, 6 alumni Special Interest Groups, and 22 alumni Contact Networks.

The LSE Alumni Association ("AA") was created in 2005 with the founding principle to recognise all existing alumni groups. The AA's governing body, the Executive Committee, created the Group Establishment, Recognition and Obligations ("ERO") subcommittee to be responsible for determining the operating principles of how alumni groups and contact networks would be established and recognised by the AA and setting out their rights and responsibilities. In accordance with sections 5.3.1 and 5.6.1 of the AA Constitution, the ERO subcommittee has produced this Key Principles document to provide guidance to alumni group and contact network leaders.

2. Definition

- There are two types of organizational units for alumni activity within the AA: (i) Recognised Groups and (ii) Contact Networks.
- Recognised Groups include (i) Country Groups and (ii) Special Interest Groups ("SIGs").

(i) Country Groups

- Country Groups include all alumni groups that represent a country or nation that submit a successful application to the ERO subcommittee and adhere to the obligations for Recognised Groups set out below.
 - A Country Group may have an internal chapter structure, but the Country Group (and not its chapters) is the representative, and holds the voting rights, at the biennial AA Leaders Forum.
 - Chapters and geographic sub-units of a nation or country (e.g., a city, province, state, or territory) may not be recognised as a separate Country Group.

(ii) Special Interest Groups

- SIGs include all alumni groups that represent a business sector (e.g., legal, media, or real estate), course of study (e.g., development studies), or member characteristic (e.g., gender) that have international aspirations and submit a successful application to the ERO subcommittee and adhere to the obligations for Recognised Groups set out below.
 - Special interest activity may take place within Country Groups (e.g, as a chapter of a Country Group or as a local chapter of a SIG), but the Country Group and/or SIG is the representative, and holds the voting rights, at the biennial AA Leaders Forum.

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- Special interest chapters of a Country Group and local chapters of a SIG may not be recognised as a SIG (or other Recognised Group).

(iii) Contact Networks

- Contact Networks include all alumni networks that represent a country or nation that adhere to the obligations for Contact Networks set out below.
 - Other alumni activity will, of course, take place on an *ad hoc* basis. This sporadic or private activity, however, will not result in formal recognition by the AA.

3. Establishment

- Proposals to become a Recognised Group are to be submitted to the LSE Alumni Relations office in the first instance.
 - The template for such a proposal will be produced by the LSE Alumni Relations office and the ERO subcommittee and made available on Houghton Street Online.
- All proposals will be reviewed by the ERO subcommittee. The ERO subcommittee will determine whether the proposal is complete and, if so, will grant provisional recognition to the applicant group.
- A Regional Ambassador will be appointed to mentor and work with the applicant group as it takes the necessary steps to become a Recognised Group.
- Within four months of being granted provisional recognition, the applicant group will submit a status report to the LSE Alumni Relations office outlining how the group has met (or plans to meet) the obligations for Recognised Groups. The ERO subcommittee will review the status report and within 25 working days will: (i) recommend to the Executive Committee of the AA that formal recognition be granted to the applicant group, or (ii) grant continued provisional recognition to the group.
 - If continued provisional recognition is granted, the applicant group will submit a further status report within three months of such recognition having been granted. This process will continue until the ERO subcommittee is either satisfied that formal recognition should be granted or the group withdraws its application for formal recognition.
 - The ERO subcommittee may withdraw provisional recognition from the applicant group if the subcommittee thinks that the group is unable to satisfy the obligations associated with formal recognition.
- Contact Networks may apply to the ERO subcommittee of the AA to become a Recognised group at any time by submitting a proposal to the LSE Alumni Relations office.
- In the years that the AA Leaders Forum takes place applicant groups that have received provisional recognition by 30 June may participate in the Forum, but will not have voting rights. Groups that have received formal recognition by 30 June may participate and vote at the Forum.

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4. Recognition

- All Recognised Groups have the right to vote.
- Votes will be allocated according to the number of alumni and reviewed in the years that the AA Leaders Forum takes place.
- The voting criteria for the 2011 Forum will be as follows:
 - Up to 1,000 alumni 1 vote
 - 1,001 to 2,000 alumni 2 votes
 - 2,001 alumni or more 4 votes
 - UK votes will be allocated to each SIG as per above
- Contact Networks may attend the AA Leaders Forum, but do not vote.
- All Recognised Groups are entitled to support from the LSE Alumni Relations office including:
 - a designated contact in the LSE Alumni Relations office or the LSE Foundation for advice and support on alumni and School issues;
 - inclusion in the list of alumni groups on Houghton Street Online;
 - access to the alumni database (through Houghton Street Online) for communication with alumni;
 - assistance with the creation and design of alumni group logos; and
 - the ability to promote their group and its events on the LSE AA Facebook and LinkedIn pages.
- All Recognised Groups are also entitled to support from the Group Leaders Support subcommittee and the Regional Ambassadors for informal, volunteer guidance and support on group issues.
- The Executive Committee of the AA may withdraw recognition from a Recognised Group at the recommendation of the ERO subcommittee for failing to support the objectives of the LSE and/or the LSE AA or not meeting the obligations for Recognised Groups set out below.

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5. Obligations

- All Recognised Groups and Contact Networks must support the objectives and safeguard the reputation of the LSE and the LSE AA.
- All Recognised Groups must:
 - In the case of a Country Group, be led by a resident of the relevant country.
 - Undertake at least three events per year, one of which should be:
 - In the case of a Country Group, the LSE AA would encourage this to be a pre-departure event for LSE offer holders.
 - In the case of a SIG, an annual event (e.g., AGM, dinner, or new graduates event).
 - Maintain a presence on Houghton Street Online and keep its pages updated. If a group has its own website, this obligation may be satisfied by linking through to the group's website or posting the website's URL and a contact email address for the group on Houghton Street Online.
 - Be representative and inclusive, and membership must be open to all LSE alumni that: (i) in the case of a Country Group, are resident in the relevant country and (ii) in the case of a SIG, meet the membership criteria set out by the relevant SIG.
 - Provide reasonable opportunities for new volunteers to participate in the activities of the group.
 - Submit an annual report to the ERO subcommittee of the AA (by completing the Annual Alumni Group Leaders' Survey). The Annual Alumni Group Leaders' Survey that is administered by the LSE Alumni Relations office and made available on Houghton Street Online.
 - Respond to all reasonable requests for information from the Executive Committee of the AA.
 - Sign a copy of the LSE's Data Confidentiality Agreement (which must be updated every time a new leader takes over a Recognised Group).
- All Contact Networks must:
 - Undertake at least one event per year.
 - Maintain a presence on Houghton Street Online. If the Contact Network has its own website, this obligation may be satisfied by linking through to the Contact Network's website or posting the website's URL and a contact email address for the Contact Network on Houghton Street Online.
 - Respond to all reasonable requests for information from the Executive Committee of the AA.