Lee Kuan Yew
School *of* Public Policy

National University of Singapore

ALUMNI CHAPTER HANDBOOK

updated as of January 2018

ALUMNI CHAPTER

WHAT IS AN ALUMNI CHAPTER?

An Alumni Chapter is an organised group of LKYSPP alumni that represents the interests of all alumni in a particular region. This region can be a country, a city (e.g. Shanghai), or a sub-continent (e.g. Central Asia & the Caucasus). To set up an Alumni Chapter, there should be at least 20 alumni who are from or based in the defined region and a dedicated Committee to run the Chapter.

EXPECTATIONS OF AN ALUMNI CHAPTER

- Create a vibrant alumni network through reunions, talks, and community service to further the mission of the School
- Maintain alumni database, in accordance with the respective laws, and provide the School with updated information and contact details of our alumni
- Connect with and encourage fellow LKYSPP alumni living in the Chapter's region to develop closer ties with the School
- Offer advice to alumni who are looking to relocate to the Chapter's region.
- Act as a liaison between alumni in the region and the School
- Update the Alumni Relations team on the Chapter's activities and communicate the latest developments of the School to the alumni
- Provide support for current and incoming students for mentoring, professional development or student recruitment
- Support NUS in realising its vision to be a global university centred in Asia
- Fully comply with NUS and LKYSPP branding

OFFICIAL RECOGNITION

Alumni Chapters are entirely legally independent from the School, but are officially recognised as Alumni Chapters on the School website, social media, and printed materials.

ALUMNI CHAPTER COMMITTEE

STRUCTURE

An Alumni Chapter Committee should at least comprise a President and a Treasurer as primary contact point and fund manager respectively. The President and Treasurer are encouraged to build a team to run the Chapter. Other optional roles may include, among others, Honorary President, Secretary, Events Officer, Membership Officer, Social Media Officer and Recent Graduate Officer.

President
• Ensures all activities are organised in line with the the School's mission
• Ensures smooth transition for all role changes on the committee
• Act as a Primary Contact, who will act as key contact with the School's Alumni Relations team.

Treasurer
• Keeps accurate record of the Chapter's account
• Liaises with Alumni Relations team on reimbursement matters
• Manages the budget for Chapter's activities.

Honorary President
• Acts as an ambassador for the Chapter in their capacity as a high-profile local alumna or alumnus
• Speaks at key Chapter events
• Represents the Chapter in key local forums.

Secretary
• Handles correspondences for the Chapter
• Coordinates the Chapter's programme of events and activities
• Holds copies of key documents, e.g. constitution, minutes

Social Media Officer
• Maintains the Chapter's website and social media channels.

Events Officer
• Oversees individual events (e.g. sourcing speakers, venues and catering). Chapters may allocate this role for each event, rather than depending on one individual to organise all events in the Chapter's programme.

Membership Officer
• Maintains a list of all active members
• Is responsible for the development and growth of the Chapter's membership.

Recent Graduate Officer
• Acts as the main point of contact for recently graduated alumni
• Organises activities and events aimed at this group.

TERM LIMITS

Alumni Chapter Committee members serve for two years, with the possibility of extending for another two years. Chapter Presidents can serve for no more than two terms (i.e. maximum four years).

ELECTIONS

The President of an Alumni Chapter Committee will be elected by Chapter members. The elected President will then form the rest of the Chapter Committee. Chapter members have the right to run for office, nominate other members and vote for candidates.

SUCCESSION PLANNING

For the long-term health of an Alumni Chapter, it is absolutely vital that its Chapter Committee pay significant attention to succession management. Searching for the next team should be the first and last job of every Committee member.

It is beneficial to the Committee if new appointments are staggered where possible, to ensure an element of continuity and experience of the Committee.

Without the willingness of volunteers, the network of Alumni Chapters would not exist. It is therefore important for a chapter to keep seeking new volunteers, and encouraging them to become involved in their community.

FUNDING

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For events initiated by Alumni Chapters, the School will provide funding of SGD 1,000 for the first year on reimbursement. Thereafter, we will provide up to SGD 1,000 a year on 1:1 co-funding basis.

The School sets aside a small budget a year to support Alumni programmes. The funding will be disbursed on first come, first served basis. Alumni Chapters will need to apply for this funding by submitting a proposal to the Alumni Relations team at lkysppalumni@nus.edu.sg

For events initiated by the School, the expenses will be covered by the School.

Alumni Chapters should seek approval for funding support from the School before making financial commitments.

The support provided will be in accordance with NUS guidelines which should not exceed the below amount per person (nett in SGD):
> Breakfast/Tea: SGD 25
> Lunch: SGD 55
> Dinner: SGD 100

Tips are not reimbursable.

FUNDRAISING

Alumni Chapters are encouraged raise their funds. It is up to each Chapter to decide how they finance their activities. Some ways to do that include collecting fees from chapter members - at an event, or through one-off or regular membership fee - or seek sponsorship/donor. For more details, write to the Alumni Relations team at lkysppalumni@nus.edu.sg

BRANDING

ALUMNI CHAPTER NAME

To ensure consistency, Alumni Chapters shall follow a standard naming convention with the LKYSPP branding in front of the Chapter's name e.g. LKYSPP Alumni Japan Chapter

ALUMNI CHAPTER LOGO

Alumni Logo shall be for the sole purpose of operating a Chapter for the benefit of alumni. This includes organising social, educational and networking events for alumni and friends of the School in the region, and promoting and marketing such activities in print and electronic forms.

Alumni Chapters which intend to use Alumni Logo in any form, manner, or purpose, including but not limited to use as part of a Chapter branding, for name cards, use or production of collateral, is required to submit the proposed artwork to the Alumni Relations team for approval prior to its use.

Alumni Chapters must not use the Alumni Logo, or the recognised status of the Alumni Chapters, in any way which cause confusion as to the nature of its relationship with the School and NUS or which might adversely affect the image, reputation, goodwill, distinctiveness, or prestige of the School and NUS.

PERSONAL DATA PROTECTION

RESPONSIBILITIES OF CHAPTER COMMITTEE

Chapter Committee shall ensure that all the activities of the Chapter shall, at all times be carried out in accordance and in compliance with the laws of the country in which the Chapter is based.

In particular, when dealing with Alumni's personal data received from the School, Chapter Committee will:

a) Only use such personal data for the purposes of organizing LKYSPP alumni-related activities and events ;

b) Not store any personal data in data clouds and take reasonable steps to keep such personal data secure and prevent against accidental or unlawful destruction or loss, alteration, unauthorised disclosure or access and to inform the School in writing as soon as you are aware of, or reasonably suspect that any of the aforementioned events has occurred including taking all steps necessary to remedy the event and prevent its re-occurrence;

c) Not retain any personal data longer than is necessary. In this respect, upon retiring from your role as Committee members, you will return all such personal data immediately to the School and shall not retain a copy of the same;

d) Keep such personal data in full confidence and not to transfer or disclose such personal data received from the School to any other parties or to another country without prior written approval and further instructions of the School;

e) Keep the School updated of any change in contact details of your Chapter members.

ALUMNI CHAPTER TERMINATION

REVIEW AND TERMINATION

Alumni Chapters are subjected to a biannual review by the School to assess their objectives and activities. At any point in time, if the objectives and activities of the Chapter are not aligned with NUS' and LKYSPP's missions and goals, the School reserves the right to:

• Request immediate adjustments and/or changes to re-align with NUS' and LKYSPP's missions and goals;
• Renew the leadership of the Chapter;
• De-register the Chapter; and/or
• Withdraw any permission or terminate any license for the use of LKYSPP name, trademarks and/or use of any collaterals.

Through successful planning and rotating committee members, Chapters will, we hope, continue to exist for many years. Occasionally, however, Chapters feel they are unable to continue. If you are in this situation, please make contact with us so that we can investigate ways that we may be able to help.