



**The London School of Economics and Political Science**

**Alumni Association  
Byelaws**

**1. Preamble:**

- 1.1. These Byelaws are made to facilitate the efficient and effective operation of the London School of Economics and Political Science Alumni Association (**Alumni Association**).
- 1.2. Where there is a conflict between these Byelaws and the Alumni Association Constitution (**Constitution**) the Constitution have precedence.

**2. Definitions:**

- 2.1. Definitions used in the Constitution apply to these Byelaws.
- 2.2. **“Alumni Association Region”** means each of the regions agreed from time to time by the Executive Committee and Alumni Relations for the purposes of these Byelaws.
- 2.3. **“Alumni Relations”** means that department, group or team within the School responsible for the School’s alumni relations programme.
- 2.4. **“Conduct subcommittee”** is the committee described in Section 9.
- 2.5. **“Nominations Committee”** is the committee described in Section 6.
- 2.6. **“Recognition subcommittee”** is the committee described in Section 8.
- 2.7. **“Recognized Groups”, “Special Interest Groups”, “Country Groups”, “Contact Networks”** and **“Regional Groups”** are all defined in Section 7.

**3. Objectives:**

- 3.1. The objectives of the Association are set out in Article 4 of the Constitution

**4. Rights of Membership:**

- 4.1 The Individual and Honorary members of the Alumni Association will subject to Section 9 (Recognized Group Derecognition) be entitled to:
  - a) Participate in the Recognized Groups around the world in accordance with the rules of the particular Recognized Group.
  - b) Participate in academic and social activities organized by the Alumni Association subject to any restrictions applying to the event
  - c) Stand for election to the Executive Committee and to any other Alumni Association post.

**5. The Executive Committee:**

- 5.1. The Executive Committee has delegated power to act on behalf of and to be responsible for the management of the Alumni Association’s business.
- 5.2. The activities of the Alumni Association and of the Executive Committee are subject to the provisions of the Constitution and of these Byelaws.
- 5.3. The Alumni Association and the Executive Committee are accountable to the Alumni community and should therefore strive to be transparent in the conduct of Alumni Association business.
- 5.4. *The Executive Committee - appointment*
  - 5.4.1. Elected EC Alumni shall be appointed following recommendation by the Nominations Committee, and subject to approval by the Alumni Group Electoral College. Provided that casual vacancies may be filled following appointment by the Executive Committee.
  - 5.4.2. The Executive Committee shall serve a term of 3 years; Each 3-year term will start on a date that is within one month of the start of the School’s academic year.
  - 5.4.3. Subject to Sections 5.4.4 and 5.4.5, Elected EC Alumni shall serve a maximum of 6 years in any one post.
  - 5.4.4. A casual vacancy appointment where a period of 2 years or less is left to run in the 3-year term shall not count towards the maximum of 6 years in Section 5.4.3.

5.4.5. For the purposes of calculating the maximum in Section 5.4.3 where a person has held a post prior to the 2017/2018 academic year, the period served (rounded up or down to the nearest year) if not a multiple of 3 shall be rounded down to the nearest multiple of 3 (or to zero in the case of a period of less than 3 years).

5.5. *The Executive Committee – composition*

5.5.1. The Executive Committee shall comprise the following members:

- (a) Chair
- (b) Vice Chair
- (c) Chair of the Regional Liaison subcommittee
- (d) Vice Chair of the Regional Liaison subcommittee
- (e) Between 6 and 8 further elected members.
- (f) ex-officio members from the School provided that the number of ex-officio members shall not exceed one quarter of the total Executive Committee membership from time to time.

5.6. *The Executive Committee - duties:*

- 5.6.1. Represent to the School the views of the Alumni Association and the Alumni community.
- 5.6.2. Promote the objectives of the Alumni Association
- 5.6.3. Work in partnership with Alumni Relations.
- 5.6.4. Define the roles, parameters and functions of the committees and working groups to whom functions may be delegated and initiate, monitor and encourage their activity to meet the objectives of the Alumni Association.
- 5.6.5. Support and promote the membership, work and activities of the Recognized Groups.
- 5.6.6. Make proposals and recommendations on amendments to the Constitution.
- 5.6.7. Keep these Byelaws up to date.
- 5.6.8. Meet in person or through technological means such as telephone or videoconference, at least six times a year and aim to have at least one of those meetings as an in person meeting on the School's campus.
- 5.6.9. Fill vacancies on the Executive Committee. The Executive Committee should seek to fill any Elected EC Alumni post vacancy from the most recent list of applicants for Elected EC Alumni positions.

5.7. *The Executive Committee – powers and exercise of powers:*

- 5.7.1. The Executive Committee may delegate any of the powers conferred on them by these Byelaws to such committee, working group or individual and on such terms and conditions as the Executive Committee sees fit.
- 5.7.2. Subject to Section 17 (Amendments to the Byelaws) the Executive Committee has the power to make, repeal and amend these Byelaws and any other Alumni Association policies or rules as it may from time to time consider in the best interests of the Alumni Association.

5.8. *The Executive Committee – volunteers:*

- 5.8.1. Save for ex-officio members, membership of the Executive Committee and any committee or person taking on a function delegated by the Executive Committee will be on a voluntary basis.

5.9. *The Executive Committee – removal of members:*

- 5.9.1. A member of the Executive Committee may be removed by the Executive Committee by a three-quarters (75%) majority, for any breach of the integrity, objectives and principles of the School or the Alumni Association.

## 6. Nominations Committee

6.1. *Convening the Nominations Committee*

- 6.1.1. The Nominations Committee shall be convened in, or prior to, May of the year in which a 3-year term of the Executive Committee commences.

6.2. *Composition of the Nominations Committee*

- 6.2.1. The Nominations Committee shall be composed of an equal number of representatives from the Executive Committee and the School, including:

- The Chair of the Executive Committee;
- Elected EC Alumni who are not seeking reappointment;

- The Director of Advancement;
- The Deputy Director of Advancement, Constituency Relations; and
- The Head of Alumni Relations.

6.2.2 In order to ensure an equal number of representatives from the Elected EC Alumni and the School, the following individuals may also serve on the Nominations Committee, if necessary:

- The Vice-Chair of the Executive Committee;
- Alumni Relation's International Alumni Executives; and
- Other relevant representatives of the School.

6.2.3 The Chair of the Executive Committee shall serve as Chair of the Nominations Committee.

6.2.4 In the event the Chair of the Executive Committee has re-applied for an additional term, he or she shall not take part in the Nominations Committee's discussion regarding the applications for the Chair.

6.2.5 In the event the Chair of the Executive Committee has re-applied for an additional term and he or she is not recommended for re-appointment by the Nominations Committee, he or she shall continue as a member of the Nominations Committee, but the Director of Advancement or the Deputy Director of Advancement, Constituency Relations, shall serve as the Chair of the Nominations Committee.

### 6.3 *Elected EC Alumni - Appointment and voting*

6.3.1 The Nominations Committee shall be responsible for preparing a list of recommended candidates to serve as the Elected EC Alumni.

6.3.2 The Executive Committee shall specify the number of Elected EC Alumni posts and any specific subcommittee or working group for which members for the next term are to be appointed.

6.3.3 The School shall in collaboration with the Executive Committee, invite all interested individuals to submit applications for the Elected EC Alumni posts and for subcommittees and working groups (see Section 15 – Subcommittees and working groups). The Nominations Committee shall in particular communicate with Recognized Group leaders and encourage them to identify individuals who may be interested in submitting applications.

6.3.4 The Nominations Committee shall meet no later than in June of the year in which the current 3-year term ends to consider all submitted applications for the Elected EC Alumni posts and produce a list of candidates for recommendation to Recognized Groups.

6.3.5 In carrying out its mandate, the Nominations Committee shall first determine their recommended candidate to serve as Chair of the Executive Committee and then consider their recommended candidates for the remaining positions on the Executive Committee.

6.3.6 Once the Nominations Committee has produced the list of candidates, the Head of Alumni Relations shall, on behalf of the Nominations Committee, inform each candidate and ensure that he or she wishes to have his or her name proposed to the Alumni Group Electoral College for consideration. In the event a candidate does not wish to have his or her name proposed or otherwise withdraws his or her candidacy in advance of the start of the voting period, the Nominations Committee shall propose an alternate candidate.

6.3.7 In the event a candidate withdraws his or her candidacy following the start of the voting period, the appointment shall be made by the Executive Committee in accordance with Section 5.6.9.

6.3.8 Recognized Groups shall be given at least 4 weeks in which to send their votes to the Executive Committee. Voting shall be "for", "abstain" or "against" the slate of Nominations Committee recommended candidates.

### 6.4 *Guiding Principles*

6.4.1 In carrying out its mandate, the Nominations Committee shall:

- Consider the duties of the Executive Committee, as set out in Section 5.6 .
- Consider a prospective candidate's commitment and ability to carry out the relevant role and, in this regard, be guided by the role descriptions adopted by the Executive Committee.
- Recognize the profile of the School's Alumni base and, in this regard, give attention to geographic representation, age, gender, ethnicity, degree programme, and other factors that may be relevant.
- Seek input from the members of the Executive Committee, Regional Liaison subcommittee members, and the Recognized Group leaders by requesting comments on submitted applications, as appropriate.
- Seek to strike a balance between Country Groups and Special Interest Groups, large groups and small groups, and experienced and new Alumni volunteers.

Produce a list of balanced and mixed candidates who will support the roles and functions of the Alumni Association and who will ensure that the Alumni Association is successful in its efforts to support the School's strategic aims and objectives.

## **7. Groups – General**

### *7.1 Background*

7.1.1 A key part of LSE Alumni Relations' goal is to build strong, lifelong and mutually beneficial relationships between the School and the alumni community. LSE's volunteer-led alumni groups and contact networks are at the heart of and play a vital role in achieving this goal. Their leaders and committees are international ambassadors and advocates for the School, enhancing its global reach and reputation. Alumni groups and contact networks enhance the School's global alumni community and provide opportunities for alumni in a particular area (geographical or otherwise) to engage with the School and to remain connected with each other.

7.1.2 The Alumni Association was created in 2005 with the founding principle to recognise all existing alumni groups. The Executive Committee agreed Key Guidelines for Alumni Groups and Contact Networks and delegated to the Group Establishment, Recognition and Obligations subcommittee responsibility for ensuring the day to day operation of the Key Guidelines and for advising and recommending to the Executive Committee ways in which the Key Guidelines should over time be enhanced.

### *7.2 Definitions*

7.2.1 There are two types of organizational units for Alumni activity within the Alumni Association: (i) Recognized Groups and (ii) Contact Networks.

7.2.2 Recognized Groups comprise (i) Country Groups and (ii) Special Interest Groups.

7.2.3 Country Groups and Contact Networks are together referred to as Regional Groups.

### *7.3 Country Groups*

7.3.1 Country Groups include all alumni groups that represent a country or nation, or in exceptional circumstances that represent a city or region within a country that submit a successful application to the Recognition subcommittee and adhere to the obligations for Recognized Groups set out below.

7.3.2 A Country Group may have an internal chapter structure, but the Country Group (and not its chapters) is the representative, and holds the Recognized Group's voting rights.

7.3.3 Chapters and geographic sub-units of a nation or country (e.g., a city, province, state, or territory) may not, subject to 7.3.4 below, be recognized as a separate Country Group. The aim is for the recognized unit in each case to be a nation or country unit.

7.3.4 In exceptional circumstances the Recognition subcommittee, with the prior approval of the Executive Committee, may consider and grant applications from groups not conforming with Section 7.3.3.

#### *7.4 Special Interest Groups*

7.4.1 Special Interest Groups 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 Recognition subcommittee and adhere to the obligations for Recognized Groups set out below.

7.4.2 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 Special Interest Group), but the Country Group and/or Special Interest Group is the representative, and holds the Recognized Group votes.

7.4.3 Special interest chapters of a Country Group and local chapters of a Special Interest Group may not be separately recognized as a Special Interest Group (or other Recognized Group).

#### *7.5 Contact Networks*

7.5.1 Contact Networks include all alumni networks that represent a country or nation that adhere to the obligations for Contact Networks set out below.

7.5.2 Other alumni group activity will, of course, take place. This sporadic or private activity, however, will not result in formal recognition by the Alumni Association

### **8. Groups – Recognition**

8.1 Contact Networks and other groups may apply to the Executive Committee to become a Recognized Group at any time by submitting a proposal to Alumni Relations office and to the Executive Committee or to such subcommittee as the Executive Committee shall nominate for this purpose (the “**Recognition subcommittee**”). Historically the Group Establishment, Recognition and Obligations subcommittee has been the Recognition subcommittee.

8.2 The template for such a proposal is to be kept up to date by Alumni Relations and the Recognition subcommittee and made available on the LSE Alumni website.

8.3 All proposals will be reviewed by the Recognition subcommittee. The Recognition subcommittee will determine whether the proposal is complete and, if so, will grant provisional recognition to the applicant group.

8.4 In addition to a dedicated Alumni Relations member of staff, the Executive Committee following the recommendation of the Recognition subcommittee will appoint a mentor to work with the applicant group as it takes the necessary steps to become a Recognized Group.

8.5 Within four months of being granted provisional recognition, the applicant group will submit a status report to the Recognition subcommittee and Alumni Relations outlining how the group has met (or plans to meet) the obligations for Recognized Groups. The Recognition subcommittee will review the status report and within 25 working days will: (i) recommend to the Executive Committee that formal recognition be granted to the applicant group, or (ii) grant continued provisional recognition to the group.

8.6 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 Recognition subcommittee is either satisfied that formal recognition should be granted or the group withdraws its application for formal recognition.

8.7 The Recognition 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.

## 9. Groups - Derecognition

9.1 Derecognition of a Recognized Group for good cause pursuant to Article 5.3 of the Constitution shall be achieved by a three-quarters majority vote of the Executive Committee following a report and recommendation by the committee appointed by the Executive Committee for the purposes of considering derecognition under this Section 9 and barring under Section 13 (the “**Conduct subcommittee**”). Historically the Group Establishment, Recognition and Obligations subcommittee has been the Conduct subcommittee.

9.2 Any person wishing to cause such a derecognition vote to be taken shall submit a written request for derecognition to the Conduct subcommittee specifically laying out the case for derecognition. If the request is not made by the School, then that request shall include a statement as to the School’s position on the request.

9.3 The Conduct subcommittee will consider the written request and seek a written reply from the subject Recognized Group.

9.4 The Conduct subcommittee will solicit written submissions from the School and from any other interested parties wishing to be heard. The Conduct subcommittee may also, at its discretion, request that interested parties make oral submissions to the subcommittee.

9.5 After considering these submissions, the Conduct subcommittee will report its findings to the Executive Committee and make its recommendation for or against derecognition.

9.6 The Conduct subcommittee’s recommendation must be made with three-quarters majority support.

9.7 Following the Conduct subcommittee’s report and recommendation, the Executive Committee may, in its discretion, solicit additional submissions, either written or oral, from interested parties before voting on the matter.

9.8 Having voted in favour of derecognition the Executive Committee shall in its discretion decide on the best way to communicate and give effect to the decision, having regard in particular to underlying reasons for the derecognition request.

## 10. Groups – Rights

10.1 All Recognized Groups have the right to vote. Votes will be allocated according to the Electoral College rules set out in Section 16 (Alumni Group Electoral College).

10.2 Representatives from Recognized Groups are entitled to attend the Alumni Leadership Forum in accordance with the Alumni Leadership Forum guidelines.

10.3 Contact Network representatives may, subject to the Alumni Leadership Forum guidelines, attend the Alumni Leadership Forum, but do not have the right to vote at the Alumni Group Electoral College.

10.4 All Recognized Groups are supported by Alumni Relations including:

- having a designated Alumni Relations contact (or School contact identified by Alumni Relations) for advice and support on alumni and School issues;
- inclusion in the list of alumni groups on LSE Alumni website;

- group leaders (or a designated publicity or communications officer) are granted permission to use the LSE Alumni website's email marketing tool to contact all Alumni in a Country or Special Interest Group;
- guidelines on and assistance with the use, creation and design of alumni group logos;
- the ability to promote their group and its events on the LSE Alumni Association Facebook and LinkedIn pages; and
- Alumni Relations will assist a group in publicising all the group's events.

10.5 All Recognized Groups are also entitled to support from their designated Regional Liaison subcommittee member for informal, volunteer guidance and support on group issues.

## **11. Groups – Obligations**

11.1 All Recognized Groups and Contact Networks must:

11.1.1 support the objectives and safeguard the reputation of the LSE and the Alumni Association.;

11.1.2 be led by one or more Alumni living in the relevant country;

11.1.3 undertake in the case of Recognized Groups at least three events per year, one of which should be:

- In the case of a Country Group, this to be a pre- departure event for LSE offer holders.
- In the case of a Special Interest Group, an annual event (e.g., AGM, dinner, or new graduates event);

11.1.4 undertake in the case of a Contact Network at least one event per year;

11.1.5 maintain a presence on the LSE Alumni website 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 and posting the website's URL and a contact email address for the group on the LSE Alumni website;

11.1.6 be representative and inclusive, and membership/activities must be open to all LSE alumni that: (i) in the case of a Country Group or Contact Network, are citizens of or living in the relevant country or are travelling through and (ii) in the case of a Special Interest Group, meet the membership criteria set out by the relevant Special Interest Group;

11.1.7 provide reasonable opportunities for new volunteers to participate in the activities of the group and regularly consider leadership succession;

11.1.8 submit an annual report to the Executive Committee (by completing the Annual Alumni Group Leaders' Survey). The Annual Alumni Group Leaders' Survey is administered by Alumni Relations and made available on the LSE Alumni website;

11.1.9 respond to all reasonable requests for information from the Executive Committee and the School;

11.1.10 sign a copy of the LSE's Data Confidentiality Agreement and ensure that the group adheres to the UK Data Protection Act, regardless of where the group is based. Alumni Relations will provide advice on what this entails; and

11.1.11 assist Alumni Relations in keeping the School's records on alumni up-to-date; this includes using and updating the School's database.

## **12. Groups - finances**

12.1 The School bears no responsibility for the financing or finances of alumni groups. The School recommends that groups do not levy member fees but that decision is ultimately a matter for each group.

12.2 The School's insurance policy does not cover group activities, officers or members of the group.

12.3 The School cannot advise alumni groups in relation to insurance needs, but groups are encouraged to seek independent advice as to whether insurance would be beneficial for their activities.

12.4 LSE Advancement is the main source of fundraising for the School. Groups are encouraged to promote the LSE Annual Fund to group members should they wish to support the School's fundraising efforts.

12.5 Groups should not fundraise for the School but if a group is considering fundraising they should in advance contact Alumni Relations.

12.6 There may be legal or financial benefits to a group registering as a legal entity in some jurisdictions. If a group wishes to do so, it should consult in advance with Alumni Relations.

### **13. Barring from Leadership position**

13.1 Subject to the group obligations set out in Section 11 and the right to bar in Section 13.2 each group may determine the nature and size of its leadership team.

13.2 An Alumni leader may, for good cause, be required to stand down from and/or not be eligible to take up a leadership position in a Recognized Group, a Contact Network, the Executive Committee or any other Alumni Association leadership role ('**Barring**').

13.3 Barring pursuant to Section 13.2 shall be achieved by a three-quarters (75%) majority vote of the Executive Committee following a report and recommendation by the Conduct subcommittee.

13.4 Any person wishing to cause such a Barring vote to be taken shall submit a written request for Barring to the Conduct subcommittee specifically laying out the case for and extent of the Barring. If the request is not made by the School, that request shall include a statement as to the School's position on the request.

13.5 The Conduct subcommittee will consider the written request and seek a written reply from the individual concerned.

13.6 The Conduct subcommittee will also solicit written submissions from the School and from any other interested parties wishing to be heard. The Conduct subcommittee may also, at its discretion, request that interested parties make oral submissions to the Conduct subcommittee.

13.7 After considering these submissions, the Conduct subcommittee will report its findings to the Executive Committee and make its recommendation for or against Barring and if for, its recommendations as to the extent of the Barring.

13.8 The Conduct subcommittee's recommendation must be made with three-quarters majority support.

13.9 Following the Conduct subcommittee's report and recommendation, the Executive Committee may, in its discretion, solicit additional submissions, either written or oral, from interested parties before voting on the matter.

13.10 Having voted in favour of Barring the Executive Committee shall in its discretion decide on the best way to communicate and give effect to the decision, having regard in particular to underlying reasons for the Barring request.

### **14. Alumni Leadership Forum**



- 14.1.1. The Alumni Leadership Forum is jointly organized by the School and the Alumni Association. The Alumni Leadership Forum brings together alumni volunteer leaders from around the world for an on-campus programme of networking as well as knowledge and best practice exchange and discussion.
- 14.1.2. The Alumni Leadership Forum is further intended to:
- a) Seek to strengthen the quality and quantity of connections between Alumni volunteer and the School
  - b) Promote, strengthen and support Recognized Groups and promote activity between them.
  - c) Seek to advance, support and promote the partnership between the Alumni Association and Alumni Relations.
  - d) Act as a sounding board for and provider of suggestions and feedback to the Executive Committee and the School on matters identified by the Executive Committee.
- 14.1.3. The Alumni Leadership Forum shall be held biennially at a venue and time decided by the Executive Committee in conjunction with the School.
- 14.1.4. The composition of Alumni Leadership Forum delegates shall reflect the diversity of the School's alumni community, Regional Groups and Special Interest Groups and Alumni Association's committees.
- 14.1.5. Alumni Leadership Forum delegates shall consist of:
- a) Outgoing and incoming officers of the Executive Committee and other Alumni Association subcommittees and working groups.
  - b) Representatives of the Recognized Groups.
  - c) Volunteer Award Recipients.
  - a) Representatives of the School's academic departments and professional services.
  - d) Any other members of the Alumni or wider LSE community invited jointly by the Executive Committee and Alumni Relations.
- 14.1.6. Delegate places for Recognized Groups shall be allocated according to the total number of contactable Alumni in that group. The data shall be drawn from the School's Alumni database held and maintained by Alumni Relations. The most recent data available at the end of June in the Alumni Leadership Forum year shall be used.
- 14.1.7. The number of delegate places per group shall be determined as follows:
- up to 500 alumni = 1 place.
  - 501-1,000 alumni = 2 places.
  - 1,001-2,000 = 3 places.
  - over 2,000 alumni = 4 places
- 14.1.8. It is for each Recognized Group to decide on who will be their delegate or delegates.
- 14.1.9. The cost of the Alumni Leadership Forum programme shall be met by the School.
- 14.1.10. Delegates shall not be charged to attend.
- 14.1.11. The cost of accommodation for Alumni delegates (other than for those from the Greater London area) shall be met by the School. The booking process for delegate accommodation shall be managed by the School.
- 14.1.12. Delegates shall meet their own travel costs.

## **15. Subcommittees and working groups**

- 15.1. Subcommittees and working groups - members
- 15.1.1.1. If the Executive Committee in accordance with Section 5.7.1 delegates to a subcommittee or working group that subcommittee or working group shall be chaired by an Elected EC Alumni.
- 15.1.1.2. The Executive Committee shall appoint the members of each subcommittee or working group.

15.1.1.3. In appointing members the Executive Committee shall draw from a list of applicants and shall in deciding between candidates have regard to the guiding principles set out in Section 6.4. In deciding on the size of the subcommittee or working group the Executive Committee have regard to the subcommittee or working group's effective and efficient operation and to the possibility of members resigning during the term.

15.1.1.4. A person may serve for a maximum of 6 years on any one subcommittee or working group.

15.1.1.5. For the purposes of calculating the maximum period in this Section 15.1, where a person has held a subcommittee or working group position prior to the 2017/2018 academic year, the period served (rounded up or down to the nearest year) if not a multiple of 3 shall be rounded down to the nearest multiple of 3 (or to zero in the case of a period of less than 3 years).

## 15.2. Subcommittees and working groups – designation

15.2.1.1. Prior to the invitation for Alumni applications (see Section 6.3.3) the Executive Committee shall decide which subcommittees and working groups are required for the next term.

15.2.1.2. Members of those subcommittees and working groups shall be appointed in time for the members to be invited to the Alumni Leadership Forum (see Section 14.1.5 a)).

15.2.1.3. The subcommittees for each term shall include a Regional Liaison subcommittee. The regions to be represented by members of the subcommittee shall be agreed in advance by the Executive Committee and Alumni Relations.

15.2.1.4. The subcommittees for each term shall include a subcommittee whose function is or includes that of the Recognition subcommittee.

15.2.1.5. At the beginning of each term the Executive Committee shall identify the composition of the Conduct subcommittee. It is not expected that this subcommittee will need to meet frequently (or at all).

15.2.1.6. The following subcommittees and working groups were used in the 2015 – 2017 term:

- Communications subcommittee
- Group Establishment, Recognition and Obligations subcommittee
- Group Leaders Support subcommittee
- Lifelong contacts subcommittee
- Mentoring subcommittee
- Regional ambassadors subcommittee
- Constitution working group

## 16. Alumni Group Electoral College

16.1. The Alumni Group Electoral College is the mechanism by which contactable Alumni are able, through Recognized Groups, to vote "for" or "against" proposed changes to the Constitution and proposed Elected EC Alumni candidates.

16.2. The administrative functions of the Alumni Group Electoral College shall be carried out by the Executive Committee.

16.3. Alumni Group Electoral College votes shall be allocated in accordance with this Section 16 (Alumni Group Electoral College).

16.4. For the beginning of each academic year Alumni Relations shall produce for the Executive Committee, and make available to Recognized Groups, a chart (the "**Annual Voting Chart**") showing: the number of contactable Alumni in each Recognized Group, and the percentage of all contactable Alumni falling within each Alumni Association Region (the "**Regional Percentage**").

- 16.5. Each Recognized Group shall be entitled to one vote for each 500 contactable Alumni as shown in the most recent Annual Voting Chart. Where the “remaining” Alumni for that group exceed 200 an additional vote shall be assigned. Each Recognized Group shall be entitled to a minimum of one vote.
- 16.6. Each recognized Group shall be responsible for getting its votes to the Alumni Group Electoral College. It is up to each Recognized Group to decide on how to allocate its votes between “for”, “against” and “abstain”.
- 16.7. The Regional Percentage shall be taken from the most recent Annual Voting Chart.
- 16.8. The Executive Committee shall for each Alumni Association Region multiply the votes received “for”, the votes received “against” and the votes received as “abstain” by that Alumni Association’s voting fraction.
- 16.9. The voting fraction referred to in Section 16.8 shall have as its numerator the relevant Regional Percentage expressed as a number, and as its denominator the total number of votes received for that Alumni Association region.

## **17. Amendment to the Byelaws**

- 17.1. Save as set out below, these Byelaws may be amended by simple resolution of the Executive Committee and the amendment shall take effect at the time specified by the Executive Committee.
- 17.2. The Executive Committee may amend the following provisions of these Byelaws with a two-thirds majority vote of Executive Committee members and provided there has been prior consultation with Recognized Groups and provided that the change does not take effect until at least 6 weeks after the publication of the Executive Committee vote and the change on the LSE Alumni website:
- changing the composition of the Executive Committee (Section 5.5)
  - changing the composition of the Nominations Committee (Section 6.2)
  - changing the procedure for or percentage vote needed to derecognize a Recognized Group (Section 9)
  - changing the procedure for or percentage vote needed to bar an Alumni Group leader from a leadership position (Section 13)
  - changing the basis on which the Alumni Group Electoral College voting rights are allocated (Section 16)
  - any material change to the arrangements for the Alumni Leadership Forum (Section 14)

**These Byelaws were approved by the Executive Committee on 1 August 2016 and posted on the Alumni Association website on 18<sup>th</sup> January 2017.**

**Final Draft June 2016**