CSC Alumni Association Toolkit

COMMONWEALTH
SCHOLARSHIPS

Contents

Introduction

Commonwealth Scholars and Fellows have been funded by the UK government through the Commonwealth Scholarship Commission in the UK (CSC) since 1959.

CSC alumni associations provide a country-based platform for Commonwealth Alumni to network with like-minded people, exchange knowledge and ideas, share their scholarship experiences, and promote development impact in their home country.

Being a leader in an association is a unique opportunity to shape the alumni community in your country and be an ambassador for the CSC.

This toolkit is designed to:

- Support association coordinators, committee members and volunteers in setting up, managing, and maintaining an alumni association;

- Provide an overview of the support and resources available;

- Outline the CSC's expectations for alumni associations and the role of leaders as CSC ambassadors; and

- Share ideas on ways to engage with Commonwealth Scholars and Alumni.
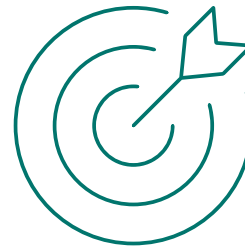
The primary objectives of CSC alumni associations are to:

- Connect Commonwealth Scholars and Alumni in their home country or country of residence;

- Foster an active and engaged local CSC community;

- Deliver events and activities showcasing the expertise and contributions of Commonwealth Alumni across a range of sustainable development issues;

- Promote Commonwealth Scholarships and the power of higher education in achieving sustainable development; and

- Support the work of the CSC in reaching out to the next generation of scholars.

Coordinating an Alumni Association: the essentials

There is no one-size-fits-all approach to alumni associations, as they will all be different depending on the number of members, country context, and geographical spread of alumni. However, there are some essential components which need to be in place to establish a successful association:

A core team - a team of volunteers is essential to carry out any functions efficiently and achieve goals and objectives. The division of roles and responsibilities is important to create a successful alumni association.

Clear objectives - setting objectives and how to achieve them enables alumni associations to stay focused and achieve success.

A contact at the CSC Secretariat (CSC)/British Council (BC) - this is key to ensure alumni associations receive the support they need to succeed and to report to the Commission on activities.

Visibility - is an integral part of an alumni association. Keeping information up to date on the CSC website and maintaining accessible alumni association groups and email contacts for scholars and alumni to get involved is critical.

Once you have these components in place, you can begin to engage alumni and develop events and activities.

Setting objectives

It is important that alumni associations decide on the purpose of the group and set clear objectives which will guide what you want to achieve and provide a measurable incentive for scholars and alumni to **get involved**, and most importantly, **stay involved**.

We recommend setting 3 objectives. Tips for setting objectives are:

- Use the SMART approach – objectives should be Specific, Measurable, Achievable, Relevant, and Time bound.

- Ensure the objectives are within your control. For example, setting an objective to boost the number of selected of scholarship applicants in your country is not within your control, but you can manage the promotion of Commonwealth Scholarship and Fellowship opportunities through the alumni association.

Examples of objectives

Promoting Commonwealth Scholarship and Fellowship opportunities

Specific — Members of the alumni association will be recruited to promote Commonwealth Scholarships and Fellowships to potential applicants.

Measurable — Alumni will submit a proposal on how they can promote scholarships with the alumni association which will help coordinate activities to ensure good promotion and reach/location of activities.

Acheivable — Participating members will request an Application Toolkit from the CSC to ensure their activity is logged with the CSC and to receive up to date information to support their promotional activity.

Relevant — Alumni will read the eligibility criteria and ensure that their target audience is eligible to apply for Commonwealth Scholarships and that they can deliver their proposed activity within the time frame and with available resources. Alumni will focus on specific groups to support the recruitment of potential scholars in this area.

Time bound — Promote opportunities throughout the application window only.

Increasing alumni association membership

Specific — The alumni association will organise a networking activity for returning Commonwealth Scholars to meet and network with alumni and encourage them to join the association.

Measurable — All returning scholars who attend will be invited to join the alumni association, with an aim of recruiting XX% new members.

Acheivable — The event will be promoted through the following channels: XX. The event will be based in XX where many alumni are based and most likely able to attend.

Relevant — Introducing new scholars to alumni in an informal setting with a focus on meeting alumni and making connections will encourage them to see the value of the association and what it can offer and become members.

Time bound — The event will be delivered in XX when most new alumni will have returned home and given an XX window to register with the alumni association pre, during, and post-event.

Practicalities
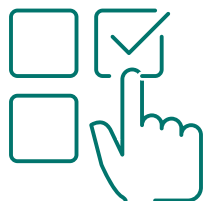
Choosing an association name

- It is important that you have a clear name for the association to help scholars and alumni identify the group.

- A typical format is 'Commonwealth Scholars and Fellows Alumni Association [Country]'.

Who can join the association?

- CSC alumni associations **must** be open to all CSC-funded Commonwealth Scholars and Alumni.

- You should outline if the group is open to country-based alumni only, or Commonwealth Scholars and Alumni from anywhere in the world who share your objectives. If you are country-based only, remember non-national alumni who may be living in your country.

- You may wish to open the group to alumni from the wider Commonwealth Scholarship and Fellowship Plan (CSFP). CSFP alumni are those who were awarded a Commonwealth Scholarship to study in other Commonwealth countries (not the UK).

Formal and informal alumni associations

- A formal alumni association is legally registered in your country and must comply with country regulations. In some countries, this may be a legal requirement.

- An informal alumni association is not registered in your country.

- If you do not need to register your group as per country law, there is no requirement to do so.

- If you choose to register your group, you must inform the CSC/BC and outline how this may affect the running of the group as per the information in this toolkit.

Roles and responsibilities

- There is not a prescribed structure for alumni associations, however you may wish to consider additional roles to support the running of the group.

- Typical roles include President, Vice President, Treasurer, Events Officer, Secretary.

- You should seek volunteers for these roles and ensure there are clear role descriptions.

Governance

- All association coordinator, committee members and volunteers are required to attend annual training and refreshers on data protection, equality, diversity and inclusion (EDI), and safeguarding.

- Lead contacts will be requested to submit an annual plan in April each year outlining planned activities and events and how these are linked to the overall alumni association objectives.

- Alumni associations must hold an Annual General Meeting (AGM).

- Each alumni association should have some form of constitution or charter which outlines the association's objectives and governance structure, including role descriptions of leadership positions, and a set length of term for each position. This must be communicated and accessible to all members. You can view an example here.
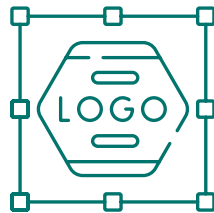
Branding

- Some associations may choose to design a logo for their group, although this is not a requirement.

- The CSC logo **cannot** be used in any association logos.

- If you choose to design a logo, you must share a copy as a jpeg attachment for approval to the CSC at alumni@cscuk.org.uk
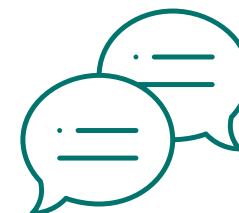
Communications

- Alumni associations must provide a mechanism for Commonwealth Scholars and Alumni to contact you directly. This can be through social media channels and/or an association email address (not a personal email address).

- The CSC cannot promote or share WhatsApp groups for associations, so we advise you use at least one of the above mechanisms to initially engage with alumni before asking for their consent to join a WhatsApp group.

- Remember, alumni will want to communicate in different ways so try to develop a couple of different channels to stay connected to your in-country network.

- Approved associations must submit information to feature on the CSC website.

FAQs

How much time does coordinating an alumni association take?
We recommend leaders spend 2-3 hours per month sharing updates with members, responding to queries and suggestions, and managing activity plans.

How do I contact Commonwealth Scholars and Alumni?
You will be responsible for creating and managing a social media group (for example LinkedIn, Facebook) and/or email address for your country association to provide a central point of contact and engagement for members.

For data protections reasons, the CSC/BC cannot share contact details of Commonwealth Scholars and Alumni, however they can send communications on your behalf to help build your contacts.

How can leaders promote the alumni association?
Information about associations is available on the CSC website and associations are promoted in Common Knowledge. For Scholars coming to the end of their studies, information about alumni associations and how to engage in home country networks is shared in departing Scholar mailings.

Will I be the only leader of my country alumni association, or can other alumni help?
We encourage you to identify alumni volunteers to support you, especially in countries where alumni are geographically spread.

Are there any resources available to support the alumni association?
All leaders have access to materials and resources, available on the CSC website.

Who can join the association?
Alumni associations must be open to all CSC-funded Commonwealth Scholars and Alumni.

What type of activities are alumni associations expected to organise?
You must organise a minimum of one event or engagement activity per year and an Annual General Meeting (AGM).

Am I responsible for the cost of events?
Associations are encouraged to organise low-cost or free events and guidance is provided in this toolkit on ways to do this. Funding to support required activities as listed above may be provided on receipt and approval of a Funding Request Form, available on the resources webpage.
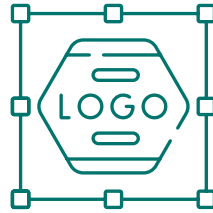
Policies and guidelines

There are 4 CSC policies and best practices all alumni associations must follow:
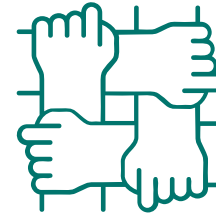
CSC Code of Conduct for Alumni Associations

This is formal statement of the CSC's expectations for alumni associations. All association leaders and those in leadership roles must read and agree to follow the Code of Conduct in writing.

Data Protection Best Practice

This outlines top tips about how to collect, use, and store data.

Inclusive Communities Policy

Alumni associations are open to all CSC-funded Commonwealth Scholars and Alumni and represent the diverse backgrounds of those within the CSC community. This policy outlines CSC expectations on the ways in which alumni associations can ensure they are inclusive and recognise and celebrate all alumni.

Social Media Policy

The CSC has clear rules for its social media groups which outline the behaviour and procedures we expect Commonwealth Scholars and Alumni to adhere to as members. We expect alumni associations to follow and, where supported by the platform, display these rules on their social media groups.

These policies are outlined here.

Events and Activities

Alumni associations must deliver a minimum of one event or engagement activity per year and an Annual General Meeting (AGM).

There are a number of different types of events you may wish to organise and some examples are given below.

You should encourage members to suggest the types of events or activities they would be interested in taking part in.

Pre-departure briefing*

- Pre-departure briefings are a great opportunity to meet new Scholars and introduce them to the wider CSC community in their country.

- They also offer the opportunity for alumni to offer tips about studying in the UK, and for Scholars to ask questions.

Welcome home event*

- Welcome home events are for recently returned Scholars (also referred to as new alumni) to meet with existing alumni and share their experiences in the UK, and seek advice from on their next steps and acclimatising back home.

*In some countries pre-departure and welcome events will be organised by the BC. Association leaders and alumni will be invited to take part in these events. In all other countries, associations may request support from the CSC to deliver these events.

Annual General Meeting (AGM)

- All associations must hold an AGM to update members activities, discuss future planning, and give members the opportunity to feedback and input into the running of the association.

Panel discussions and topical lectures

- Alumni are experts on a range of topics and panel discussions and topical lectures are a good way to bring alumni together to talk about important issues across disciplines and sectors.

- You may wish to theme discussions around a CSC development theme, Sustainable Development Goal, or FCDO/national priority in your country.

- Panel discussions and topical lectures can be open to Commonwealth Alumni, as well as a wider audience, including local schools, universities, and the general public as a means of raising awareness of key issues and the profile of Commonwealth Alumni.

Promoting wider alumni activities

- You do not always have to organise an event to bring alumni together. Alumni may give public presentations or talks, book readings, or performances which others can attend out of interest, or to provide support. You should encourage members to share these opportunities.

Planning your activities

Planning your activities

- Number of activities
- Each association must deliver a minimum of one event or activity per year and an Annual General Meeting (AGM).
- You will be asked to report back on this delivery to the CSC.

Low cost and free events

- Venues can be expensive and we encourage you to investigate low cost or free venues.
- Alumni may be able to hire rooms for no cost through workplaces or community centres.
- You should ensure the venue is accessible and easy to get to.
- You should also consider less formal events, such as meet-ups, where alumni may arrange to attend a local event together.

Costs/Funding

- You should approach the CSC/BC about accessing funds to support activity delivery.
- You may also wish to think about sourcing sponsorship or in-kind financial support for your activities.
- Some associations collect membership fees to cover events and running costs. You should consider whether this is practical, inclusive, and ensure that you can commit to using the funds in ways that are valuable to members.

Purpose/Expected outcome

- Activities should have a clear purpose and meet the wider group objectives.
- Collect feedback from attendees wherever possible so you can ensure your activities are delivering value.
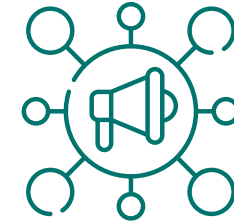
Mode of delivery

- You may wish to consider virtual events to connect Commonwealth Scholars and Alumni across the country.

- There are many platforms available to host online events, although you should consider technological challenges and disparities in internet connectivity which may prevent some from participating.

Organising events

- Each alumni association must submit an overview in April outlining planned events and activities for the year and the date of the Annual General Meeting (AGM). Plans should indicate where funding may be required to support delivery. Associations should submit this information in whatever format works best and a meeting will be scheduled to discuss plans in more detail.

- Events should be spread throughout the year and can be of a social, academic, developmental, or cultural nature.

- Where possible, events should take place in different cities or regions to increase participation, as well as consider virtual delivery.

- Alumni associations must follow CSC guidance on safeguarding and risk assessing activities using the templates available on the resources webpage.

Share your events and activities

- Following your event(s) and AGM, you must share a report to your CSC/BC contact. Where appropriate, your activities will be promoted on the CSC website and shared in CSC communications and on CSC digital channels.

Opportunities for you

The CSC want to make sure you are trained and supported in your role year-round. In addition to any day-to-day contact and support, you will receive:

- A quarterly alumni association newsletter with exclusive news and opportunities for leaders. This will include information from fellow alumni associations on their activities.

- Early notification about the CSC's Alumni Community Engagement Fund (ACEF), including application dates and advance information on the themes for the year.

- Invitation to attend an online annual Alumni Association Leaders Conference. The conference will provide an opportunity to network and learn from fellow alumni association leaders, take part in refresher sessions on CSC policies, and promote and celebrate success stories.

- Quarterly meetings with your CSC/BC contact to discuss events and activities, feedback on successes and challenges, and keep contacts up to date on the group.

- A funding allowance to enable you to deliver at least one event and AGM per year.

Keeping in touch

We encourage you to stay in contact throughout the year and share updates
with your contact or request their support.

The following countries will receive year-round support from the British Council as part of their in-country work on behalf of the CSC:

- Bangladesh
- Ghana
- India
- Kenya
- Malawi

- Nigeria
- Pakistan
- Sierra Leone
- South Africa
- Sri Lanka

- Tanzania
- Uganda
- Zambia

All other country alumni associations will receive support from the CSC Alumni Team. Any alumni association can contact the CSC Alumni Team at alumni@cscuk.org.uk

All alumni associations must respond to requests for information sent by the CSC Alumni Team. Failure to respond to these requests may result in the withdrawal of support from the CSC and BC.

Appendix

As a CSC Alumni Association leader, you are expected to adhere to both the CSC Code of Conduct for Alumni and CSC Code of Conduct for Alumni Associations.

You are expected to ensure that the actions, outputs, and communications of the alumni association meet these high standards of conduct and uphold the reputation of the CSC.

CSC Code of Conduct for Alumni Associations

As a Commonwealth Alumnus, you are an ambassador for both the CSC and your home country, and your actions and communication will have an impact on the reputation of both. You are therefore expected to adhere to high standards of conduct and behaviour and to always show respect to others and your surroundings. Commonwealth Alumni should familiarise themselves with the CSC Disciplinary Policy and Procedure.

The CSC is committed to proactively safeguarding and promoting the welfare of Commonwealth Scholars, Fellows, and Alumni and to protecting all those with whom they come into contact. The CSC requires Commissioners, Secretariat staff, and Scholars, Fellows, and Alumni to fulfil their role and responsibilities and conduct themselves in a manner consistent with requirements for safeguarding. This is covered under the CSC Safeguarding Policy, which is available on the gov.uk website.

The CSC operates a zero-tolerance attitude to fraud and will investigate all instances of actual, attempted, and suspected fraud, bribery, or corruption committed by Commonwealth Alumni in relation to any activities conducted with support from – including promotional and financial – or on behalf of the CSC. Any such instances will be considered under the CSC's anti-fraud policy, which is available on the gov.uk website.

Commonwealth Alumni are expected to treat all staff engaged within the CSC Secretariat, or within any other organisation contracted to provide services to the Commission, with courtesy and respect. It is expected that such staff will show you the same consideration in return.

Events and activities

Alumni associations are open to all Commonwealth Scholars and Alumni and represent the diverse backgrounds of those within the CSC community. Associations are expected to adhere to the principles of inclusivity as outlined in the Inclusive Communities Policy and ensure their activities enable a free exchange of ideas.

Association events and activities must be consistent with the requirements for safeguarding outlined in the CSC's policy. Where associations are requested to complete risk assessments or other documents related to safeguarding measures, they must do so in a timely manner and follow any further recommendations or guidance.

Alumni associations must deliver a minimum of one event or engagement activity per year and an Annual General Meeting (AGM). These activities must be reported to the CSC.

Communication

Associations are expected to report their activities to relevant contacts within the CSC or British Council, as outlined in the CSC Alumni Association Toolkit and respond to communications received from the CSC and British Council contacts in relation to the alumni association.

Recognising the diversity of backgrounds of those within the CSC community – including in terms of race, religion, gender, sexuality, age, cultural values, and disability status – you are reminded to always be respectful to others and to behave professionally. All communication should be appropriate for an audience of people from many different backgrounds and sensitive to the diversity of lived experiences. Harassment and sexist, racist, or exclusionary comments or jokes are not appropriate, nor is discrimination either direct or indirect.

The same considerations apply to social media and electronic communications, and the provisions of this Code and the CSC Alumni Disciplinary Policy apply as they would to speaking in public or writing something for publication, either officially or in a personal capacity. When engaging with social media you should always respect confidentiality, financial, legal, and personal information. Social media and electronic communications, whether public or private, addressed to a group or an individual, should never be used for harassment, bullying, defamation, or any behaviour that makes another individual feel threatened or uncomfortable.

Governance

Associations must be transparent in their governance and ensure that all those engaging in the association have access to documentation regarding the structure and management of the association, including leadership details (name and role), association constitutions/charters, and registration information (where associations are legally registered in-country).

Any associations which collect fees must be transparent in how they intend to use these, the management of fees and persons responsible, and the security of any personal or banking details shared. All financial statements and transactions must conform to the law of the country wherein the association operates, and financial records must be accurate and reliable. Associations must report how fees will be and have been used as part of the association's Annual General Meeting and in any communication pertaining to fees. Fees must not be used as a means to prevent scholars and alumni from participating in the association.

Partnerships

Where associations may partner with external organisations or accept funds from external sources, selections must be made on the basis of quality, reputation, and suitability for the activity through a process that is fair and transparent. Due diligence checks must be completed before entering into any agreement and reported to the CSC. This includes the identification of any conflicts of interest, direct or indirect, amongst association members, as well as any appearance of conflict by way of connection to external organisations or sources.

Data management

Associations in possession of data including but not limited to membership, personal information, and financial information have an obligation to ensure the safety of that data. Associations must follow the Data Protection Best Practice.

Associations must ensure all possible precautions are taken to protect data and that access is limited to relevant association leaders. Information about who will manage data and how it will be kept must be made available. Associations must not disclose data to a third party, or those not listed as managing or accessing any data held.

Any complaints received or issues related to the behaviour of a CSC alumni association brought to the Commission's attention will be taken very seriously and any behaviour that does not adhere to the above values and expectations will be investigated by the CSC. CSC and British Council (where relevant) support to an alumni association may be terminated at any time for reasons of unsatisfactory conduct, as outlined in this Code and the CSC Disciplinary Policy and Procedure.

Data Protection Best Practice

Under the General Data Protection Regulation 2018 (GDPR), scholar and alumni contact details cannot be shared with alumni associations. It is therefore important that associations offer different routes for Commonwealth Scholars and Alumni to connect and join the association.

The CSC/BC will promote alumni associations and can share information about events and activities with Commonwealth Scholars and Alumni for whom they hold contact details.

Managing member data: the essentials

You may choose to ask Commonwealth Scholars and Alumni to share their contact details with you so that you can contact them directly, however not all will agree to this.

If you hold personal, membership, financial and/or any other sensitive data of Commonwealth Scholars and Alumni, you must ensure their data is protected by:

1. **Only collecting data you need.**

   – Assess what data you need to contact members.

   – For example, if you don't send information by post, you do not need to collect postal addresses. You may wish to collect county or city instead to help organise events.

2. **Confirming how you will store personal data.**

   – The easiest way to do this is electronically, such as a spreadsheet. In deciding on the storage device, you must consider data security and whether this is a secure and reliable option.

   – If the data is kept electronically the computer and data file must be password protected.

   – If you keep a hard copy of the data this must be stored in a lockable drawer or cabinet.

3. **Developing a clear policy on who will have access to this data.**

   – If the association is coordinated by a committee, will all members have or need access to this? This should be included in any role descriptions.

4. **Outlining how data will be securely transferred to any new association leaders.**

   – Members must be notified if their data is to be managed by a different or new committee member and given a period of time to ask for their data to be deleted if they are not comfortable with this change.

5. **Not sharing personal data with a third party.**

   – If for any reason you are required to do this as part of an activity or event delivery, you must gain explicit consent to share data.

   – Explicit consent is where an individual has actively done something to give consent, such as ticking a box on a form.

6. **Deleting data when requested.**

   – If a member requests that you no longer contact them you must delete their contact information from your records immediately.

7. **Communicating all the above. You must inform members:**

   – How their data will be stored for the purposes of managing and operating the association.

   – Who in the association can access their data. This includes the role they hold and their name.

   – How you will use their data, for example sending association newsletters and event invites.

   – How and when their data is transferred to the management of new association leader(s).

Sending emails

When group emailing members, you must ensure that email addresses are not inadvertently shared. You should do this by:

1. Send group mailing using email mail merge.

2. Using mailing tools to create newsletters which will send emails out individually. Examples include mailchimp and campaign monitor.

3. Blind carbon copying email addresses (writing email addresses in the BCC address field).

4. Sending individual emails to each recipient.
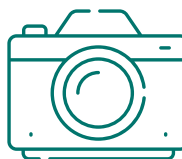
Photography

You may gather images as part of your events and activities. All attendees must be notified in advance if photographs are to be taken and how they will be used. If you intend to share images with the CSC/BC, national newspapers, and other media outlets, you must inform attendees.

Attendees must be given th e option not be photographed and arrangements made to ensure they are not captured in photographs.

All images must be securely stored and where possible labelled with the alumni and other attendees featured.

When submitting reports and updates on your activities, please also share images so the CSC can use these in its promotional materials and on the CSC website. The CSC does not accept images of children and those under 18 years of age who attend alumni events or activities and we strongly advise that you consider all safeguarding risks where those under 18 attend events and may be captured in photos.

Inclusive Communities Policy

The CSC has a policy of equal opportunity and non-discrimination. Alumni associations must make every effort to ensure their events and activities are accessible to all members and foster a free exchange of ideas.

Creating an inclusive alumni community in-country

To ensure compliance with the CSC's policy of equal opportunity and non-discrimination, alumni associations are expected to annually report on the ways in which they will incorporate inclusive practices within their operations as part of their annual activities plan.

Associations should aim to meet **at least two** of the inclusive practices outlined below, as well as any additional practices developed by the association:

Delivery or attendance at a Welcome Home Event for recently returned scholars, including active opportunity for recently returned scholars to join the association. Alumni associations will be asked to report on the number of new members recruited through this practice.

Delivery of a hybrid and/or virtual activity, enabling alumni in different locations to engage in an association event.

Recruitment of a recently returned scholar to an association's leadership committee to represent the cohort of new alumni in their country and ensure alumni associations address their needs. They will also help engage new members to the alumni association from their cohort.

Use of accessible venues for all alumni association events and activities.

Creation of sub-leadership committees in different cities in countries where alumni are geographically spread.

Fixed tenure periods for leadership roles to enable opportunities for more alumni to be actively involved. This should be stated and agreed in constitutions or charters and in leadership role descriptions.

Social Media Policy

The CSC has clear rules for its social media groups which outline the behaviour and procedures we expect Commonwealth Scholars and Alumni to adhere to as members. We expect alumni associations to follow and, where supported by the platform, display the rules below on their social media groups.

- This group is a safe space for its members, where anyone can relax and express themselves, without fear of being made to feel uncomfortable, unwelcome, or unsafe on account of their ethnicity, sexual orientations, gender identity or expression, cultural background, religious affiliation, age, or physical or mental ability. All members should follow the CSC Code of Conduct for Alumni.

- Oppressive language and behaviour are NOT welcome within the group. Members should avoid making negative comments that reference specific individuals either within or outside the group. If you believe a post is inappropriate and would like to inform someone, we strongly encourage you to first notify [Facebook/LinkedIn].

- If a comment has offended you and you feel strongly that it should be taken down, you should politely ask the member to take their comment down. If they do not respond in a timely way, you should message the Group Manager directly with your request.

- You should aim to assume that other members have good intentions. Make sure that you read posts carefully to avoid unnecessary confusion, and ask other members to elaborate if the meaning is unclear. If you are the author of a post and others are reacting negatively, consider if there is a better way of making your point. If one person has expressed offence, it may be that others are feeling the same.

- If you receive complaints about posts made to the group, you should notify the CSC/BC. If you feel unsure how to handle a complaint, please seek advice from your contact.

Example Constitution

This is an example template only and can be amended as necessary to match the needs and objectives of each alumni association.

Name

Name:

Logo (if applicable, not a requirement):

Objectives

The objectives of the Association shall be:

- [List objectives]

Membership

An eligible member shall be:

- [List eligibility requirements]
- [If you intend to charge fees for membership, you should mention this here]

Membership shall terminate on:

- Demise;
- Resignation;
- Termination [provide details, if applicable];
- Expulsion [provide details, if applicable].

All members shall be treated in accordance with the CSC Code of Conduct for Alumni and CSC Code of Conduct for Alumni Associations.

Management of the Association

The bodies of the Association shall be:

- [Committee title]
- The Annual General Meeting

The Committee

- The [Committee title] shall comprise XX members.
- The following positions shall be elected by the Annual General Meeting:

  – [List of all committee positions]

- All Committee members shall serve a term of XX years [and will be eligible to stand for re-election for a maximum of XX consecutive terms holding the same position].
- The election of Committee members will be effective immediately and communicated to alumni association members and the CSC/BC.
- If, due to illness or other reasons, a Committee member resigns, the remaining Committee members may replace that individual with another group member, or the position will remain empty until the next AGM.
- The Committee shall meet at least XX times a year.
- XX out of XX members of the [Committee title] shall constitute a forum to hold committee meetings.
- The function of the Committee is: [list all functions/oversights to achieve objectives and overall aim]
- The Committee shall be in charge of: [list]

The Annual General Meeting

- The Group shall hold an Annual General Meeting (AGM) in XX.

- All members shall be given at least XX notice of the AGM and shall be entitled to attend and vote. [Outline alternative engagement mechanisms].

- The quorum for an AGM shall be XX of the members.

- The business of the AGM shall include: [list core reports and areas]

- The Committee must submit a report on the AGM to all members and the CSC/BC.

Special General Meeting

- A Special General Meeting may be called by the Committee or by any members to discuss an urgent matter.

- The XX shall give all members XX notice of any Special General Meeting together with notice of the business to be discussed.

- All members shall be entitled to attend and vote.

Election

- [Election rules and requirements]

Finances

- The Committee may open bank accounts to support the running of the Association.

- Committee members responsible for overseeing and managing any accounts will be:

- The financial year will be from XX to XX.

Alterations to the Constitution

- Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

Dissolution

- The Association may be dissolved at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding down, any assets remaining after all debts have been paid shall be given to another agreed Group with similar aims.

This Constitution was adopted at a general meeting of the Group on:

[Date]

Signed by:

[Committee position; name; signature; date]