



The London School of Economics and Political Science

**Alumni Association
Constitution**

1. Preamble:

- 1.1. In order to promote a beneficial relationship between the School, its alumni and other members of the academic and the professional world and the society in general, The Council of The London School of Economics and Political Science has agreed to create the London School of Economics Alumni Association.
- 1.2. The School and alumni have, in the past, implemented different structures “to enable past students to continue, at any rate in some measure, their collegiate life and to serve as a link between past and present student, and between past students of different generations” (*LSE Archives*).
- 1.3. The first Alumni Association was founded on 6th June 1921 and was called the “Old Students Association”. Annual Subscription was 5 shillings, but “Life Subscription of 2 pounds 12 shillings and 6 d was strongly recommended” (*LSE Archives*).
- 1.4. In the 1970s the School formed the London School of Economics Society, and in the 1990s, the LSE Club. These are now defunct.
- 1.5. With the financial support of the School and the support of the Office of Development and Alumni Relations (ODAR) of the School, the activities of the Alumni Association will be pursued within the precepts of the Articles of this Constitution.

2. Name:

- 2.1. The Name of the Association shall be the 'London School of Economics and Political Science Alumni Association', hereinafter referred to as the 'LSE Alumni Association.' or the 'Association'.
- 2.2. The 'London School of Economics and Political Science' shall hereinafter be referred to as the 'School' or 'LSE.'

3. Definitions:

- 3.1. An alumnus/a is a former student of the LSE as defined in the LSE General Academic Regulations and who has completed at least one continuous term of a course of study.
- 3.2. A student is defined as an individual who has registered on a course of Higher Education at the School. Therefore External Degree holders, Summer School, Language Course, Occasional students etc. are not counted as alumni as they do not register as students at the School.
- 3.3. An unaffiliated alumnus/na is a graduate of the School who has had little or no contact with the School, nor is part of an alumni group.

4. Objectives:

- 4.1. The objectives of the Association, shall be (but not limited to):
 - 4.1.1. To promote a beneficial relationship for academic, professional and social reasons, between the School, its alumni and other key stakeholders.
 - 4.1.2. To strengthen and support the effectiveness, membership and activities of the recognized alumni groups and promote their activity for the benefit of the School and its wider objectives.
 - 4.1.3. To promote and strengthen the relationship between the School, LSE alumni and friends, for the benefit of the School and its wider objectives.
 - 4.1.4. To promote the School's presence nationally and internationally to key stakeholders for the benefit of the Association, the School and the wider community and to promote and protect the academic reputation of the School.
 - 4.1.5. To represent the views of alumni and to assist and advise the School in a number of key activities including student recruitment and career development.
 - 4.1.6. To promote, encourage and assist in effective communications between the School, alumni groups and individual alumni.

4.1.7. To work in partnership with the Alumni Relations team to promote the objectives of the Association and those of the School.

4.2. The Association must provide an annual report to the School's Council (through the Association Chair) and regularly feedback into ODAR.

5. Membership:

5.1. The LSE Alumni Association shall have three types of members:

5.1.1. Individual members.

5.1.2. Group members.

5.1.3. Honorary members.

5.2. Individual members:

5.2.1. Individual membership shall be automatic to every alumna and alumnus of the School.

5.3. Alumni Group members:

5.3.1. All recognized LSE alumni groups (as recognized by the Executive Committee) shall be members of the Association. For an alumni group to be recognized it must comply with the rules and Constitution of the Association (as written in this Constitution and published in the alumni leaders' handbook).

5.3.2. The alumni groups shall promote the objectives of the Association.

5.4. Honorary members:

5.4.1. Holders of an Honorary LSE degree.

5.4.2. Retired staff of the School, will be granted honorary membership subject to formal approval by the Alumni Group Establishment, Recognition and Obligations Sub-Committee. A retired member of staff of the School is defined as an individual who has been directly employed by the School to work full-time at the School for at least one continuous term.

5.4.3. Any member of the alumni community may recommend to the Alumni Association Executive Committee individuals that have continually supported the School, its aims and activities, to be named Honorary members of the Association.

5.5. Rights of Membership:

5.5.1. Membership of the Association shall be free of any fee or charge. However, recognised alumni groups are entitled to request fees from members within their group's country or area of interest.

5.5.2. The members of the Association will be entitled to:

a) Participate in the different alumni groups around the world.

b) Participate in the Alumni Association Forum, and be elected to any of its Committees and to the Executive Committee.

c) Participate in all academic and social activities organized by the Association.

5.6. Breach of duties:

5.6.1. In case of infringement of the rules of this Constitution and due to other grounds, as decided by the Chair of the Alumni Group Establishment, Recognition and Obligations Subcommittee, the Executive Committee, by a $\frac{3}{4}$ (75%) majority may consider any breach of the integrity, objectives and principles of the School, and may expel any individual, group or honorary member of the Association.

6. Bodies of the Association:

6.1. The bodies of the Association shall be:

6.1.1. The Alumni Association Forum.

6.1.2. The Executive Committee.

6.1.3. The Sub-Committees.

6.1.4. Ad Hoc Committees as and when deemed necessary by the Executive Committee

6.2. The Alumni Association Forum:

6.2.1. The Alumni Association Forum (hereinafter referred to as the 'Forum') shall be the governing body of the Association.

6.2.2. The Forum shall:

a) Seek to strengthen the quality and quantity of alumni connections with the School.

- b) Promote, strengthen and support the role of recognized alumni groups and promote activity between them.
 - c) Undertake a programme of events and activities to complement the School's Alumni Relations programme and to enhance the reputation of the School and the alumni body.
 - d) Seek to advance, support and promote the Alumni Relations programme.
 - e) Advise the School on matters relating to the Alumni Relations Programme and other areas of School policy through the officers of the Executive Committee.
- 6.2.3. The Forum shall consist of:
- a) Officers of the Executive Committee.
 - b) Recognised representatives of the recognised alumni groups.
 - c) Four members representing unaffiliated alumni.
 - d) Any other delegates invited by the Executive Committee, ODAR or the School via the Director's Management Team (DMT).
- 6.2.4. The composition of the Forum shall reflect the diversity of the alumni body, the groups and its committees.
- 6.2.5. The Forum shall meet biennially at a venue and time decided by the Executive Committee in conjunction with ODAR.
- 6.2.6. The decision making process for the Forum will be decided upon and communicated in advance of the Forum itself.
- 6.3. The Executive Committee
- 6.3.1. The Executive Committee shall comprise members who shall be:
- (a) The Chair.
 - (b) Two Vice Chairs.
 - (c) The Chairs of the Sub-Committees.
 - (d) The Director of ODAR and the Head of Alumni Relations, ex-officio.
- 6.4. The Executive Committee shall:
- 6.4.1. Represent to the School the views of the Alumni Association and the alumni body.
- 6.4.2. Ensure that there is an up-to-date plan to promote the objectives of the Association as laid out in article 4 of the Constitution.
- 6.4.3. Work in partnership with the Alumni Relations team to organize the biennial Forum.
- 6.4.4. Define the roles, parameters and functions of the Sub-Committees and initiate, monitor and encourage their activity to meet the objectives of the Association.
- 6.4.5. Prepare a biennial budget to be submitted to the Forum for approval and presented through ODAR for approval by the School's Council.
- 6.4.6. Support and promote the membership, work and activities of the alumni groups.
- 6.4.7. Make proposals and recommendations to the Forum on the governance of the Association and amendments to the Constitution and its appendices to include job descriptions of Officers, terms of office and role and function of Sub-Committees.
- 6.4.8. Meet in person or through technological means such as telephone or video conference, at least three times a year.
- 6.4.9. The Executive Committee may call an extraordinary meeting of the Forum if required. Notice of such summon must be given 90 days in advance of the date of such a meeting.
- 6.4.10. If the Chair of any Subcommittee resigns or is removed during their term of office, the Vice Chair will take up the Chair of the Subcommittee and join the Executive Committee for the remainder of the term.
- 6.5. The Association Committees:
- 6.5.1. There shall be two types of committees:
- (a) Sub-Committees
 - (b) Ad Hoc Committees
- 6.5.2. The Sub-Committees are currently:
- (a) Alumni Group and Leader Support
 - (b) Alumni Group Recognition, Establishment and Obligations
 - (c) Communications and Activities
 - (d) Alumni Lifelong Contact
 - (e) Mentoring
 - (f) LSE Internal Ambassadors
- 6.5.3. The Ad Hoc Committees will be:
- (a) Constitutional Committee
 - (b) Nominations Committee
 - (c) Forum Planning Committee

- 6.5.4. Other Sub-Committees and Ad Hoc Committees may be developed over time with approval of the Executive Committee.
 - 6.5.5. The Sub-Committees shall:
 - (a) Promote the objectives of the Association and the School.
 - (b) Initiate and carry out activity to promote their interest area.
 - (c) Advise the Association on policy related to their interest area.
 - 6.5.6. The Ad Hoc Committees may be set up from time to time to deal with a specific issue with the approval of the Executive Committee.
 - 6.5.7. The Nominations Committee and Forum Planning Committee will be appointed by the Executive Committee each second year, in January of the year in which the Forum will take place.
 - 6.5.8. The Constitution Committee shall convene as and when requested by the Executive Committee.
- 6.6. Membership of the Association Committees:
- 6.6.1. Membership of the Association Committees shall be appointed by the Forum, based on the recommendations of the Nominations Committee.
 - 6.6.2. Each Chair of the Association Committees shall be appointed by Forum, based on the recommendations of the Nominations Committee.
- 6.7. Nominations Committee
- 6.7.1. In January of the year in which the Forum shall meet, the Nominations Committee will invite all recognised groups and leaders to propose individuals to be considered for appointment to the different Association Committees.
 - 6.7.2. In August of the same year, the Nominations Committee shall meet and select the names of the individuals that will be recommended to the Forum for appointment.
 - 6.7.3. It is the intention of the Association that the Executive Committee represents the global and diverse constituency that constitutes the School and the alumni body as a whole.
 - 6.7.4. The Nominations Committee will be constituted in advance of each Forum by the Executive Committee and ODAR.
- 6.8. Membership of all Association Committees will be on a voluntary basis.
- 6.9. Any members of any Association Committee may be removed by the Executive Committee by a $\frac{3}{4}$ (75%) majority, for any breach of the integrity, objectives and principles of the School.
- 6.10. The Officers and members of the Association Committees are accountable to the Forum and must report to the Forum every two years.

7. Funding and Budget:

- 7.1. The activities of the Association will be funded by the budget assigned for these purposes by the School. The budget holder for the Association is the Director of the Office of Development and Alumni Relations who will supervise the Association budget and remain responsible for the management and auditing of Association expenditure in line with the School's financial policies.
- 7.2. External financial sponsorship for the Association must be approved by ODAR in line with School policy in these matters.
- 7.3. The Executive Committee shall, every two years, present to the Forum a proposal of expenditure for the Association for the subsequent two years.
- 7.4. The budget will be then presented to the School's Council for approval.
- 7.5. The disbursement of this budget has to be consistent with the aims and objectives of the Association and in line with School policy.
- 7.6. A financial report of the preceding two years of the Association's activities shall be presented at the biennial Forum.

8. Terms of the Constitution:

- 8.1 The provisions of this Constitution may be amended, repealed or added to by resolution of the Forum carried by a $\frac{3}{4}$ (75%) majority of the members present and in accordance with the communicated decision making process.
- 8.1.1 Notice of any proposed alteration shall be given at the same time as notice of the Forum
 - 8.1.2. No alterations of the Constitution of the Association shall be effective without the consent of the School's Council.

This Constitution has been approved by Council and confirmed by the Alumni Association Leadership Forum on 23 September 2011.