

# **COMPENDIUM OF AIESEC UNITED STATES**

**August 2016**

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# Constitution

## Article I: Identity

### 1. This section outlines the nature and purpose of AIESEC United States, Inc.

#### 1.1. Name

- 1.1.1. The name of the Corporation shall be AIESEC United States, Inc. (hereinafter referred to as "AIESEC US" or "the Corporation").

#### 1.2. Definition

- 1.2.1. The Corporation is a 501(c)(3) not-for-profit organization and is the United States of America affiliate of AIESEC International.

#### 1.3. The AIESEC Way

- 1.3.1. What is AIESEC: AIESEC is a global, non-political, independent, not-for-profit organization run by students and recent graduates of institutions of higher education. Its members are interested in world issues, leadership, and management. AIESEC does not discriminate on the basis of race, color, gender, sexual orientation, creed, religion, or on national, ethnic or social origin.
- 1.3.2. What we envision: Peace and fulfillment of humankind's potential.
- 1.3.3. Our impact: Our international platform enables young people to explore and develop their leadership potential for them to have a positive impact on society.
- 1.3.4. The way we do it: AIESEC provides its members with an integrated development experience comprised of leadership opportunities, international traineeships and participation in a global learning environment.
- 1.3.5. Our Values:
  - 1.3.5.1. Activating Leadership: We lead by example and inspire leadership through action and results. We take full responsibility for developing the potential of other people.
  - 1.3.5.2. Enjoying Participation: We have a dynamic environment created by active and enthusiastic involvement of individuals. We enjoy being involved in AIESEC.
  - 1.3.5.3. Striving for Excellence: We aim to deliver the highest quality performance in everything we do. Through creativity and innovation, we seek to continuously improve our results.
  - 1.3.5.4. Living Diversity: We seek to learn from the different ways of life and opinions represented in our multicultural environment. We respect and actively encourage the contribution of every individual.
  - 1.3.5.5. Acting Sustainably: We act in a way that is sustainable for our organization and society. Our decisions take into account the needs of future generations.
  - 1.3.5.6. Demonstrating Integrity: We are consistent and transparent in our decisions and actions. We fulfill our commitments and conduct ourselves in a way that is true to our ideals.

#### 1.4. Entities of the Corporation

- 1.4.1. Entities of the Corporation consist of Local Committees (hereinafter referred to as "LCs"), a national executive board called the Member Committee (hereinafter referred to as "MC"), the National Plenary (hereinafter referred to as "NP"), and the Board of Directors

(hereinafter referred to as "BoD"), subcommittees and regions.

## Article II: Entities of AIESEC US

### 2. This section outlines the different entities that make up AIESEC US and their roles.

#### 2.1. Member Committee

- 2.1.1. The MC consists of the Member Committee President (hereinafter referred to as "MCP"), the MC Vice Presidents (hereinafter referred to as "MC VPs"), and the supporting staff employed by the Corporation.
- 2.1.2. The term of office for the individual members is one year, plus up to one month for transition.
- 2.1.3. Function of the MC:
  - 2.1.3.1. The MC is entrusted with the national management and administration of the Corporation and shall support the mission and activities of the Corporation subject to the discretion of the NP.
  - 2.1.3.2. The MC is liable for the actions of the LCs under its jurisdiction.
  - 2.1.3.3. The MCP will represent the Corporation to AIESEC Alumni International and AIESEC Life.
  - 2.1.3.4. The MC shall support LCs by providing advice, training, and resources to work toward the goals and objectives set forth by the NP.
  - 2.1.3.5. The current MC is required to transition the MC-elects into their positions.
  - 2.1.3.6. The MCP shall act as the liaison between the MC and the BoD.
  - 2.1.3.7. The MCP shall attend NP meetings and report to the NP on the current financial state of the Corporation.

#### 2.2. Local Committee

- 2.2.1. The LC consists of an Executive Board (hereinafter referred to as "EB") and General Members. All individual members must be students or recent graduates of institutions of higher education.
- 2.2.2. Each Local Committee President (hereinafter referred to as "LCP") must be elected by the members of said LC once a year.

#### 2.3. National Plenary

- 2.3.1. The NP is the decision-making body regarding issues concerning the general direction and future initiatives of the Corporation. It is the entity that decides on changes in the Compendium and the Constitution of the Corporation.
- 2.3.2. The NP consists of all current Local Committee Presidents and the current MCP.
- 2.3.3. The NP must sign the Sexual Harassment and Alcohol Policies as defined by the Corporation and the BoD and actively enforce them within the LCs for which they are responsible.

#### 2.4. The Board of Directors

- 2.4.1. The BoD provides direction and oversight to the Corporation through interaction with the MC and is an external body to which the Corporation is financially and legally responsible.
- 2.4.2. The BoD shall convene at least three times a year. Minutes from its meetings shall be made available to the NP.
- 2.4.3. The BoD shall contain two Plenary Representatives (hereinafter referred to as "PRs") who are elected at Winter National Conference (hereinafter referred to as "WNC") for a term of one

year.

2.4.3.1. They shall be required to attend the BoD meetings three times a year.

2.4.4. At least one representative from the BoD, who is not currently a Plenary Representative or on the MC, must present a report to the NP at SNC and WNC on the financial management and health of the organization if logistically feasible. If not feasible, the BoD must appoint a proxy to deliver the presentation.

#### 2.4.5. BoD Membership Approval

2.4.5.1. Anyone in the Corporation can nominate a candidate for the BoD of the Corporation.

2.4.5.2. Nominations for membership to the BoD shall be presented to the NP, the MC, and the full BoD by the Nominations Committee Chair on the BoD.

2.4.5.3. Nominations for membership to the BoD shall be ratified at the following National Legislative Meeting (hereinafter referred to as "NLM") by the NP.

2.4.5.4. In the event that the NP does not ratify the BoD member selection, the MCP, as a member of the BoD, shall bring the decision to the Chairman of the Board to determine the course of action.

### 2.5. Subcommittees

2.5.1. Subcommittees are groups, consisting of LCPs and an MC member, that meet in order to work on and review topics defined in Section 7.2 of the Compendium.

### 2.6. Regions

2.6.1. Regions are groups of LCs that support each other.

2.6.2. The composition of the Regions is documented in Appendix 5.

### 2.7. National Support Body

2.7.1. The National Support Body (hereinafter referred to as "NSB") is selected by the MC twice a year. It consists of two bodies with different responsibilities.

2.7.1.1. The National Support Team (hereinafter referred to as "NST") is responsible for supporting national initiatives and communicating them to the LCs. The specific job description for the NST is decided by the MC VP responsible, and will be released in the application package.

2.7.1.1.1. All applications to the NSB shall be released by the MC to LCPs prior to selection.

### 2.8 Entity Control Board

2.8.1. The Entity Control Board (hereinafter referred to as "ECB") is the decision-making body of the Corporation on issues regarding exchange quality. The duration and occurrence of selections for the ECB will be at the discretion of the MC. There will be an MC responsible assigned to the ECB.

#### 2.8.2. Responsibilities of the ECB:

2.8.2.1. Providing consultation for LCs who attempting to solve quality cases at the local level.

2.8.2.2. Responding to and managing quality cases that could not be resolved at the local level.

2.8.2.3. Documenting and auditing all exchange quality cases and reporting them to the Internal Control Board, if appropriate.

2.8.2.4. Preparing and delivering education on quality management, including the Net Promoter Score.

2.8.2.5. Releasing an NPS report at least quarterly. The report must include NPS data and analysis, good and bad case practices, national trends in exchange quality, and recommendations to the NP based on the provided analyses.

#### 2.8.2.6. Audits

2.8.2.6.1. OGX Audit: The sending LC is responsible for uploading proof of all

relevant documents. Such documents include: proof of iSOS and proof of STEP. If an EP is opting out of iSOS and STEP, proof must be submitted of their omission. This audit will be performed on the last weekday of every month.

2.8.2.6.2. OPS Audit: Each LC is responsible for providing proof that they have hosted an Outgoing Preparation Seminar or equivalent event. Each LC must provide an attendance sheet, an agenda, and all presentation materials. This audit will be conducted on the last weekday of every month.

2.8.2.6.2.1. In the event an LC is unable to host their own OPS or attend another nearby OPS, they may instead conduct individual consultation meetings with EPs. LCs are still responsible for covering all required content with the EP.

2.8.2.6.2.2. If an EP is unable to attend OPS or does not wish to attend, they must sign an acknowledgement form stating that they were offered OPS yet waived their attendance.

2.8.2.6.3. Reception Audit: Within one month of an EP's reception, the hosting LC must provide photographic proof that the EP was received at the airport.

2.8.2.6.4. J-1 Certification Audit: Tracking and recording LCs' compliance with XPP and J-1/BD/Delivery certification as listed in the compendium. These audits will be conducted by the end of Q2 and Q4

**END CONSTITUTION**

# By-Laws

## Article III: Elections and Governance

### 3. This section outlines how the Corporation shall be elected and governed.

#### 3.1. Standing Orders of the National Plenary

##### 3.1.1. Chair

- 3.1.1.1. The proposed Chair, ratified during the first plenary session of an NLM shall be the Chair of the NLM. In the Chair's absence, an MC member shall occupy the Chair position and a new Chair shall be ratified at the next plenary of the NLM.
- 3.1.1.2. If the Chair is affected by or interested in any motion, the NP may propose, second, and vote for the Chair to be replaced during the discussion of that motion. If the motion is carried, the MCP shall temporarily conduct the meeting.
- 3.1.1.3. The Chair shall be the sole interpreter of the Standing Orders. The NP shall be the final interpreter of the provisions of the Compendium, apart from the Standing Orders as explained in Section 3.1.1.2, of which the Chair shall make the final ruling.
- 3.1.1.4. The Chair shall neither vote nor take part in the discussion of the meeting.
- 3.1.1.5. At the start of the first session the Chair shall inform the delegates of all procedures pertinent to legislation.

##### 3.1.2. Roll Call

- 3.1.2.1. A roll call shall be taken at the commencement of all sessions of NLMs.
- 3.1.2.2. Should a member join or leave a session, the member shall inform the Secretary of their presence or absence and this shall be recorded in the minutes.
- 3.1.2.3. At least one representative of each LC **must** attend each legislative meeting. The Full Member LCs and the General Member LCs represented at Roll Call of each session of NLM will be considered "voting members" of that session. If they are not attending the legislation meetings the membership criteria of Appendix 7 are not fulfilled and Appendix 7.3 will take place.
- 3.1.2.4. Anyone other than LCPs and LCP-elects wishing to attend the legislative meeting must receive the express permission from the chair.

##### 3.1.3. Quorum

- 3.1.3.1. The quorum for a legislative meeting of members for an NLM shall be two-thirds (2/3) of the voting members.

##### 3.1.4. Voting

- 3.1.4.1. Voting shall be done by:
  - 3.1.4.1.1. The LCPs/LCP-elects or their delegated replacement holding proxies. A proxy may only be a member of that entity. Each voting member shall have one vote.
  - 3.1.4.1.2. The MC. A current MC member will be selected prior to the beginning of the legislation to represent the MC. An MCP candidate is not eligible to cast a vote on behalf of the MC. The MC shall have two votes.
- 3.1.4.2. Proxy voting at all NLMs shall be permitted, but the Chair must state acceptance of the proxy.
- 3.1.4.3. If a present member leaves during the course of a session, a proxy needs only be signed by one LCP present and submitted to the Chair.

- 3.1.4.4. Should a member issuing the proxy wish it to be valid only for certain motions or mandates, those limitations are held to the proxy. The Chair shall settle disagreement concerning the interpretation of such limitations.
- 3.1.4.5. Simple majority shall be defined as when there are more votes are in favor of the motion than there are votes against it. In voting, motions shall be carried by a simple majority, unless the Constitution or Standing Orders designate otherwise.
- 3.1.4.6. The casting of votes shall be done in the following order: votes for, votes against, vote abstentions. If the number of votes for and against a motion is equal, the motion shall not be carried. LCs abstaining shall be considered as non-voting.
- 3.1.4.7. If required by one-third (1/3) of the voting members present, a decision on any Motion, Amendment, or Mandate shall be taken either by a consecutive roll call or by ballot.
- 3.1.4.8. For procedural motions and non-ballot voting the Chair can propose to pass the motion by acclamation, if and only if, no speakers against or general discussion has occurred. The passing by acclamation can be interrupted by a Point of Order (defined in article 3.1.10 Points of Order). If acclamation is stopped or interrupted, the Chair of the Legislative Meeting will process to a voting.
- 3.1.4.9. Passing by acclamation: voting entities express approval through snaps, applause or knocking on a hard surface.
- 3.1.5. Minutes
  - 3.1.5.1. For minutes taken during NLMs, the procedure outlined in Appendix 2 shall be adopted.
- 3.1.6. Representation
  - 3.1.6.1. Every member of the NP, MC, and BoD shall be allowed to attend and speak at all sessions of the NLM.
  - 3.1.6.2. Observers and guests of the legislative meetings shall only be heard with the permission of the Chair.
- 3.1.7. Motions
  - 3.1.7.1. No Motion or Amendment shall be open for discussion until it has been proposed and seconded, but the proposer shall have the right to speak on a Motion in order to find a seconder.
  - 3.1.7.2. No matter shall be discussed unless it concerns an approved subject on the agenda, except at the discretion of the Chair.
  - 3.1.7.3. A Motion shall only be open for discussion or amendment after the proposer and the seconder have been given the opportunity to speak on the Motion.
  - 3.1.7.4. No Motion or Amendment, which has been accepted by the Chair, shall be withdrawn without the consent of the NP. Neither shall any addendum be added to a Motion once accepted without consent.
  - 3.1.7.5. The following forms of legislation shall be allowed at legislation meetings:
    - 3.1.7.5.1. **Motion**- Remains indefinitely in the Compendium unless amended or deleted by subsequent legislative meetings.
    - 3.1.7.5.2. **Automatic Motion**- Remains indefinitely in the Compendium unless amended or deleted by subsequent legislative meetings. Will be submitted as an Automatic Motion, as there is no Proposer or Secunder required.
    - 3.1.7.5.3. **One Year Motion**- Is binding until the legislative meeting one year after the one in which the One Year Motion was passed.
    - 3.1.7.5.4. **Two Year Motion**- Is binding until the legislative meeting two years



after the one in which the Two Year Motion was passed.

3.1.7.5.5. **Mandate**- Is to a recognized body of the Corporation, binding for a specified period of time, to perform a function outside its ordinary course of duty.

3.1.7.6. Only Full Members, General Members, and the MC shall have the right to propose or second Motions and Amendments.

3.1.7.7. Proxies shall not be used to propose or second a motion.

3.1.7.8. All Motions and Mandates become effective the day after the closing of the NLM, as long as no other date is explicitly mentioned in the Motion or Mandate.

#### 3.1.8. Amendments

3.1.8.1. No Amendment shall be moved which, by the Chair's ruling, rescinds, negates, or destroys the original Motion.

3.1.8.2. No other Amendment shall be moved until the first Amendment has been ratified or removed, but notice of further Amendments may be given.

3.1.8.3. If an Amendment is rejected, other Amendments may be moved onto the original Motion. If an Amendment is carried, the amended Motion shall be subject to any further discussion, and shall be the Motion on which the final vote is taken.

3.1.8.4. The proposer of the Motion, but not an Amendment, shall have the right to reply directly before a vote is taken on the Amendment.

3.1.8.5. A simple majority is required to add an Amendment.

#### 3.1.9. Order of Precedence

3.1.9.1. The Chair shall allow the following Procedural Motions to be put when there is already a proposition on the floor, in the following order of precedence:

3.1.9.1.1. A Motion that the Motion now be put.

3.1.9.1.2. A Motion to postpone or adjourn the matter to a specified later meeting.

3.1.9.1.3. A Motion to refer the matter to a committee or subcommittee for investigation for report.

3.1.9.1.4. A Motion to limit the debate to a certain specified time period.

3.1.9.1.5. A Motion that a matter lies on the table.

3.1.9.1.6. A Motion of no confidence in the Chair.

3.1.9.1.7. A Motion to adjourn the meeting to a later specified date.

3.1.9.2. Motions designated by Sections 3.1.9.1.1, 3.1.9.1.5, and 3.1.9.1.6 must receive a majority two thirds (2/3) of the votes cast, excluding abstentions.

3.1.9.3. If the Motion "that the Motion now be put" has been seconded, no further discussion of the original question shall be allowed, but a member may give notice of his or her desire to further speak on the original question. If the Motion is carried, only the proposer of the original question under discussion shall be allowed to speak before the original question is put to vote.

3.1.9.4. If the Motion "to limit the debate to certain specified time period" is carried, the Chair shall draw up a list of those wishing to make their first speech on the subject and allow each one an equal proportion of the specified time period.

3.1.9.5. The proposer shall be allowed five minutes to sum up discussion before the original Motion is put to a vote.

3.1.9.6. Should a Procedural Motion under Section 3.1.9.1 be defeated, twenty minutes must elapse before the same Motion be proposed again, unless the Chair is of the opinion that the circumstances have been drastically changed in the meantime.

#### 3.1.10. Points of Order

- 3.1.10.1. In addition to discussion on a Motion, the Chair shall allow the following points in order of precedence:
  - 3.1.10.1.1. Point of Order
  - 3.1.10.1.2. Point of Personal Explanation
  - 3.1.10.1.3. Point of Information to Somebody
  - 3.1.10.1.4. Point of Information from Somebody
- 3.1.10.2. A Point of Order must be heard at all times and the Chair shall give his or her ruling before the Motion is further discussed. Points of Order shall deal with the conduct of procedure of the debate. The member rising to put the Point of Order shall prove one or more of the following:
  - 3.1.10.2.1. The speaker is addressing an issue that is not relevant to the current topic.
  - 3.1.10.2.2. The speaker is using unparliamentary language.
  - 3.1.10.2.3. The speaker is infringing upon the Constitution or Standing Orders.
- 3.1.11. Conduct of the Meeting
  - 3.1.11.1. A speaker shall direct his or her speech directly to the Motion or Amendment under discussion. If no definite Motion or Amendment is before the meeting, the speaker shall direct his or her speech strictly to the point on the agenda under discussion.
  - 3.1.11.2. Every member shall address himself or herself solely to the Chair.
  - 3.1.11.3. No member shall be allowed to speak more than once on a Motion, as long as a member who has not spoken on that Motion desires the floor. No member shall speak longer than ten minutes at one time without permission of the NP.
  - 3.1.11.4. The Chair shall have the right to make a speakers list and close it according to his or her discretion.
  - 3.1.11.5. The conduct of the meeting is to be maintained at any physical NLM.
- 3.1.12. Standing Orders
  - 3.1.12.1. Standing Orders may be changed at any NLM provided there is quorum at the NLM.
- 3.2. Process for Virtual Legislative Meetings**
  - 3.2.1. Virtual Legislative Meetings (hereinafter referred to as "VLMs") are considered to be NLMs but are not subject to the Standing Orders listed in Section 3.1.
    - 3.2.1.1. VLMs shall only be utilized for motions that are deemed by the Legislation Subcommittee as an emergency, urgent, or motions that cannot wait until the following National Conference.
  - 3.2.2. VLMs may only occur if a Motion has a Proposer and a Secunder, and with the permission of the Legislation Subcommittee.
    - 3.2.2.1. Motions are subject to the rules designated by Sections 3.1.7.5, 3.1.7.6, 3.1.7.7, and 3.1.7.8.
  - 3.2.3. The NP shall be notified two weeks in advance of the date and time of a VLM by the Legislation Subcommittee.
  - 3.2.4. Two virtual legislation fairs shall be held: one shall be held two days prior to the VLM, and one shall be held one day prior to the VLM.
    - 3.2.4.1. A virtual legislation fair shall be facilitated by one member of the MC and one member of the Legislation Subcommittee.
    - 3.2.4.2. One member of the Legislation Subcommittee must be present to record minutes, which shall be emailed to the NP within four hours after the virtual legislation fair.
  - 3.2.5. The MC shall send an email to the NP to open the voting period. The voting shall happen

via email and the members shall have forty-eight hours from the opening of the virtual vote to send their vote to both the Chair of the Legislation Subcommittee and the Legislation Subcommittee email address.

3.2.5.1. If the matter directly involves the Legislation Subcommittee Chair, the votes shall be sent to the MCP and the Legislation Subcommittee email address.

3.2.6. Voting members must send their votes via email from their official LCP email account and must clearly state the motion number and the corresponding vote: yes, no, or abstention.

3.2.6.1. Voting shall be done in accordance to Section 3.1.4.1.

3.2.6.2. Failure to attend a VLM shall result in Full Member LCs being downgraded to Member on Alert LCs at the next National Conference in accordance to Section 3.8.3.4 at the next National Conference.

3.2.7. Member on Alert LCs and OEs must send an email from their official LCP email account to the Chair of the Legislation Subcommittee and Legislation Subcommittee designating their presence at the VLM.

3.2.7.1. Failure to attend a VLM shall result in Full Member LCs being downgraded to Member on Alert LCs at the next National Conference in accordance to Section 3.9.3.4 at the next National Conference.

3.2.8. Roll call shall be taken according to the votes and emails designating LC presence that are received by the Legislation Subcommittee.

3.2.9. The quorum for a VLM shall be two-thirds (2/3) of the voting members.

3.2.10. The Chair of the Legislation Subcommittee shall release the results of the vote within twenty-four hours after the end of the designated voting period.

3.2.11. No virtual legislation is allowed within one week before another NLM.

### 3.3. MCP Elections

3.3.1. The MCP Election will occur at each WNC. Applications must be opened after the Fall National Presidents' Meeting (hereinafter referred to as "NPM"), and by November 1. Applications will be opened internationally.

3.3.1.1. The MC shall release additional application information for non-U.S.-citizens/permanent-residents outlined in section 3.3.2. by October 1.

3.3.2. All U.S. Citizens and Permanent Residents are eligible to run for MCP. All other applicants must submit a Visa Eligibility Report (hereinafter referred to as a VER) by November 7th.

3.3.2.1. The VER must adhere to the following criteria: it must be no longer than one A4 page which details the applicants current work/visa status; it must also outline (at most) three options that the applicant has to obtain a visa as well as detail the applicant's ability to enter and exit the country for conferences (International President Meeting in mid-February and mid-August and International Congress in August); it must outline all potential costs associated with all options, candidate's ability to afford said costs, and costs that MC would incur if the candidate is selected

3.3.2.2. Consultation with legal/visa experts when possible is recommended, and required in the case of some visas (see Appendix 16)

3.3.2.3. Knowingly misrepresenting status, eligibility, or options will result in automatic ineligibility

3.3.2.4. The Governance Committee of the Board of Directors shall meet with the Plenary Representatives to review the VERs and make rulings with commentary by November 22nd according to the visa criteria outlined in Appendix 16. The rulings shall be as follows: not eligible; high probability; eligible.

3.3.2.5. A decision that a candidate is "not eligible" shall be considered final. LCPs will vote on whether or not to accept an applicant's VER if the Board determines they are "high probability" or "eligible." The LCPs shall review the board commentary and GM and FM LCs shall submit a virtual ballot on applicant's VERs on whether or not they are eligible by November 27th.

3.3.2.6. The Plenary Representatives shall update the Visa Eligibility criteria outlined in

- Appendix 16 following every election cycle and ensure the update is legislated at every WNC.
- 3.3.2.7. The MC will pay for the visa processing fees for a candidate once they are elected. The MC will not cover any fees prior to the candidate's election, including costs necessary to be at Winter National Conference or consultation fees that the candidate may incur to assess their visa eligibility. There will be no reimbursements for aforementioned costs once the candidate is selected.
  - 3.3.3. All MCP applications will be due December 1st for eligible applicants.
  - 3.3.4. Applications will include: platform, application, resume, and two endorsement letters.
    - 3.3.4.1. The platform can be in any media format.
    - 3.3.4.2. The two letters of endorsement must come from at least two different people from two different entities.
  - 3.3.5. Applications will be sent out and posted on online for the whole membership of the Corporation to view by December 3rd.
  - 3.3.6. A committee composed of one member of the BoD, five LCPs and/or LCPes, and two MC members will evaluate the candidates and release a subsequent report to the national plenary by December 11th.
    - 3.3.6.1. The BoD member shall be present, in person or by proxy, at WNC.
    - 3.3.6.2. The five LCPs shall be selected randomly, as per Appendix 3. LCPs that are running for MCP shall not be a part of this committee.
      - 3.3.6.2.1. A representative from the LC of one of the candidates shall not be a part of the committee.
    - 3.3.6.3. The two MC members will include the MCP and one other MC member selected randomly, as per Appendix 3.
      - 3.3.6.3.1. In the case that an MC member is running for MCP, he or she shall not be a part of the committee.
      - 3.3.6.3.2. In the case that the MCP is running for re-election, another MC member shall be randomly selected.
    - 3.3.6.4. The committee will evaluate the candidates based on a rubric, modeled after the competencies necessary of the MCP distributed by the MC.
    - 3.3.6.5. The committee will submit a list of the strengths and weaknesses of each candidate on this rubric.
  - 3.3.7. Should there be more than four candidates running for the position of Member Committee President, the voting members of the NP will be asked to vote on the candidates based on their applications and the report of the committee specified in Section 3.2.5.
    - 3.3.7.1. The voting members will select up to four candidates in which they have confidence on the ballot and submit their ballot by December 18th.
    - 3.3.7.2. After the votes have been tallied, the four candidates with the highest total number of votes will participate in the election process outline in Section 3.2.7.
    - 3.3.7.3. The vote shall be counted by the committee outlined in Section 3.3.6.3 with the BoD representative serving as the election chair.
    - 3.3.7.4. In the case that this must be accomplished virtually, a virtual platform will be provided available only to the committee specified in Section 3.3.6.3 to perform the counting process.
    - 3.3.7.5. A secret ballot from the MCP will be submitted to the chair by December 18th. This ballot will consist of a numerical ranking of all candidates with the number 1 corresponding to their most preferred candidate. Additional in this ballot vote, a vote of no confidence will not be allowed for any candidate, meaning that each candidate will receive a non-zero ranking.

- 3.3.7.6. In the event that there is a tie between candidates, the tie will be broken according to the preference ranking of the MCP's secret ballot.
- 3.3.7.7. All candidates outside the top four will be immediately and permanently removed from the election procedure after the vote counting.
- 3.3.7.8. Neither the votes cast by the voting members nor the final tallies shall be released to the National Plenary by the Counting Committee.
- 3.3.8. At WNC, candidates shall be expected to undertake the following procedure:
  - 3.3.8.1. The Chair of WNC will chair the MCP election session.
  - 3.3.8.2. Each candidate will enter the plenary sessions and make a presentation lasting a maximum of ten minutes.
  - 3.3.8.3. After all the presentations, each candidate will take part in a twenty minute Question & Answer Session. More time can be allotted by the Chair of Winter National Conference if needed.
    - 3.3.8.3.1. The LCs will split into as many groups as there are candidates.
    - 3.3.8.3.2. The LCs will be split in alphabetical order with the same amount of LCs in each group.
    - 3.3.8.3.3. The candidates will rotate rooms until they have had a Question & Answer session with all the LCs.
    - 3.3.8.3.4. Each LC is allotted a maximum of one minute to ask each question.
    - 3.3.8.3.5. Each candidate is allotted a maximum of two minutes to answer the question.
    - 3.3.8.3.6. The LCs will rotate asking questions in alphabetical order until time is up.
  - 3.3.8.4. Each candidate shall give a closing speech no longer than five minutes.
- 3.3.9. The voting process shall be as follows:
  - 3.3.9.1. Each LC receives one ballot if they are on Full Member or General Member status; otherwise that LC shall not receive a ballot.
    - 3.3.9.1.1. Each voting member will cast the ballot for their LC if they represent an LC that is on Full Member status.
    - 3.3.9.1.2. Each LC that has received a ballot is responsible for deciding how the ballot will be cast.
    - 3.3.9.1.3. The decision shall be made within a 30-minute deliberation period.
    - 3.3.9.1.4. In the case that the LCP is not present at WNC, a proxy from the same entity can be designated for voting.
  - 3.3.9.2. The MC receives one ballot.
    - 3.3.9.2.1. The MCP shall cast the ballot for the MC.
    - 3.3.9.2.2. If the MCP is a candidate in the election, another MC member drawn at random as per Appendix 3 shall cast the ballot for the MC.
    - 3.3.9.2.3. The decision shall be made within a thirty minute deliberation period.
    - 3.3.9.2.4. The MC is responsible for deciding how the ballot will be cast.
  - 3.3.9.3. No absentee voting shall be allowed.
- 3.3.10. The MCP shall be elected using the process of range voting as outlined in Appendix 10.
  - 3.3.10.1. If no candidate receives a vote of confidence, the MCP must immediately release again MCP applications to be due three weeks after the date of the election.
    - 3.3.10.1.1. The MCP shall be selected from the new candidates by a committee consisting of the current MCP, one BoD member, and three LCPs.
    - 3.3.10.1.2. The candidates who did not receive confidence in the election are ineligible to apply to be selected as MCP by the committee.

- 3.3.11. After deliberation time, the LCPs (or their proxy) that have received a ballot shall enter the voting room and shall cast their ballots into a designated box.
- 3.3.12. The counting committee, which consists of the Chair, one Board member (in person or by proxy), and the Organizing Committee of the WNC, minus any candidates and electors, will leave the room to count the votes.
- 3.3.13. Plenary shall enter the room.
- 3.3.14. The current MCP shall announce the decision and the number of points received by each candidate.
  - 3.3.14.1. If the first place candidate receives a vote of no confidence, it will be disclosed.
  - 3.3.14.2. If the MCP is a candidate for re-election, the Chair will make the appropriate announcement.

#### **3.4. Process for MC Member Selection Applications**

- 3.4.1. The applications for MC VP positions must be posted by the MC by January 31st.
- 3.4.2. The applications for MC positions must be turned into the MCP by a date determined by the MCP.
- 3.4.3. The MC shall be selected by a selection committee. The selection committee shall consist of, by default, the current MCP, the MCP-elect, and the current MC position responsible holder for which the candidate is applying. The MCP-elect has the ultimate say of his/her team selection.
- 3.4.4. The selection committee must conduct the first round of selection based on the candidate's application.
- 3.4.5. The MCP publishes the first round of selected MC applicants a week prior to the virtual voting.
- 3.4.6. All applicants, who were selected in the first round, have to go through a virtual Vote-of confidence-voting done by all LCPs of Full Member and General Member LCs.
- 3.4.7. Each applicant needs a 2/3 majority of the national plenary to pass the virtual voting.
- 3.4.8. Virtual voting must happen by February 21st.
- 3.4.9. If the default selection committee is not able to perform their duty, or if someone in the selection committee has applied for an MC VP position, the MCP-elect shall select an appropriate selection committee, which consists of three people.
- 3.4.10. The announcement of the incoming MC VP team must be made by the MCP-elect by March 1st,
- 3.4.11. The MCVP application must include an application, resume or CV, statement of interest and two letters of recommendation. If the candidate is from another AIESEC member country, their application must include a signed letter of support from their home MC.
- 3.4.12. If no suitable MC VP is found, the current MC and the MCP elect shall immediately reopen applications for the unfilled position(s) for two weeks, continually doing so until a suitable person is found for the unfilled positions.

#### **3.5. Removal of MC Members**

- 3.5.1. The MCP may be removed from office by the NP by a two-thirds (2/3) majority vote during a legislative meeting called specifically for that purpose and in attendance by the Chairman of the BoD or his or her proxy from the BoD.
- 3.5.2. In order to discuss a removal proceeding against the MCP, a simple majority of voting members must pass a motion to speak on the issue.
- 3.5.3. The MCP has the authority to remove members from the MC at his or her discretion.

#### **3.6. Replacement of MC Members**

- 3.6.1. In the case of the resignation, incapacitation, or removal of the MCP from his or her role



before the MCP term ends, the current MCVPs and the BoD shall select an interim MCP to act until the next NLM. At that meeting, the NP must vote to ratify the interim MCP selected by the MCVPs and the BoD.

3.6.1.1. If the NP does not ratify the candidate selected by the MCVPs and the BoD, a special election process shall be determined by the BoD representative present at the meeting and by the NP.

3.6.2. In the case of the resignation, incapacitation, or removal of an MCVP from his or her role before the MC term ends, the current MCP has the authority to appoint a replacement for the duration of that role's term, provided there is a one-week period in which individual members can express their interest in the position.

### **3.7. Plenary Representatives**

3.7.1. The purpose of the Plenary Representatives is to give the BoD a report about the NP at board meetings, as well as release a report about the BoD meeting to the LCPs after each respective BoD meeting.

3.6.1.1. The PR shall be required to attend the BoD meetings three times a year.

3.6.1.2. Each PR is given voting rights for the BoD meetings.

3.7.2. PR election process:

3.7.2.1. Only a current LCP or LCPe within AIESEC US shall be considered for the PR position.

3.7.2.2. The PR election shall occur at each WNC. Applications must be released by December 1.

3.7.2.3. Applications shall be due on December 15.

3.7.2.4. A completed application package will include a completed application and a resume.

3.7.2.5. Application packages will be distributed by December 17.

3.7.2.6. The PR shall be elected using the process of range voting as outlined in Appendix 10.

3.7.2.7. The chair shall announce the decision and the number of points received by each candidate.

3.7.3. The travel costs of the PR shall be divided equally between all LC's MC-managed accounts, as well as the MC account, and deducted once the cost is incurred.

### **3.8. Plenary Representative Removal and Replacement Process**

3.8.1. A PR may be removed from office by the Full Member LCs and the General Member LCs by a two-thirds (2/3) majority vote during an NLM.

3.8.2. In the case of the resignation, incapacitation, or removal of a PR, the plenary must nominate a replacement.

### **3.9. LC Membership Criteria**

3.9.1. The aims of Membership Criteria are to:

3.9.1.1. Assess past achievements and future opportunities of each LC.

3.9.1.2. Ensure the continuity and quality of AIESEC activities at a local level.

3.9.1.3. Encourage inter-LC awareness and cooperation.

3.9.1.4. Identify areas of weakness and see where help is required and provide advice for the future.

3.9.2. Local Committees

3.9.2.1. All LCs of AIESEC US shall hold the status of either Full Member, General Member, or Member on Alert.

3.9.2.2. All LCs of AIESEC US must fulfill the requirements of Appendix 7.1 of the Compendium.

- 3.9.2.2.1. Failure to fulfill these requirements shall result in a fine in accordance with Appendix 11 of the Compendium.
- 3.9.2.2.2. Failure to fulfill these requirements for two consecutive quarters would result in a downgrade to Member on Alert status at the next National Conference. There would be no grace period.
- 3.9.2.3. The Membership Subcommittee shall review and make recommendations regarding LC status and all issues pertaining to the upgrading, downgrading, and disbanding of LCs at every meeting of the subcommittee.
- 3.9.2.4. Automatic upgrades in membership status to Full Member or General Member Status will occur when the Membership Subcommittee meets, contingent upon the LCs' fulfillment of the requirements of Appendices 7.1 and 7.2. All other changes in membership status may occur only during an NLM.
  - 3.9.2.4.1. The Membership Subcommittee will meet before each National Conference.
- 3.9.2.5. An LC must have a non-negative MC-managed LC account balance.
  - 3.9.2.5.1. The LCs' MC-managed account balances shall be reviewed quarterly.
  - 3.9.2.5.2. If an LC's MC-managed account is negative, then the LC shall have six months during which to regain a non-negative balance. If after this grace period the account balance remains negative, the LC shall be up for disbandment at the next National Conference.
  - 3.9.2.5.3. Before an LC takes out a loan or an arranged overdraft, it must receive approval by the MC.
- 3.9.2.6 An LC must be officially recognized by their university.
  - 3.9.2.6.1. The LCs' university recognition will be reviewed quarterly.
  - 3.9.2.6.2 If an LC is not officially recognized by their university, then the LC shall have six months during which to gain official university recognition. If after this grace period the LC is still not officially recognized by their university, the LC shall be disbanded at the next National Conference.
- 3.9.2.7 An LC must have a Board of Advisors with at least three members.
  - 3.9.2.7.1. The LCs' Boards of Advisors will be reviewed quarterly.
  - 3.9.2.7.2 If an LC does not have a Board of Advisors with at least three members, then the LC shall have twelve months during which to gain at least three members. If after this grace period the LC still does not have a Board of Advisors with at least three members, the LC shall be disbanded at the next National Conference.
- 3.9.2.8 If an LC is disbanded, its MC managed account shall be inactivated.
  - 3.9.2.8.1. If a disbanded LC becomes an IG within 12 months, they will be granted the ability to access their previous account with the authorization of both the host's LCP and the IG's LCP for each transaction.
  - 3.9.2.8.2. If a disbanded LC gains Official Expansion status within 18 months of being disbanded, its account will be reactivated.
  - 3.9.2.8.3. If a disbanded LC does not gain Official Expansion status within 18 months of being disbanded, all funds in its MC managed account shall be transferred to the National Support Fund.
  - 3.9.2.8.4. If a disbanded LC is reopened, exchange numbers that they had previously achieved count towards meeting the requirements of Appendix 7.1 of the Compendium.
- 3.9.3. Full Member Status
  - 3.9.3.1 Full Member Privileges
    - 3.9.3.1.1 A Full Member LC may vote for Member Committee President and cast Member Committee votes of confidence.
      - 3.9.3.1.1.1 A Full Member LC will cast one vote for Member Committee President.



- 3.9.3.1.2. A Full Member LC may vote in NLMs.
  - 3.9.3.1.2.1 A Full Member LC will have two votes per round of voting during NLM and VLM.
  - 3.9.3.1.2.2 A Full Member LC's votes may not be split among more than one opinion per vote, meaning that a Full Member LC may only vote in favor, against, or abstaining and may not use their two votes for more than one option.
  - 3.9.3.1.3 A Full Member LC may host conferences.
- 3.9.3.2. In order to retain or gain Full Member status and voting rights, an LC must fulfill the requirements of Appendix 7.1 and Appendix 7.2 and maintain \$3,000 in reserves in their MC-managed LC account.
- 3.9.3.3 Full Member LCs failing to maintain \$3,000 in reserves in their MC-managed LC account for two consecutive quarters shall become General Member LCs.
- 3.9.3.4 Full Member LCs failing to fulfill the Full Member requirements of Appendix 7.2.1 but that fulfill the General Member requirements of Appendix 7.2.2 shall become General Member LCs. Full Member LCs failing to fulfill the Full Member requirements of Appendix 7.2.1 and the General Member requirements of Appendix 7.2.2 shall become Member on Alert LCs.
- 3.9.3.5 Full Member LCs failing to fulfill the requirements of Appendix 7.1 for two consecutive quarters shall become Member on Alert LCs.
- 3.9.3.6 Full Member LCs must attend every NPM, National Conference, and NLM. Failure to attend an NPM, National Conference, or NLM shall result in an LC being downgraded to Member on Alert status.
  - 3.9.3.6.1. If an LCP or LCP-elect cannot attend an NPM, National Conference, or NLM, a proxy from their entity may attend in their stead.
  - 3.9.3.6.2. An entity may send a proxy to only one NPM, National Conference, or NLM per calendar year.
  - 3.9.3.6.3. To be a proxy, a member must fulfill the following criteria:
    - 3.9.3.6.3.1. The proxy candidate must be an EB, EB-elect, or a former EB member from the same entity.
    - 3.9.3.6.3.2. The proxy must receive voting rights through written communication submitted to the Chair of the NLM.
  - 3.9.3.6.4. Attendance at National Conferences and NPMs is defined as being present for at least 75% of the conference.
    - 3.9.3.6.4.1. Exceptions shall be made only if proof is shown that the LCP cannot attend 75% of the conference.
    - 3.9.3.6.4.2. Proof must be sent to the MC at least a week before the beginning of the conference.
  - 3.9.3.6.5. Attendance at NLMs is defined as being present from the roll call to the close.
- 3.9.3.7 Executive Board terms must start on February 1 and end on January 31 of the following year.
- 3.9.4 General Member Status
  - 3.9.4.1 General Member Privileges
    - 3.9.4.1.1 A General Member LC may vote for Member Committee President and cast Member Committee votes of confidence.
      - 3.9.4.1.1.1 A General Member LC will cast one vote for Member Committee President.
    - 3.9.4.1.2 A General Member LC may vote in NLMs.
      - 3.9.4.1.2.1 A General Member LC will have one vote per round of voting during NLM and VLM.
    - 3.9.4.1.3 A General Member LC may host conferences.
    - 3.9.4.1.4 A General Member LC may propose Motions and Amendments.
  - 3.9.4.2. In order to retain or gain General Member status and voting rights, an LC must fulfill the requirements of Appendix 7.1 and Appendix 7.2.
  - 3.9.4.3 General Member LCs failing to fulfill the General Member requirements of Appendix 7.2.2 shall become Member on Alert LCs.
  - 3.9.4.4 General Member LCs failing to fulfill the requirements of Appendix 7.1 for two

consecutive quarters shall become Member on Alert LCs.

3.9.4.5 General Member LCs must attend every NPM, National Conference, and NLM. Failure to attend an NPM, National Conference, or NLM shall result in an LC being downgraded to Member on Alert status.

3.9.4.5.1. If an LCP or LCP-elect cannot attend an NPM, National Conference, or NLM, a proxy from their entity may attend in their stead.

3.9.4.5.2. An entity may send a proxy to only one NPM, National Conference, or NLM per calendar year.

3.9.4.5.3. To be a proxy, a member must fulfill the following criteria:

3.9.4.5.3.1. The proxy candidate must be an EB, EB-elect, or a former EB member from the same entity.

3.9.4.5.3.2. The proxy must receive voting rights through written communication submitted to the Chair of the NLM.

3.9.4.5.4. Attendance at National Conferences and NPMs is defined as being present for at least 75% of the conference.

3.9.4.5.4.1. Exceptions shall be made only if proof is shown that the LCP cannot attend 75% of the conference.

3.9.4.5.4.2. Proof must be sent to the MC at least a week before the beginning of the conference.

3.9.4.5.5. Attendance at NLMs is defined as being present from the roll call to the close.

**3.9.4.6 Executive Board terms must start on February 1 and end on January 31 of the following year.**

3.9.5. Member on Alert Status

3.9.5.1. If a Full Member LC or General Member fails to fulfill the requirements of Appendix 7.2, the LC shall become a Member on Alert.

3.9.5.2. A Member on Alert is not a voting member of the Corporation.

3.9.5.3. Member on Alert LCs must attend every NPM, National Conference, and NLM. Failure to attend an NPM, National Conference, or NLM shall result in Member on Alert LC being disbanded.

3.9.5.3.1. If an LCP or LCP-elect cannot attend an NPM, National Conference, or NLM, a proxy from an LC may attend in their stead.

3.9.5.3.2. An LC may send a proxy to only one NPM, National Conference, or NLM per calendar year.

3.9.5.3.3. The criteria for a proxy shall be the same as designated in Section 3.9.3.4.3.

### 3.10. Induction Minimums

3.10.1. All Local Committees must provide a minimum education (induction) to new members.

This must include, at minimum, education about:

3.10.1.1. The History of AIESEC.

3.10.1.2. The AIESEC Way.

3.10.1.3. The AIESEC Experience.

3.10.1.4. AIESEC's Structure.

3.10.1.5. Exchange and why we do it.

### 3.11. Process for Developing LCs

3.11.1. The overall objective of this section is to detail and outline the process to be followed for starting LCs. This section aims to detail a startup period plan, to list uniform criteria required for an LC to be officially recognized, and to develop a process that encourages inter-LC awareness and cooperation.

3.11.2. Official Expansions

3.11.2.1. Before an Official Expansion (hereinafter referred to as "OE") can be opened, they must have applied to the MC with a current Full Member LC. General Member LC,

- or the MC willing to sponsor them.
- 3.11.2.2. Once the application from the proposed host and proposed OE is received, the MC must accept the application and decide to open the OE for any AIESEC operations to begin on that university campus
- 3.11.2.3. The MC may approve the formation of an OE at any time of the year and will keep records of all current OEs and inform the National Plenary and Board of Directors of the establishment of an OE.
- 3.11.2.4. AIESEC operations may, under no circumstances, occur at a university that has yet to be approved as an OE.
- 3.11.2.5. An OE shall consist of students interested in starting a new LC at their university.
- 3.11.2.6. An OE must be partnered with either an LC or the MC, which shall be referred to as the "hosting entity."
  - 3.11.2.6.1. Any LC wishing to be a hosting entity must first seek approval from the MC.
  - 3.11.2.6.2. A hosting entity may transfer its responsibilities to another LC or the MC with the written consent of the OE, the current hosting entity, and the proposed hosting entity.
- 3.11.2.7. A partnership between an OE and a hosting entity must consist of:
  - 3.11.2.7.1. A partnership agreement signed by both the potential OE as defined in section 3.11.3.4.1.
- 3.11.2.8. An OE is not an LC, and is not required to meet the requirements of Section 3.9.2 of the Compendium.
- 3.11.2.9. The MC shall review the progress of all OEs at the conclusion of every SNC and WNC and shall close any OE deemed to be inactive or underperforming.
  - 3.11.2.9.1. The LCs shall be notified of all closed Official Expansions within two weeks of the conclusion of each SNC and WNC.
  - 3.11.2.9.2. The MC may close an OE at any time if the activities of the OE are deemed to be inappropriate.
  - 3.11.2.9.3. An OE may not promote exchange opportunities to students or recent graduates or approach any organization with the intention of raising traineeships or generating revenue, unless granted the right to do so by the MC.
  - 3.11.2.9.4. If an OE is granted the opportunity to promote exchange on campus, their exchange numbers will be counted towards meeting the requirements of Appendix 7 of the compendium.
    - 3.11.2.9.4.1. An OE will have 12 months to achieve General Member Status or they will be automatically disbanded.
    - 3.11.2.9.4.2. The MC has the ability to extend the 12 month OE period in increments of 6 months.
    - 3.11.2.9.4.3. The MC must alert the National Plenary of all OE period extensions within two weeks of the extension.
- 3.11.2.10. Any OE failing to comply with Section 3.11.2.9 of the Compendium shall have its status as an OE of the Corporation removed and must cease all AIESEC activities immediately.
- 3.11.3. Hosting Contract
  - 3.11.3.1. Purpose - To hold both LCs accountable to the hosting model.
  - 3.11.3.2. If mandate is passed, then hosting relationship is solidified

- immediately following legislation through a signed contract.
- 3.11.3.3. Hosting contract is standard throughout AIESEC US and must include minimum standards as outlined by the membership subcommittee.
- 3.11.3.4. Hosting Contracts may be approved at any time with the signature of the MC member responsible for expansions. Hosting contracts must be finalized with the submission of a hosting mandate by the hosting LC at the NLM immediately following MC approval of the hosting contract.
- 3.11.3.5. Hosting contract is signed by both the hosting LC, the OE applying to be hosted, and the MC member responsible for expansions.
- 3.11.3.6. All parts of the hosting contract are tracked and must be submitted through SONA each quarter.
- 3.11.3.7. If contract is not followed then the hosting LC will be downgraded to Member on Alert status and shall not be upgraded back to General Member or Full Member status until after the closure of the following National Conference.
  - 3.11.3.7.1. Hosting contract is complete once general membership status is achieved.
  - 3.11.3.7.2. If a hosting LC is downgraded, the LCs it is hosting must find a new LC host at the same National Conference, or be automatically disbanded.
- 3.11.4. OEs shall operate under their hosting entity's AIESEC online system privileges.
- 3.11.5. OEs must attend every National Conference, NPM, and NLM. Failure by an OE to attend any of the above shall result in the OE being disbanded.
  - 3.11.5.1. If an LCP or LCPe cannot attend any of the above, a proxy may attend in their stead.
  - 3.11.5.2. An entity may send a proxy to any of the above only once per calendar year.
  - 3.11.5.3. Attendance, exceptions, and proof thereof are defined in 3.9.3.4.4. and 3.9.3.4.5.

## Article IV: Financial Structures

#### **4. This section details the fees, expenses and revenue principle to the operation of the Corporation.**

##### **4.1. Finances shall be raised by:**

- 4.1.1. Global Current fees.
- 4.1.2. Fees from the exchange program, both OGX and ICX.
- 4.1.3. Corporate sponsorships and partnerships.
- 4.1.4. Grants and donations.
- 4.1.5. By any other means available compatible with the bylaws of the organization and not in conflict with the Mission or objectives of AIESEC.

##### **4.2. Affiliation Fee**

- 4.2.1. All LCs, as outlined in Section 3.9.2., must pay the MC a national affiliation fee annually. This fee may be paid in two portions, one due in April and one due in October. LCs may apply for payment extensions to the Finance Subcommittee.
- 4.2.2. The portion of the national budget that the LCs are responsible for paying will be set annually when the national budget is approved each SNC. A breakdown of what portion of the national budget the LCs are responsible for can be found in Appendix 14.
- 4.2.3. The distribution of the affiliation fee across LCs will be based on all exchange revenue and exchange earned by each LC over the last 3 years. The revenue and exchange exchange number for each LC will be calculated from January 1 – December 31 of the respective years, with a preliminary preview given out for review by all entities on December 15. The final distribution will be given out for LCs to review on January 25. The portion that each LC will be responsible for paying will be calculated as follows:  
total LC exchange revenue / total of all AIESEC US LC exchange revenues.
- 4.2.3.1 The calculation will be made using both exchange numbers and revenue. The total affiliation fee will be split into two where one is calculated by exchange numbers and the other by revenue.
- 4.2.3.2. The process to getting the LC's allocation percentage is to average all three year's respective data and finding the sum of the respective average. The LC's allocation percentage will be the LC's contribution percentage.

##### **4.3. Financial Procedure**

##### **4.3.1. Internal Audits**

- 4.3.1.1. Finance Subcommittee will act as the Internal Auditors of the local committees.
- 4.3.1.2. The handbook of the internal audit will be decided by the Finance Subcommittee and reviewed yearly. Revisions will be sent out to all LCPs and VPFs by 15th of January.
- 4.3.1.3. Internal Audits will be held monthly, each FSC member will randomly select one LC for the audit at the third week of the month for the prior month.
- 4.3.1.4 Once the audit begins, the LC will have to respond with the proper items as stated by the FSC member. Once the LC has responded, the FSC will then have 48 hours to respond with the next steps.
- 4.3.1.5 If FSC member determined that an LC has failed an audit based on the scope of the internal audit, they will be fined \$100 from their MC managed LC account to the NSF.
- 4.3.1.6 A Local Committee has 48 hours to repeal the fine, in which case they elect to be audited once more the following month.
  - 4.3.1.6.1 If the LC passes the second audit, they will receive the \$100 back to their MC managed LC account.

- 4.3.1.7. Each LC only has one appeal per audit.
- 4.3.1.8. An audit will last a maximum of two weeks.
- 4.3.2. The LCs shall keep all funds given to them by their universities.
- 4.3.3. The LCs may hold funds in accounts independent of the MC through their university, or an outside bank account if allowed by the MC with a limit of \$2000 USD.
  - 4.3.3.1. LC's external bank account must not bear the name "AIESEC" without official written approval of the MCVP Finance
  - 4.3.3.2. If an LC elects to increase their external bank account above the \$2000 limit, they must submit a request to the Finance Subcommittee.
  - 4.3.3.3. Once approved, the LC will be required to submit their financial statements once a month to the Finance Subcommittee.
- 4.3.4. If an LC maintains an outside bank account they must give any requested financial data to designated MC internal auditors and quarterly in their SONA report.
- 4.3.5. LC expenditure shall be subject to the rule of the LC and the rules imposed by its university. However, the LC is ultimately accountable to the Corporation.
- 4.3.6. The LC shall be responsible for developing and ensuring its own financial sustainability, and the MC oversees and provides support when possible.
- 4.3.7. The LCs must submit annual budget for the next calendar year to the MC by December 31<sup>st</sup>.
- 4.3.8. The LCs must submit statements of income and expenditures to the MC within two weeks of the end of the quarter.
  - 4.3.8.1. This statement of quarterly income and expenditures is provided to encourage LC financial literacy and as a mechanism for tracking financial progress over time; this is not to be used by the MC to report the official income and expenditures of the Corporation.
- 4.3.9. LC financial statements shall be made available to the National Plenary once received by the MC.
- 4.3.10. The LCs have discretion, upon written agreement, to share costs and expenditures.
- 4.3.11. The MC shall prepare LC account statements monthly.
- 4.3.12. The MC will provide an itemized list of expenditures for any withdrawal of over \$1000 from an LC account. LCP and VP F can dispute these expenditures within two weeks of their receipt.
- 4.3.13. The LCs can access funds held in their MC-managed accounts by submitting a reimbursement request or invoice payment request. The reimbursement request must include a request from whatever entity received payment from the LC.
- 4.3.14. The MC shall keep a minimum reserve equal to the combined balance of all the MC-managed LC accounts.
- 4.3.15. Each LC is responsible for reconciling their financial statements to its records.
- 4.3.16. The MC will process all reimbursements monthly after they are approved by the LCP and the LCVPF. LCs must send reimbursement requests within 30 days of purchase or the reimbursement request will not be processed
- 4.3.17. LCs must submit all applicable receipts to the MC VPF within 30 days of the close of a conference. All conference financials should be closed out no later than 60 days after the close of a conference.
- 4.3.18. The NP shall approve the MC's projected fixed cost budget at SNC by a simple majority vote. If there is any adjustment made to the MC budget by the BoD, the change and reasons for them shall be communicated to the NP.
  - 4.3.18.1 The budget must be release to the LCPs for review at least 2 weeks before the determined date of SNC legislation. If the budget is not released in time without prior



approval, the budget must then receive a unanimous vote from the voting members in order to be approved.

4.3.19. Financial Management Certification, hereby referred to as FMC)

4.3.19.1. Purpose: to ensure AIESEC US financial sustainability and upkeep by tracking the financial activities of our entity

4.3.19.2. Before submitting reimbursement request, all members of AIESEC US must complete the FMC

4.3.19.3. The FMC status will only last until the last day of the fiscal quarter, at the start of

the new quarter members must then resubmit the FMC with updated information

4.3.19.4. The Finance Subcommittee may remove any individual on the FMC pool at any point with a unanimous vote of all the members of the Finance Subcommittee

4.3.19.4.1. Removed members will not be allowed to resubmit a FMC until the start of the next fiscal quarter.

**4.4. Exchange Fees and Distribution**

4.4.1. Each Exchange Participant (hereinafter referred to as EP) participating in the OGX program through the Corporation shall pay the fee according to the pricing structure outlined in Appendix 8.

4.4.1.1. In the event of an unpaid EP match fee, the LC responsible for said EP is held accountable for their full fee. This responsibility is assigned through the following process:

4.4.1.1.1. The MC VP OGX maintains and constantly updates an online tracker of EP payments that is accessible by all LC EBs.

4.4.1.1.2. If an EP has not paid the EP match fee within two weeks of being matched, the LCP is notified by the MC VP OGX. It is now the responsibility of the LC to pursue the EP for payment.

4.4.1.1.3. At four weeks from the match date (two weeks after notification), a fine of \$50 is taken from the LCs MC-managed account and used at the discretion of the MC.

4.4.1.1.3.1. If more than ten failed match payments are accrued within a six month period, until the LCVP of the respective OGX exchange function meets with the MCVF of the respective OGX function to reevaluate LC operations, new raising shall be frozen.

4.4.1.1.4. After the four week time period, if the EP pays their match fee, the MC shall redeposit the \$50 fine back into the LC's MC managed account

4.4.2. The LCs and MC can raise and sell traineeships in accordance with products outlined in the Compendium, branding, communication, and principles agreed upon between the LCs and the MC in accordance with the Global External Relations principles.

4.4.2.1. The Corporation shall charge organizations participating in the ICX program according to the Business Development (hereinafter referred to as "BD") pricing structure outlined in Appendix 9.

4.4.2.2. Revenue from raised traineeships is shared in accordance with the pricing structure outlined in Appendix 9.

4.4.2.2.1. If payment has not been received 6 months after the initial invoice is sent then the invoice will be written off, and all associated funds will be taken out of the associated LC's MC managed account. LCs will not be held liable for the added late fees as outlined in Section 5.2.5.5.

4.4.2.3. Exchange fees and their distribution shall be reviewed on an annual basis by the MC.

- 4.4.2.4. Revenue accrued by customized exchange contracts, including additional or tailored contents, shall be shared in agreement of the LC and the MC.

#### **4.5. National Support Fund**

- 4.5.1. The National Support Fund (hereinafter referred to as "NSF") is intended to support LCs in their development.
- 4.5.2. The budget for the NSF will be set at \$1000 multiplied by the number of Full Member LCs, General Member LCs, and Member on Alert LCs as defined by section 3.8 of the Compendium.
  - 4.5.2.1. Every LC with an MC managed account will contribute 4% of all revenue earned each year as defined by the Finance Subcommittee to the NSF. This fee will be deducted from every LC's MC managed account in January.
  - 4.5.2.2. The remaining portion of the NSF not accounted for by the LCs will be accounted for by the MC budget.
  - 4.5.2.3. Any LC can donate to the NSF from their MC-managed account and the MC shall match any donation.
- 4.5.3. The NSF shall be allocated in a rolling manner according to objective criteria that are determined by the Finance Subcommittee
  - 4.5.3.1. A maximum of 3 weeks may pass after an application is received for a funding decision to be given to the applicant.
  - 4.5.3.2. The LCs that receive funding and the reasons for the allocations will be published to the LCs at least once every quarter.
  - 4.5.3.3. NSF funding must be requested as outlined in section 4.3 within 6 months of allocation or it will be forfeited. NSF funding may be requested after 6 months only if prior authorization is given by the Finance Subcommittee.
  - 4.5.3.4. NSF recipients must give artifacts and submit a short report as requested by the finance subcommittee or forfeit the allocation.
- 4.5.4. If any portion of the NSF remains unused at the end of the calendar year, the remainder will be split among the LC's according to the proportion that they originally paid into the NSF.

#### **4.6. Coaching and Training Fees**

- 4.6.1. The background of any coach or trainer shall not influence the level of funding an LC shall receive
- 4.6.2. All local entities will be grouped into 4 basic categories of funding levels as determined by the Finance Subcommittee.
  - 4.6.2.1. These funding groupings will be determined by total revenue earned by each local entity
  - 4.6.2.2. The total revenue earned by each local entity will be calculated by the Finance Subcommittee each quarter and the groupings published to the LCs.
  - 4.6.2.3. LCs may petition to the Finance Subcommittee within one week of the groupings being published to change their grouping.
- 4.6.3. Either 20%, 40%, 60%, or 80% of the cost of any approved coaching or training request from any LC or local entity will be covered by the MC as determined by the Finance Subcommittee funding groupings.

#### **4.7. Royalty Fee**

- 4.7.1. All LCs, must pay a royalty fee per exchange conducted as per their membership status as listed in Appendix 1.
- 4.7.2. The portion of the fee will be a percentage of the exchange fees outlined in Appendix 9 for Incoming Exchange and Appendix 8 for Outgoing Exchange.
  - 4.7.2.1. The percentage of exchanges fees will be calculated for JTNs after sevis and insurance



costs are removed.

4.7.3. The percentages go as follow:

- 30% Initiative Groups and Official Expansion
- 25% General Members and Members on Alert
- 20% Full Members

4.7.4. The new allocation of percentage will follow the release of the new membership status by the Membership Subcommittee and to be approved and released by the Finance Subcommittee.

4.7.5. Once the report is released, all exchanges from that time and date will be based on the new percentage. All exchanges prior to this release will not be affected.

4.7.6. The royalty fee shall be taken out monthly from the LC's MC managed account and a report of the amount taken out will be released to the LCP and LCVP Finances prior to fee enacting.

4.7.7. Each LC will have 48 hours from the release of the report to dispute any charges

## Article V: Exchange

## 5. This section details the process for Incoming and Outgoing Exchange.

### 5.1. Outgoing Exchange

#### 5.1.1. Preparation

5.1.1.1. Pre-departure preparation is crucial to the success of a traineeship. The home LC must provide every EP that has been matched with the following before the EP goes abroad:

5.1.1.1.1. AIESEC Preparation- EPs must have the following preparation related to AIESEC:

5.1.1.1.1.1. All EPs must have passed through a structured induction process. The induction must include: basic exchange flow explanation, EP contract explanation, duties and responsibilities of the EP, sending LC and host LC, traineeship types and options of destination countries.

5.1.1.1.1.2. Relevance of exchange to the AIESEC Way and our Vision.

5.1.1.1.1.3. How to be an AIESEC ambassador in the workplace and host country.

5.1.1.1.1.4. Expectations for AIESEC involvement in the host LC.

5.1.1.1.1.5. Understanding of the Exchange Program Policies (hereinafter referred to a "XPP") in Appendix 13, complaint procedures, and contractual obligations.

5.1.1.1.1.6. Understanding of myAIESEC.net exchange tools and guidance by an EP manager.

5.1.1.1.1.7. Overview of the exchange measurement system and/or evaluations.

5.1.1.1.1.8. Set and review per goals for the traineeship.

5.1.1.1.2. Logistics Preparation- EPs must be aware of the necessary preparation in order for safe and smooth travel to their destination including:

5.1.1.1.2.1. Health insurance.

5.1.1.1.2.2. A valid passport.

5.1.1.1.2.3. Proof of current student status or graduated within two years.

5.1.1.1.2.4. Appropriate work or residence permit.

5.1.1.1.2.5. Having adequate living expenses.

5.1.1.1.2.6. A return ticket to the United States.

5.1.1.1.2.7. Payment of the Application Fee.

5.1.1.1.2.8. Payment of the Match Fee.

5.1.1.1.3. Safety Preparation- EPs must be aware of the national safety conditions and basic safety precautions of the host country and must prepare in order to ensure a safe traineeship. This preparation includes:

5.1.1.1.3.1. Information on any relevant governmental advice in relation to the destination.

5.1.1.1.3.2. Information on the minimal accommodation requirements of the host country according to the national host country safety standards.

5.1.1.1.3.3. Knowledge that it is the EP's responsibility to be aware of the laws of the host country. The EP may refer to the country's

- embassy or government website for travel specific information.
- 5.1.1.1.3.4. Liability details are found in the Post-Match policies of the XPP.
- 5.1.1.1.3.5 All EPs are required to sign up for ISOS and officially register their trips there. If university policies interfere with the provision of iSOS, the LC must work with the Board Governance Committee to obtain a legal waiver that must be signed by the host university explaining the interference and stating that the host university provides for all coverage that iSOS would have provided and therefore AIESEC is not responsible.
- 5.1.1.1.4. Country and Cultural Preparation- EPs must be prepared for the cultural experience of their traineeship. This must be done in cooperation between the home and host LCs, and at minimum, includes:
  - 5.1.1.1.4.1. Information on culture shock.
  - 5.1.1.1.4.2. Resources to find information on the host country/territory.
  - 5.1.1.1.4.3. Effective cross-cultural communication.
  - 5.1.1.1.4.4. Being an ambassador of their country of origin and/or home country- information, presentations, etc.
  - 5.1.1.1.4.5. Overview of the cultural norms of the host country/territory.
  - 5.1.1.1.4.6. Basic knowledge of the host country/territory in the areas of history, politics, economy, social issues, etc.
- 5.1.1.1.5. Professional Preparation- EPs must be provided with an understanding of the professional environment in which the EP will work in the host country. This must be done in cooperation between the home and host LC. At minimum, the preparation includes:
  - 5.1.1.1.5.1. How to work in the specific business culture of the host country.
  - 5.1.1.1.5.2. An introduction to the organizational culture of the traineeship, if possible.
  - 5.1.1.1.5.3. How to work in the specific industry or type of organization.
- 5.1.1.1.6. Integration- The responsibilities of the Home LC include:
  - 5.1.1.1.6.1. Regular and facilitated communication between the EP and the LC.
  - 5.1.1.1.6.2. Conducting periodic evaluations and acting upon the feedback.
- 5.1.1.1.7. Reintegration- Reintegration and providing support to returning EPs (returnees) are primarily responsibilities of the home LC. Re-integration must include:
  - 5.1.1.1.7.1. The opportunity to debrief the experience with AIESEC in the home country.
  - 5.1.1.1.7.2. The opportunity to share the experience with other members of the LC, including outgoing EPs.
  - 5.1.1.1.7.3. The opportunity to evaluate and review the EP's goals.
  - 5.1.1.1.7.4. Reintegration into LC activities, if applicable.
  - 5.1.1.1.7.5. Information on reverse culture shock and how to cope with it.

5.1.1.1.7.6. Information on how to utilize and position the international exchange experience on a professional resume and to the local job market.

## 5.2. Incoming Exchange

### 5.2.1 Global Talent (hereinafter referred to as "iGT")

5.2.1.1 Accredited J-1 Visa Exchange Program (hereinafter referred to as the "J-1 Program")

5.2.1.2 Host Organizations that abide by the current exchange standards and processes set forth by AIESEC US and the United States Department of State

5.2.1.3 J-1 Traineeship Nominees (hereinafter referred to as "JTNs") that abide by the current exchange standards and processes set forth by AIESEC US and the United States Department of State.

5.2.1.4 The price breakdown is detailed in Appendix 9.

5.2.1.5 The length of an iGT experience will be no shorter than 3 months and no longer than 18 months.

### 5.2.2 Global Entrepreneurs (hereinafter referred to as "iGE")

5.2.2.1 Host organizations that abide by the current exchange standards and processes set forth by AIESEC US and AIESEC International.

5.2.2.1.1. An organization which serves as a member organization for qualifying host organizations (hereinafter referred to as an "umbrella organization"), also qualifies to sponsor interns/trainees on behalf of their member organizations. They also qualify to take interns/trainees themselves if they meet the Host organization requirements or are deemed eligible by the MC.

5.2.2.2 Traineeship Nominees (hereinafter referred to as "BTNs") that abide by the current exchange standards and processes set forth by AIESEC US, AIESEC International and the United States Department of State.

5.2.2.3 The price breakdown is detailed in Appendix 9.

5.2.2.4 The length of a BTN will be no less than 6 weeks and no more than 8 weeks.

### 5.2.3 Global Citizen (hereinafter referred to as "iGC")

5.2.3.1 Host Organizations That Abide by the current exchange that abide by the current exchange standards and processes set forth by AIESEC US.

5.2.3.2 Exchange Participants (hereinafter referred to as "EPs") that abide by the exchange standards and processes set forth by AIESEC US and the United States Department of State.

5.2.3.2.1 Any opportunity referred to as a "TN" without specification of a JTN or a BT refers equally to Traineeship Nominees of iGT, iGC and iGE.

5.2.3.3 The price breakdown is detailed in Appendix 9

### 5.2.4 Reception

5.2.4.1 The minimal reception activities that an LC is to follow include:

- a) Picking up the EP from the airport
- b) Arrange accommodations for the EP
- c) Assist with arrival documentation, procurement of a mobile phone, accompaniment to first day of work, and for iGT, assisting with social security, and creation of a bank account
- d) Expectation setting
- e) Assignment of a primary contact person from the LC
- d) For iGC, be in contact at least once a week and assist with any further issues. For iGE, be in contact at least bi-weekly and assist with any further issues. For iGT, be in

- contact at least once a month and assist with any further issues
- 5.2.4.2 For supporting in the delivery of National and Global Exchange partners, LCs shall receive 100% of revenue generated, based on Appendix 9.
- 5.2.4.3 If the ECB receives a formal, written complaint from an EP about the quality or lack of reception activities, there may be action taken against the host LC by the ECB (if reception does not occur, the ECB shall collect half of the LC's exchange portion as NSF).
- 5.2.5 The External Relations (hereinafter referred to as "ER") Principles shall be observed as per Appendix 12.
- 5.2.6 Matching/Sourcing
  - 5.2.6.1 Approval by the MC account delivery responsible of all JTN candidates for J-1 visa eligibility must be gained before the candidates are shown to the company.
  - 5.2.6.2 No intern or trainee shall receive any salary or stipend from any AIESEC US entity, with the exception of the MC, relating to their work in the United States.
  - 5.2.6.3 If upon agreement with a JTN taker, AIESEC US sourcing is not required, the JTN taker will have the option to be charged the pre-match rate as outlined in Appendix 9.
- 5.2.7 Company Payment
  - 5.2.7.1 Companies who have contracted with AIESEC US may pay using credit or debit cards but must pay an additional \$50 convenience fee per EP so as to cover the payment processing fees.
  - 5.2.7.2 Each LC is responsible for ensuring that their partners' payments have been submitted and recorded correctly.
  - 5.2.7.3 If payment has not been received 6 months after the initial invoice is sent then the invoice will be written off, and the total administration fee cost [SEVIS + health insurance + J-1 Visa App shipping] will be taken out of the associated LC's MC managed account. LCs will not be held liable for the added late fees.
    - 5.2.7.3.1 LCs should raise disputes on payments within this time frame.
    - 5.2.7.3.2 If proof of payment can be provided, the MC is not authorized to withdraw the associated funds from the LC's MC managed account.
    - 5.2.7.3.3 If the MC has already withdrawn the funds they must replace them.
- 5.2.8 Account Management Standards
  - 5.2.8.1 Before a iGT or iGE TN is permitted to be raised, the LC raising the TN must have a certified and trained account manager designated to be responsible for the management of the account and relationship with the hosting company.
    - 5.2.8.1.1 The account manager must receive written certification of training by criteria defined by the MC
      - 5.2.8.1.1.1 MC must send approval of certification within two weeks
    - 5.2.8.1.2 A certified account manager may only be designated a maximum of two accounts at any given time unless designated by the MC.

## Article VI: National Meetings

### 6. This section outlines the meeting structure of AIESEC US.

#### 6.1. Winter National Conference

- 6.1.1. Time- WNC shall be held in the last week of December through the first week of January, not starting until after December 25th.
- 6.1.2. Purpose- LC Plan revision, legislation, MCP elections, PR elections, reviewing the MC plan and strategies of its execution, awards and recognition.
- 6.1.3. Delegate profile- Any member of the Corporation, the International Association, and alumni of AIESEC.
- 6.1.4. The National Plenary shall meet on the first day of this National Conference before Opening Plenary.

#### 6.2. Summer National Conference

- 6.2.1. Time- Early August.
- 6.2.2. Purpose- Strategy and Leadership development, leadership pipeline activation, good case practice (hereafter known as GCP) sharing, review the LC Plan and the strategy of its execution, LC input for the new MC Plan, legislation.
- 6.2.3. Delegate profile- Executive Board members and potential successors, team leaders, OC members
- 6.2.4. The National Plenary shall meet on the first day of this National Conference before Opening Plenary.

#### 6.3. Regional Kickoff Seminar (hereinafter referred to as "RoKS")

- 6.3.1. Two conferences organized per year through the regions.
  - 6.3.1.1. Spring RoKS- Held sometime from the last week of January to the first week of March.
  - 6.3.1.2. Fall RoKS- Held sometime in October.
- 6.3.2. Purpose- New member orientation and non-functional induction, education, regional bonding, strategy development for EB.
- 6.3.3. Delegate Profile- New members and executive boards. There must be an LCP or appointed delegation leader from each LC. An MC member must be present.
- 6.3.4. All RoKS conferences shall have a host LC. The deadline for choosing the host LC is three months before the start of the RoKS conference. The host LC shall be a Full Member LC or a General Member LC, chosen by the LCPs in the region and the Regional Chair.
- 6.3.5. All Organizing Committee President (hereinafter referred to as "OCP") candidates must be evaluated in the process of choosing the host LC. The OCP and host LC must be chosen at the same time.
  - 6.3.5.1. OCP applications shall be released by the RC at least two weeks prior to the evaluation.
- 6.3.6. The deadline for the submission of the RoKS date shall be two months before the start of the RoKS conference.
- 6.3.7. The deadline for the creation of the RoKS website shall be one month before the start of the RoKS conference.
- 6.3.8. The deadline for the output of RoKS conferences to be uploaded to the Educational Resources Hub shall be two weeks after the end of each RoKS by the respective Regional Coordinator.
- 6.3.9. RoKS cost sharing structure
  - 6.3.9.1. The Organizing Committee of RoKS shall not be made to pay a delegate fee and facilitators of RoKS shall not be made to pay a delegate fee.
  - 6.3.9.2. The conference budget must include the travel costs of at least one MC member

to attend.

6.3.9.3. 50% of RoKS profits/losses shall be absorbed by the host LC, and 50% shall be absorbed equally amongst the other LCs in the region.

6.3.10. A national agenda shall be drafted to act as a guideline for all regional conferences at least a month prior to the conference delivery date.

6.3.10.1. Each RC shall create this agenda, and modify it as necessary before the delivery of every regional conference.

6.3.10.2. This agenda shall consist of scheduled functional and operational tracks for attending members and recommendations from the MC regarding national strategy.

6.3.11. OCs must initially get conference budgets approved and locked-in by the MCVPF, the regional coordinator, LCPs and LC VPF's. Subsequently, budget reviews will be conducted by the MC Conference responsible, the regional coordinator, host LCP and the OCP if any changes are required. The regional LCP's and VPF's will be notified if these changes are made.

6.3.12. The budget must be sent to the regional chair 2 months prior to RoKS.

6.3.13. The recipients of the budget must raise disputes, if any, within 1 week of receipt.

6.3.14. The host LC will be liable for a \$50 late fee per week. This late fee will go to the NSF.

#### **6.4. YouthSpeak Forum**

##### **6.4.1 YouthSpeak Forum**

6.4.1.1. Time: Early November or Early April

6.4.1.2. Purpose: The purpose of YouthSpeak is to allow young people to engage and take action over issues that matter to them. The YouthSpeak Forum is a premiere event that brings together both young and senior leaders to form a diverse cross-sector and multi-generational space for inspiring conversations around pressing global issues. The forum aims to create an environment to gain new perspectives to create actionable outcomes and projects that are connected to the YouthSpeak Insights, in order to push the world forward.

6.4.1.3. Delegate Profile: Any and all AIESECers, past and present, may attend. The MC may attend. The BoD and any BoA member may attend. Current, past and potential partners may attend. Media may attend. General public and students may attend.

##### **6.4.2. Bidding Structure**

6.4.2.1. MC, Full Member, or General Member LC AIESEC entities must submit an application two weeks before the YouthSpeak Forum preceding the YouthSpeak Forum that the entity wishes to host.

##### **6.4.2.2. Qualification for Bidding**

6.4.2.2.1. Applying entities must show evidence of an organizing committee comprised of no less than two individuals with one individual ultimately responsible for the organization of the YouthSpeak Forum.

6.4.2.2.2. They must prove that the hosting entity has the logistical and financial capacity to support the YouthSpeak Forum.

6.4.2.2.3. The application must have a proposed date for the YouthSpeak Forum, and an alternate available.

6.4.2.2.4. Only Full Member, General Member, or the MC may bid to host a YouthSpeak Forum.

##### **6.4.2.3. Selection**

6.4.2.3.1. Selection will be at the discretion of the MC Member responsible for National Meetings and Conferences, with the recommendation of the LCPs who sit on the Meetings Committee.

6.4.2.3.1.1. Selection of the Spring YouthSpeak Forum will be announced at SNC.

6.4.2.3.1.2. Selection of the Fall YouthSpeak Forum will be announced at WNC.

## 6.5. NPM

### 6.5.1. Spring NPM

6.5.1.1. Time- April.

6.5.1.2. Purpose- To discuss issues within the Corporation, good case practice sharing, and plan for the upcoming period.

6.5.1.3. Delegate Profile- Each LC shall be represented by their LCP. If they cannot attend, a proxy may attend. The MCP must attend and the MC VPs should attend. The BoD may attend. The Executive Board members of entities may attend if the MC provides a clear reason that they should be present.

### 6.5.2. Fall NPM

6.5.2.1. Time- Mid-October through mid-November.

6.5.2.2. Purpose- To release the LC Planning Template from the MC, planning education, LCP transition.

6.5.2.3. Delegate Profile- Each LC shall be represented by their LCP and/or LCP-elect. If neither can attend, a proxy must attend. The MCP must attend, and the MC VPs should attend. The BoD may attend.

### 6.5.3. Bidding Structure

6.5.3.1. Full Member or General Member LC AIESEC entities must submit an application two weeks before the NPM preceding the NPM that the entity wishes to host.

#### 6.5.3.2 Qualification for Bidding

6.5.3.2.1 Applying entities must show evidence of an organizing committee comprised of no less than two individuals with one individual ultimately responsible for the organization of the NPM.

6.5.3.2.2 They must prove that the hosting entity has the logistical and financial capacity to support the NPM.

6.5.3.2.3 The application must have a proposed date for the NPM, and an alternate available.

#### 6.5.3.3 Selection

6.5.3.3.1 Selection shall be decided by a majority vote of the full-member LCs at the NLM preceding the NPM applied for.

6.5.3.3.1.1 Selection of Spring NPMs will occur at the SNC before the NPM during NLM.

6.5.3.3.1.2 Selection of Fall NPMs will occur at WNC before the NPM during NLM.

6.5.3.3.2 The Meetings Subcommittee shall review the applications submitted and release the accepted applications in the form of a proposal no later than two days before the commencement of the NLM where the decision shall be made.

### 6.5.4. NPM Conference Cost Sharing Structure

6.5.4.1. The conference budget must include the travel cost of the MCP.

6.5.4.2. The hosting LC is solely liable for any conference losses.



- 6.5.4.3. Any profits exceeding 10% of the conference budget will be put into the NSF
- 6.5.4.4. OCs must initially get conference budgets approved and locked-in by the Finance Subcommittee, MC Conference Responsible, and the host LCs President. Subsequent budget reviews will be conducted by the Finance Subcommittee, MC Conference Responsible, host LCP and the OCP if any changes are required.
- 6.5.4.5. The budget must be sent to the MCVP Finance at least two months prior to NPM.
- 6.5.4.6. The host LC will be liable for a \$50 dollar late fee per week. This late fee will go to the NSF.
- 6.5.4.7. The recipients of the budget must raise disputes, if any, within 1 week of receipt.

## **6.6. Conference Bidding Structure**

- 6.6.1. The qualifications for placing a bid to host a national conference shall be:
  - 6.6.1.1. Bids may only be placed by a Full Member LC or a General Member LC of AIESEC US.
  - 6.6.1.2. The LC must show proof of capability to host the conference in the form of:
    - 6.6.1.2.1. Documentation that the LC has guaranteed access to funds to cover at least 10% of the expected conference expenditures, and commitment to keep these funds available until the conference.
    - 6.6.1.2.2. Commitment of an LC member to serve as OCP for the conference.
      - 6.6.1.2.2.1. The committed OCP shall adhere to the requirements outlined in the job description.
      - 6.6.1.2.2.2. The OCP must physically attend the previous National Conference.
      - 6.6.1.2.2.3. The OCP must report event data (sponsorships, logistics, and budgeting) to the MC and the Meetings and Bids Subcommittee 6 months, 3 months, and 1 month before their assigned national conference dates, as well as a final report of the possible problems and budgeted financial profit/loss for the event 3 weeks before their assigned national conference dates.
      - 6.6.1.2.2.4. The OCP is not allowed to leave the United States in the 30 days immediately preceding their assigned national conference, except with permission from the MC.
      - 6.6.1.2.2.5. If an OCP decides to abandon their responsibilities, they must do so no later than six months prior to the starting date of the conference, and must find an alternate OCP within two weeks of their resignation or dismissal.
      - 6.6.1.2.2.6. The OCP is required to pass all relevant materials, including a consolidated plan and sponsorship information, to the next OCP hosting a National Conference.
      - 6.6.1.2.2.7. The OCP is responsible for the coordination of the respective pre-meetings in addition to the National Conference itself.
    - 6.6.1.2.3. Detailed completion of a bid application.
  - 6.6.1.3. An LC may not host two national conferences in a row.
- 6.6.2. National Conference bid selection process:
  - 6.6.2.1. The Meetings and Bids Subcommittee shall review bids during national conferences for eligible bids.
  - 6.6.2.2. All eligible bids shall be voted upon during legislation using the range voting

- procedures outlined in Appendix 10.
- 6.6.2.3. All eligible bids shall be included in the conference bid motion, which shall be proposed automatically.
    - 6.6.2.3.1. The motion shall read as follows: [Winner of range voting] shall be mandated to hold [proposed conference].
  - 6.6.2.4. A select representative from said region must present application in front of the national plenary at national conference.
  - 6.6.2.5. If no bids are proposed, or if no bids receive a vote of confidence, the Meetings and Bids Subcommittee shall immediately reopen the conference bid, to be due no more than three weeks later. The National Plenary shall vote on the new bids during a virtual legislation session.
  - 6.6.2.6. The Organizing Committee needs to submit an After Action Review (as defined by the Corporation and provided to the Organizing Committee) to the Meetings and Bids Subcommittee within four weeks of the close of the conference. Failure to submit the After Action Review (as defined by the Corporation) results in a fine equal to a first-round delegate fee to be incurred by the hosting entity, payable to the NSF
- 6.6.3. National Conference cost sharing structure
- 6.6.3.1. The Organizing Committee and Facilitators of a National Conference shall not be made to pay a delegate fee.
  - 6.6.3.2. The conference budget must include the travel costs of all MC members expected to attend.
  - 6.6.3.3. If there are conference losses amounting to less than or equal to 15% of the total conference revenue, the MC will be liable for 30% of the total loss, and the hosting entity will be liable for the remaining 70%.
    - 6.6.3.3.1. If the conference loss is more than 15% of the total conference revenue, the loss shall be divided 50/50 between the hosting entity and the MC.
  - 6.6.3.4. If profits at the conference are less than or equal to 15% of conference revenue, then the MC will receive 30% of the total profit, and the hosting entity will receive the remaining 70%.
  - 6.6.3.5. 30% of sponsorship revenue the MC receives for products sold by the MC goes to the national conference budget.
  - 6.6.3.6. If there are conference profits amounting to more than 15% of conference revenue, then:
    - 6.6.3.6.1. Any profit beyond 15% the total revenue shall divided by 50/50 between the hosting entity and the MC.
  - 6.6.3.7. If the number of facilitators is less than or equal to five, the OC shall cover their conference delegate fee through the conference budget.
  - 6.6.3.8. If the number of facilitators exceeds five, the MC shall pay the conference delegate fee above and beyond the five covered in the conference budget.
- 6.6.4. The delegate fee, the number of facilitators at a national conference (whose delegates fees will be covered by the budget), the length of the national conference, and all other budgeting details of the national conference must be contained within the approved conference budget.
- 6.6.4.1. The delegate fee is defined as covering food, accommodation, and conference attendance for the duration of the conference as defined by the MC.
  - 6.6.4.2. Budget Approval Process for Financial Accountability
    - 6.6.4.2.1. OCs must initially get conference budgets approved and locked-in by the Meetings & Bids Subcommittee, the MC Conference

Responsible, and the host LC's President. Subsequently, budget reviews will be conducted by the MC Conference responsible with the OCP who shall submit proposed budget revisions to the Meetings & Bids Subcommittee if substantive changes are needed.

6.6.4.2.2. The following table summarizes the approval schedule and requirements:

Review	Time	Meeting & Bids Subcommittee	MC Approval	Local Committee President
1 <sup>st</sup> Review	6 months prior	Approval is only required if a substantive change is made in the locked-in budget	Approval Required	Approval Required
2 <sup>nd</sup> Review	3 months prior			
Final Review	1 month prior	Final Approval Required	Final Approval Required	LCP Approval Required

6.6.4.2.3. Once the locked-in budget is in place, anything further is actually a review as the locked-in budget is already agreed-upon and the OC is technically not to be making any changes that add financial liability to the conference. They can move money between categories but not increase their spending past the approved budget without permission from the MC Conference Responsible.

6.6.4.2.4. At these review meetings, the MC Conference Responsible may place approval stipulations which will be discussed and agreed upon by all parties and must be strictly followed by the OC / LC before the next budget approval. The MC Conference Responsible reserves the right to withhold final approval of the budget if any previously agreed upon stipulations have not been met. If the OC / LC wishes to propose substantive changes to the agreed-upon budget, they must bring these to the attention of the MC Conference Responsible before the Second Review, as any major changes will not be entertained once the 1-month approval is in place.

6.6.4.2.5. Final budget approval by both the MC Conference Responsible and Meetings & Bids Subcommittee will take place 1 week prior the conference (or earlier if registration is finalized) in consultation with the OCP and LCP. Final budget approval must be based on a final number of delegates, which is not to be changed after the budget has been approved.

6.6.4.2.6. If the final budget is not approved, the Conference Deficit Policy is null and void and the OC / LC will be fully responsible for any and all losses. Any and all costs due to spending outside of the final approved budget will be borne by the party responsible.

6.6.4.2.7. National conference financial accounts be closed no later than 4 months after the last day of the national conference. For accounts to be considered closed, a line item list of expenditures and revenues must be provided to be reviewed and approved by a body consisting of the hosting LCP/LCPs and the entirety of the financial subcommittee.

6.6.5. Delegate Minimums

- 6.6.5.1. The Organizing Committee shall send out a survey requesting delegate minimums from all the LCs no less than 3 months prior to the national conferences.
  - 6.6.5.1.1. Another survey shall be sent no less than 2 months before the conference asking for final edits on the number of minimum delegates.
  - 6.6.5.1.2. Any minimum delegate changes of 20% or more below the original proposal has to be approved by the Meetings and Bids Subcommittee.
- 6.6.5.2. Each LC has 14 days to submit each survey with the final numbers or else the minimum would be set at 15% of the LC membership
- 6.6.5.3. If the LC fails to make the minimum number of delegates at the conference, the LC would then be liable for the total amount of delegate fees not paid.

## Article VII: The Relationship between the LCs and the MC

### 7. This section outlines how the different entities work with the other structures involved.

#### 7.1. Communication

- 7.1.1. The MC is responsible for producing a quarterly report within two weeks of LCs submitting the LC Planning Tool survey. The report shall include:
  - 7.1.1.1. A section from each MC VP and the director of Global Current with an overview, data, statistics, and an outstanding work update.
  - 7.1.1.2. A letter from the MCP with an overview of how the MCP currently views the state of the Corporation.
  - 7.1.1.3. Other news, updates, opportunities, events, and conference schedules as appropriate.

#### 7.2. Subcommittees

- 7.2.1. Subcommittees shall compile reports that are submitted to the National Plenary at every National Conference and, when appropriate, NPM. These reports contain an overview of all major topics discussed during subcommittee meetings and any recommendations compiled by the subcommittees.
  - 7.2.1.1. Each subcommittee shall meet prior to the commencement of every National Conference, with the exception of the Meetings and Bids Subcommittee, which shall meet additionally on the first day of every NPM.
  - 7.2.1.2. Additionally, subcommittees may meet at or outside of conferences, in person or virtually, provided that all members of the subcommittee are present.
- 7.2.2. The final report produced by the Membership Subcommittee must be approved at the beginning of each NLM of each National Conference. It must contain upgrades of LCs to Full Member status, recommendations of downgrading of Full Member LCs to Member on Alert status, and recommendations on the disbandment of LCs and the upgrade of Official Expansions to Full Member status.
  - 7.2.2.1. The Membership Subcommittee must submit the report to the NP at least a day prior to NLM to allow proper time for review.
- 7.2.3. Subcommittee members shall be selected thirty days prior to the commencement of Winter National Conference. They shall be dismissed from their roles one year after their selection.
- 7.2.4. Should any LCP be replaced during their subcommittee term, their successor shall automatically assume their role, and will remain in the position until their predecessor's due date of dismissal.
- 7.2.5. Each subcommittee shall be chaired by a member of the MC. The subcommittee chair shall be responsible for organizing and preparing each subcommittee meeting and selecting the members of their subcommittee.
- 7.2.6. **Membership Subcommittee shall:**
  - 7.2.6.1. Evaluate the membership status of all LCs to:
    - 7.2.6.1.1. Identify LCs that have not complied with the requirements for their current LC status, as specified in the Compendium.
    - 7.2.6.1.2. Identify any LCs eligible to be upgraded to Full Member status or General Member status.
  - 7.2.6.2. Continuously review and propose amendments to sections of the Compendium relevant to membership criteria.
  - 7.2.6.3. At meetings prior to National Conferences, determine which Member on Alert LCs shall be disbanded, which Member on Alert LCs shall be upgraded to Full

Member Status, which Member on Alert LCs shall be upgraded to General Member status, and which Official Expansions shall be upgraded to General Member status.

- 7.2.6.4. Evaluate the sustainability of each Member on Alert LC and, in accordance with Section 3.9.4.2, make a recommendation on whether each shall be disbanded. The Membership Subcommittee shall consider:
  - 7.2.6.4.1. Current results and activity in the LC including areas such as exchange, finances, and human resources.
  - 7.2.6.4.2. The LC's compliance with membership requirements, as found in Section 3.8.2 in the Compendium.
  - 7.2.6.4.3. Information provided by the current LCP.
  - 7.2.6.4.4. Any other matters deemed relevant by the Membership Subcommittee.
- 7.2.6.5. Prepare a detailed report that shall be presented to the NP by the second day of the National Conference at which the subcommittee meeting occurs.
  - 7.2.6.5.1. This report shall include recommendations for upgrades, downgrades, and disbandment.
- 7.2.6.6. Implement fines in accordance with Appendix 11 of the Compendium.
- 7.2.6.7. Be attended by:
  - 7.2.6.7.1. The Membership Subcommittee will be attended by the MCP or by the responsible MC member for Local Committee Development.
- 7.2.6.8. Final selection of attendees is up to the discretion of the Membership Subcommittee Chair.

**7.2.7. Finance Subcommittee shall:**

- 7.2.7.1. Review the status of MC finances:
  - 7.2.7.1.1. Review the expenditures and income for the year to date.
  - 7.2.7.1.2. Review the MC budget to date.
  - 7.2.7.1.3. Make recommendations for changes to the MC budget and proposed expenditures for the future.
- 7.2.7.2. Provide consultancy and a virtual help desk to all local entities on financial matters and mediate financial disputes.
- 7.2.7.3. Produce a review of the benefits that LCs receive, compared to the revenue received by the MC from those LC, and make recommendation based on this review.
- 7.2.7.4. Review MC's re-budget in the summer and provide a report to NP at SNC.
- 7.2.7.5. Formulate any necessary legislation based upon findings made under the terms and references of the Finance Subcommittee.
- 7.2.7.6. Be attended by:
  - 7.2.7.6.1. The current MC VP Finance as the Finance Subcommittee Chair.

**7.2.8. Meetings and Bids Subcommittee shall:**

- 7.2.8.1. Assess the progress of the OC toward the upcoming National Conference.
  - 7.2.8.1.1. According to the schedule mentioned in 6.5.1.2.2.3, the Meetings & Bids Subcommittee shall conduct and release status reports based on event data provided by the OCP with subsequent suggestions to the NP no more than two weeks after the specified deadline.
- 7.2.8.2. Review bids for upcoming National Conferences and meetings and recommend the strong bid to the national plenary.
- 7.2.8.3. Continuously review and propose updates to sections of the compendium relevant to conferences and meetings.

7.2.8.4. Review the After Action Review submitted by the OCP of the previous National Conference.

7.2.8.5. Be attended by:

7.2.8.5.1. The current MC member responsible for national meetings and conferences.

7.2.8.6. The following attendees shall be required to be available for the Meetings and Bids Subcommittee according to the agenda distributed by the Meetings and Bids Subcommittee Chair:

7.2.8.6.1. The OCP of the current National Conference.

7.2.8.6.2. The OCP of the upcoming National Conference.

7.2.8.6.3. A member representing the bid for the conference in twelve months.

**7.2.9. Legislation Subcommittee shall:**

7.2.9.1. Review motions and mandates for legislation from the NP.

7.2.9.2. Consolidate all proposals into a legislation booklet during the ten days before the NLM, releasing the final booklet two days prior to the legislative session.

7.2.9.3. Update the legislation booklet throughout each legislative meeting, releasing the final version two days before the legislative session begins.

7.2.9.4. Be selected each year by the MC VP in charge of legislation.

7.2.9.5. The Legislation Subcommittee reviews all mandates in the Compendium every NLM.

7.2.9.6. The Legislation Subcommittee has the power to edit/fix any numbering, grammar, spelling, and formatting issues.

7.2.9.7. The legislation subcommittee shall perform an audit of the compendium prior to every SNC to automatically correct all non-substantive errors according to their mandate in section 7.2.9.6.. Any substantive errors that the Legislation subcommittee cannot automatically correct shall be compiled in an annual compendium audit report and released to the LCPs a week before every SNC.

7.2.9.7.1. The Legislation subcommittee must work with the plenary to draft legislation that corrects the errors outlined in the annual audit. The legislation subcommittee must ensure that a motion is drafted that addresses all the errors highlighted in the audit by either having a constituent member propose it themselves or delegate the drafting of the legislation to another LC or the MC.

**7.2.10. Branding Subcommittee shall:**

7.2.10.1. Review and propose updates to sections of the compendium that are relevant to branding.

7.2.10.2. Monitor the marketing channels of all AIESEC US LCs.

7.2.10.2.1. These marketing channels include, but are not limited to: social media, physical marketing, and merchandise.

7.2.10.3. Adhere to a "one-strike policy" for violations of the national or global brand guidelines.

7.2.10.3.1 According to the one-strike policy, an LC may commit one violation of the National or Global Brand Guidelines once per calendar year. After the first violation, the LCVP Marketing and/or the LCP of the LC in violation must meet with the Branding Subcommittee to review brand guidelines.

7.2.10.4. Each subsequent violation incurs a fine, as determined by the Branding Subcommittee, payable to the NSF.

7.2.10.5. Perform semesterly coaching calls with the MCVP Marketing to communicate National and Global Brand Guidelines to individual LCs.



- 7.2.10.5.1. The output of these calls shall be distributed to the AIESEC US VPs Marketing.
- 7.2.10.6. Create and maintain a portal via Podio to accept complaints regarding marketing materials distributed by AIESEC US LCs.
- 7.2.10.7. Each of these materials in question shall be reviewed by the Branding Subcommittee and shall be released within 7 days with a decision on whether or not the National or Global Brand Guidelines have been violated.
  - 7.2.10.7.1. If an error is found, the Branding Subcommittee shall notify the LC responsible for the creation of the material in question.
  - 7.2.10.7.2. The one-strike policy will be adhered to in this situation.
- 7.2.10.8. Create and maintain a portal via Podio to accept rough drafts of marketing materials from LCs in AIESEC US.
  - 7.2.10.8.1. Errors found on marketing materials by the Branding Subcommittee are not considered to be violations of the brand guidelines nor are they counted towards the one-strike policy, as long as the LC in question has not yet released the submitted materials.
- 7.2.10.9. Each of these materials shall be reviewed and released back to the submitting LC within 7 days with any edits, if necessary, needed to bring the submitted marketing material into line with the National and Global Brand Guidelines.
- 7.2.10.10 National Brand Guidelines
  - 7.2.10.10.1. Purpose: Ensure the integrity and sustainability of the AIESEC brand in the United States.
  - 7.2.10.10.2. It is mandatory that all AIESEC in the United States entities and expansions will adhere to all branding guidelines outlined by AIESEC in the United States. All AIESEC US branding guidelines will be documented in the AIESEC US Brand Book. The AIESEC US Brand Book will be used for reference in case of a branding violation. If the guidelines are not followed, an entity or expansion may be fined or punished according to Articles 8 and 9. The rights to enforce the following guidelines shall be given to the MC, the branding subcommittee, or any body appointed by the MC. Any material or communication on behalf of AIESEC both internally and externally, that is not aligned to the AIESEC Way as described in section 1.3 of the Constitution may be subject to review for fine or punishment according to Articles 8 and 9. The AIESEC brand shall not be associated with any illegal activity including underage drinking, illegal substance use, or illegal activity and must not be in photographs, videos, or other audiovisual material with the previously listed items. Any national partners shall be included in all publications and promotional materials if requested by the MC. Entities that operate in the same city must coordinate their local brands. Minor branding violations, as defined in Article 11 shall result in an automatic fine of \$50 if not removed or rectified within 72 hours of notification. The LC that made the violation must be notified of the violation. If the violation is not removed or rectified within 14 days that the fine is given the entity will be fined an additional \$25 per week that the violation remains. Major violations, as defined in Article 12 will result in an automatic fine of \$100. The LC that made the violation shall be notified of the violation. If the violation is not removed or rectified within 14 days that the fine is given the entity will be downgraded to MoA and not be able to be upgraded until the violation is fixed. Extreme cases of brand violation in which



the brand is irrefutably harmed may lead to a loss of association with the corporation upon the decision of the executive committee of the Board of Directors. All violations and fines may be petitioned by the LC who made the violation within 24 hours of when the fine is given. The final ruling will be decided by a  $\frac{2}{3}$  vote of the Branding Subcommittee. A fine will not be imposed until the final ruling has been decided. The final ruling must be communicated to the LC who made the violation within 10 days of when the petition was made.

#### 7.2.10.10.3. Minor Violations: Logos and AIESEC Branding

7.2.10.10.3.1. The global descriptor "The international platform for young people to explore and develop their leadership potential." is used. Incorporating university name, local committee affiliation, or anything else on top of or within the walking man logo. The use of AIESEC acronyms and initialisms in external communications. Inappropriate or offensive messaging is used in external communications.

#### 7.2.10.10.4. Major Violations: AIESEC Merchandise

7.2.10.10.4.1. Any offensive or insulting language or image or that goes against the AIESEC Way is used on AIESEC merchandise. Sponsors do not reflect the AIESEC Values. Any wordplay or images are referring to any sexual content, use of illicit substances, insulting any person or group of people, or MEME like messages are used on AIESEC merchandise. Any wordplay or images are referring to any sexual content, use of illicit substances, or MEME like messages may only be used if the word "AIESEC" or the AIESEC Logo are not placed on the article. The local entity may only be identified using the "@" symbol if these messages exist.

#### 7.2.10.10.5. Messaging

7.2.10.10.5.1. Broadcasting inappropriate, off-value political, or brand-damaging messaging through social or traditional channels. These violations will be determined by the MCVP Marketing and the Branding Subcommittee.

### 7.3. National Trainers Team

7.3.1. The National Trainers Team (hereinafter referred to as "NTT"), shall be defined as the part of the NSB responsible for training development programs within AIESEC US.

7.3.2. The NTT will host a minimum of one Train the Trainers (hereinafter referred to as "TtT") conference per two quarters.

7.3.3. The National Trainers Pool (hereinafter referred to as "NTP") shall be composed of the delegates of TtT conferences and other MC-approved current members of AIESEC US.

7.3.3.1. Each member of the NTP shall be assigned as a primary function of training specialization.

7.3.3.2. The NTT will manage a program for LCs to request trainers.

7.3.3.3. The NTT is responsible for deciding which requests shall be approved in the situation that more requests are received than budgeted for.

### 7.4 In order for an LC to change its allocation between City and University, the LC must:

7.4.1 Apply to change allocations to the Membership Subcommittee no less than two weeks prior to the NLM or VLM during which the proposed change will be voted on.

7.4.1.1 The application will be evaluated by the MSC.

7.4.1.2 The MSC will release the application and a recommendation on the allocation no

less than five days before the NLM or VLM during which the proposed change will be voted on.

7.4.1.3 The application must answer at least the following two questions:

7.4.1.3.1 What circumstances are present in your local reality that makes you want to change your membership allocation?

7.4.1.3.2 The reallocation may not reduce the minimum number of exchanges required by each group of LCs nationally to fall below the global membership requirements of two ICX and two OGX per LC. What effect will this change have on the global membership of AIESEC US in terms of the balance of University vs City LCs?

7.4.2 Present their reasoning for an allocation change to the Plenary during a Legislation Fair.

7.4.3 Submit legislation proposing their change in allocation prior to the final legislation submission deadline, as defined by the Legislation Subcommittee.

7.4.3.1 An LC may not change their allocation using a One Year Motion, but may use a Motion or Two Year Motion.

7.4.3.2 LCs may only change their allocation once every 18 months.

7.4.3.3 A change in the allocation of an LC is permanent unless re-legislated.

## One Year Motions

1. ~~AIESEC SVSU will be known as AIESEC SWAGinaw (August 7, 2013)~~
2. ~~Section 3.9.3.5 does not affect AIESEC Denver. (January 4, 2014)~~
3. ~~Section 3.11.3.7.3 shall not be in effect until March 31st, 2014. (January 4, 2014)~~
4. ~~The financial model outlined in section 4.2.2 will begin effectively January 1<sup>st</sup>, 2015. LCs will have an additional quarter to pay each invoice in 2015 if needed. (August 8, 2014)~~
5. ~~Local entity accounts will begin to be taken into account in the distribution model starting December 2015. (August 8, 2014)~~
6. ~~For the portion of the financial responsibility of national conferences covered by the LCs, the split will be as follows in the situation of profit/loss: 50% of the LC portion shall be covered by the hosting LC or LCs. The remaining 50% of the LC portion shall be divided evenly amongst all of the non-hosting LCs in AIESEC US with an MC-controlled bank account.~~
7. ~~WNC 14-15 shall be included in the new split of national conference financial responsibility (One Year Motion #7).~~
8. ~~6.5.4. Will be reviewed within the one year at SNG and WNC. (January 2<sup>nd</sup>, 2015)~~
9. The MC can submit a bid to host a National Conference. If the MC bid is approved then they will select an OCP within 3 weeks of the bid being approved through a national application and a simple majority vote of confidence from the NP. If the MC bid is approved profit/loss of the conference will be split 50/50 between the MC and LCs. This is effective immediately if carried. (January 2016)

## Two Year Motions

1. For the portion of the financial responsibility of national conferences covered by the LCs, the split will be as follows in the situation of profit/loss:
  - 50% of the LC portion shall be covered by the hosting LC or LCs.
  - The remaining 50% of the LC portion shall be divided evenly amongst all of the non-hosting LCs in AIESEC US with an MC controlled bank account.

## Mandates

1. AIESEC Seattle hosts AIESEC Davis beginning SNC 2013 as IG.
2. AIESEC Appalachian State hosts Summer National Conference 2014.
3. AIESEC Arizona State is mandated to host Winter National Conference 2014.
4. The Finance Subcommittee reorganize the financial portions of the compendium by July 1, 2014.
5. The Legislation Subcommittee must fix all numbering discrepancies in the compendium by Spring NPM 2014.
6. The Finance Subcommittee prepare by March 1, 2014, a general appendix containing all national fees, their purpose, and their timeline to be added to the compendium.
7. The Membership Subcommittee define the terms of the contract specified in Section 3.11.3.7.3. and release it to the NP by January 31, 2014.
8. AIESEC Madison to host Spring NPM 2014.
9. AIESEC Texas A&M hosts AIESEC Dallas as an extended official expansion
10. AIESEC Purdue hosts AIESEC Indiana beginning at WNC 2013 as an extended official expansion
11. AIESEC Michigan hosts AIESEC Ohio State as a new official expansion
12. AIESEC Ohio State shall be required to sing the fight song of AIESEC Michigan, "Hail to the Victors" as long as it is a New Official Expansion, at every Regional and National Conference whenever the LCP of AIESEC Michigan requests.
13. The Finance Subcommittee and Membership Subcommittee will work together to decide the general scope of the internal audit and how it should affect membership in the future. A proposal must be submitted at Fall NPM 2014.
14. The Finance Subcommittee will submit a revised Finance Appendix if the membership model and/or finance model motions pass.
15. AIESEC Northwestern hosts AIESEC Mizzou as an Official Expansion.
16. AIESEC Yale hosts AIESEC Chapel Hill as an Official Expansion.
17. AIESEC United States hosts AIESEC Davis as an Official Expansion.
18. AIESEC SLO host Fall National Presidents meeting 2014.
19. MC review the brand book and release it to the National Plenary by October 31<sup>st</sup>, 2014.
20. Before the close of legislation, Karan Goenka must give Niels Caszo a lap dance with bodily contact to the song "Me and You" by Cassie for 1 minute.
21. AIESEC SLO will host Summer National Conference 2015
22. Karan Goenka must upload to the Generation 2014 - AIESEC United States Facebook group a video of himself giving Niels Caszo a lap dance with body contact to the song Anaconda for 1 complete minute within one week of VLM. This act is to be repeated at NPM under the same conditions if the video gets likes from at least 2/3 of the current LCP class before the start of NPM
23. The MC should bring an individual during the Spring of 2015 for the purpose of researching our National Conference process to answer the question of why they consistently post multiple-thousand dollar losses. The motivation for this motion is to compile data, both qualitative and quantitative, in an easy to digest format so that all those involved in conference management can take action based on concrete information instead of intuitions. They should carry this out as a consultancy project and it is recommended that they consider:

- Comparing the proposed budgets and closeouts of at least the last two WNCs and last two SNCs
- Conducting qualitative interviews with OCs, LCPs, MC members, and other relevant parties
- They should produce a report which it is recommended that it:
  - Outlines of the nature and magnitude of the problem
  - Identifies the root-causes of these problems
  - Poses actionable recommendations to specific actors
- 24. Washington D.C. hosts Spring NPM 2015
- 25. Yale hosts Fall NPM 2015
- 26. The Board of Directors, MC and PR will create a report that identifies and outlines the options for determining the risk of the visa options for International MCP candidates. The report will be submitted to the national plenary by Spring 2015 NPM.
- 27. The national plenary will vote upon the recommendation of the international MCP candidate report at the next VLM or NLM, whichever comes first.
- 28. The LCP class along with the MC must evaluate the effectiveness of the Branding Subcommittee and determine whether or not the Subcommittee should continue to operate. (January 2nd, 2015 – at WNC)
- 29. According to article 3.9.2.5.2, LCs with a negative MC-managed account for more than six months shall be up for disbandment at the next National Conference. Purdue, Georgia State and Northern Illinois, as LCs under the above financial disbandment condition, will be given a grace period between SNC 2015 and August 31st to regain a non-negative balance. However, they shall be automatically disbanded if their MC-managed account balance remains negative as of August 31<sup>st</sup>
- 30. Appalachian State shall host Spring NPM 2016.
- 31. The MC shall work with the Board of Directors to perform a formal analysis of the pricing structure of the exchange products we offer. The results of the analysis shall be presented in a report. The report shall also contain proposals to change the pricing structure as per the analysis. The report and proposals for change shall be presented to the Board of Directors no later than the Q4 meeting in July 2016. The MC shall work with the Board to get Board approval of the report. Thereafter the MC shall deliver the report to the plenary along with draft legislation to change the prices of our exchange products as per the report no later than SNC 2016.
- 32. AIESEC Madison will host AIESEC Milwaukee effective immediately.
- 33. The Member Committee will host AIESEC Mizzou as an Official Expansion.
- 34. The Member Committee will host AIESEC Ohio State as an Official Expansion.
- 35. The Member Committee will host AIESEC Boston as an Official Expansion.
- 36. The Member Committee will host AIESEC Dallas as an Official Expansion.
- 37. The membership report for Summer National Conference 2015 shall be approved.
- 38. Yale shall be referred to as Yalé. (pronounced "yaaaaa leyyyy") and wear sombreros at all national conferences.
- 39. Dom shall provide the LCP class, the Chair, and the MC with hot Pastrami sandwiches at the close of legislation.
- 40. The membership subcommittee will create criteria for Local Committees to switch allocations at WNC 2015.
- 41. The NP shall approve the MC 15.16 budget.
- 42. The number of iGC an LC is allowed to do for the year shall be equivalent to the number of OGX an LC has done in the past four quarters.
- 43. AIESEC Seattle, Miami, & Georgia Tech will co-host SNC 2016.
- 44. It shall be mandated that if an LC has payments on 3 different invoices that have not yet been received 6 months after the initial invoice is sent, the MC has the right to cease opening any new opportunities until the invoices have been collected on. This mandate shall take effect until the next Winter National Conference until it will be reevaluated by the National Plenary.
- 45. GLOBAL ENTREPRENEURS: It shall be mandated that:
  - a. BTN Fee Breakdown:
    - i. \$650 USD per trainee (administration, sourcing, and reception fee)
    - ii. Cost of housing for the trainee. \*The fee must not be paid by a grant. For an umbrella organization

- who will take multiple BTNs on behalf of their member organizations:
  - i. \$500 USD per trainee (administration, sourcing, and reception fee)
  - ii. Cost of housing for the trainee. \*The fee must not be paid by a grant. This mandate shall last until the next Summer National Conference where it should be re-evaluated by the national plenary
  - iii. A host organization for GE any company less than five years old
- 46. The Member Committee will evaluate and make recommendations for a membership model for WNC 2016-2017.
- 47. Although we are not keeping fluidreview, we will keep the funding for systems at the same amount until a proper replacement is found. €3001 of the \$9000 will be directly invested into the global information system. At SNC, MCVP Finance will release a report on the cost of the new system replacing fluidreview and in the event that the cost of the system is below the remainder funding of fluidreview we will distribute the remaining funds to the LCs based on their contribution.
- 48. To close legislation on Jan 1st 2016, Dom must give the chair a lap dance.
- 49. Membership legislation changes indicated in A.7.2.1 and A.7.2.2, as well as outlined in Motion 4 will go into effect at the close of WNC 2016/2017.
- 50. The EBs elected for the 2016 term, previously ending on December 31st, 2016, will end their terms on January 31st, 2017.
- 51. The MC of AIESEC United States will officially host all existing expansions (OE)
- 52. OEs Ohio State, Ohio, Milwaukee, San Diego, UCLA, USC, Virginia, Maryland, Philadelphia, Minnesota and Mizzou be given an extension of one year to reach membership or they will be automatically disbanded
- 53. The total profit or loss of WNC 1617 will be absorbed by the hosting entity
- 54. The MC 1617 will host Winter National Conference 1617
- 55. Royalty fee for all iGV revenue to be 50% for 1 year
- 56. The MC 16.17 term will end July 31st, 2017.
- 57. According to article 3.9.2.5.2, LCs with a negative MC managed account for more than six months shall be up for disbandment at the next National Conference. Chapel Hill, as an LC under the above financial disbandment condition, will be given a grace period between SNC 2016 and December 31st 2016 to regain a non-negative balance, or be automatically disbanded.
- 58. LCs Texas A&M, Cornell, and Illinois each be automatically disbanded post WNC legislation (January 2, 2017) should the membership criteria of a combined 30 realizations and approves for OGX not be fulfilled by each LC. The dates of membership evaluation shall be January 1, 2016-December 31, 2016.
- 59. JTN and BTN Host Organizations who have 1. had a realization since Q3 2015 or 2. signed a contract with us and have not been invoiced since Q3 2015, can issue invoices through August 7th, 2017 at the pre-SNC 2016 pricing model, to allow for iGT partner budget planning. The iGT pricing model passed at SNC 2016 will take into effect August 21st, 2016 to give LCs currently in negotiation a chance to close accounts in negotiation.
- 60. The NP shall approve the MC 16.17 budget.
- 61. The national plenary officially accept each Official Expansions (OEs) of AIESEC at Ohio State, Maryland, Milwaukee, Minnesota, Missouri (Mizzou), Ohio University, Philadelphia, San Diego, St. Edwards, USC, UCLA, and Virginia at SNC 2016.
- 62. The MCP must buy and give each LCP and MCVPs either an ice cream bar, ice cream sandwich, chocolate chip ice cream sandwich, ice cream cups, or ice cream cone prior to the close of SNC 2016.
- 63. Georgia hosts NPR Fall 2016.





## Appendices

### Appendix 1: LC Membership Status

Local Committee	Current Status	Recommendation
<b>Appalachian</b>	FM	FM
<i>Arizona State</i>	GM	MoA
<i>Austin</i>	GM	MoA
<i>Boston</i>	GM	GM
<i>Chapel Hill</i>	MoA	MoA
<i>Colorado</i>	MoA	MoA
<i>Cornell</i>	MoA	MoA
<i>Dallas</i>	GM	MoA
<i>Davis</i>	GM	MoA
<i>Denver</i>	GM	MoA
<i>Eau Claire</i>	MoA	MoA
<i>Georgia State</i>	GM	Disband
<i>Georgia Tech</i>	GM	GM
<i>Houston</i>	GM	MoA
<i>Illinois</i>	MoA	MoA
<i>Indiana</i>	GM	MoA
<i>Madison</i>	GM	MoA
<i>Maryland</i>	OE	OE
<i>Miami</i>	FM	FM
<i>Miami Ohio</i>	GM	MoA
<i>Michigan</i>	MoA	MoA

<i>Milwaukee</i>	OE	OE
<i>Minnesota</i>	OE	OE
<i>Mizzou</i>	OE	OE
<i>New York City</i>	FM	FM
<i>Northwestern</i>	GM	GM
<i>Ohio</i>	OE	OE
<i>Ohio State</i>	OE	OE
<i>Philadelphia</i>	OE	OE
<i>Purdue</i>	MoA	Disband
<i>St. Edwards</i>	OE	OE
<i>San Diego</i>	OE	OE
<i>San Jose</i>	MoA	MoA
<i>Seattle</i>	MoA	MoA
<i>SLO</i>	GM	GM
<i>Texas A&amp;M</i>	MoA	MoA
<i>UCLA</i>	OE	OE
<i>University of Georgia</i>	FM	FM
<i>USC</i>	OE	OE
<i>Virginia</i>	OE	OE
<i>Washington D.C.</i>	MoA	MoA
<i>Yale</i>	MoA	MoA

## Appendix 2: Procedure for Recording Minutes

The following are the procedures for recording minutes referred to in the Standing Orders (Section 3.1.5) of the Compendium. These procedures are to be used for the taking of minutes at all NLMs

### GENERAL

At the top right corner of the first page of each set of minutes, the following information must be stated:

- Minutes of [Name of Meeting Body] (i.e. Plenary Session of National Presidents' Meeting)
- Number of Session
- Date of Session

At the top right corner of continuation sheets, the above information shall be given in abbreviated form (i.e. Name of Meeting Body, Number of Session, Date of Session, and continuation sheet number)

At the top left corner of the first page of each set of minutes, the following information is to be stated:

- Title of Meeting (National Presidents' Meeting, preceded by the appropriate number)
- Location of Meeting
- Dates of Meeting

Above the beginning of the minutes should be stated:

- The names of the Chair and Secretary of the Meeting at the commencement of the Session

### TIME OF COMMENCEMENT

The time at which the Chair declares the Session open shall be recorded in the first sentence of the minutes.

### ROLL CALL

A list of members present at the commencement of the Session, together with Senior Officials, shall appear at the beginning of the minutes. Members subsequently joining the Session shall be recorded in the minutes.

### ITEMS OF THE

## **AGENDA**

Agenda items, to which discussion relates, shall be clearly indicated by labeling with discussion headings, for example:

AGENDA ITEM 1: ROLL CALL

## **MOTIONS**

Numbering:

- All motions shall be clearly numbered.
- In NLMs, motions shall be numbered in consecutive order, from the start of each Session.
- In Plenary Session and at NLMs, motions shall be numbered from the start of the First Session and continue, in consecutive order, until the closing of the Final Session.

Heading- each motion shall be clearly headed as in the following example:

- MOTION 1
- Proposed by: A • Seconded by: B
- Motion text: That each LC shall inform the trainee of the percentages of taxes he/she has to pay.

## **AMENDMENTS**

Amendments proposed to motions shall be included in the minutes. They shall be clearly headed as in the following example:

- AMENDMENT TO MOTION 1
- Proposed by: C • Seconded by: D
- Amendment text: That in the Acceptance Note, each LC will...

## **PROCEDURAL MOTIONS**

These motions only refer to the conduct of the debate and include any motion referred to in the Standing Orders (Section 3.1.7) of the Compendium, for example:

- MOTION (PROCEDURAL)
- Proposed by: E • Seconded by: F
- Motion text: That the motion now be put.

Note: In the case of Procedural Motions, the motion is not numbered.

## **NLM PROCEDURAL MOTIONS**

These motions deal with the technical handling of the Sessions, and apply to the IC/IPM only. Such motions include: approval of the agenda, approval of minutes, allocation of Working Papers to Agenda Items, formation and composition of subcommittees, election of Chair and Secretaries, speaking rights of prospective members, motions of thanks, for example:

- MOTION (PROCEDURAL)
- Proposed by: G • Seconded by: H
- Motion text: That the agenda presented shall be approved.

Note: In the case of IC/IPM Procedural Motions, the motion is not numbered.

## **RECORDING OF VOTING**

For normal voting:

- In the case of motions carried: VOTING: CARRIED with X for, Y against, and Z abstentions.
- In the case of motions defeated: VOTING: DEFEATED with X for, Y against, and Z abstentions.

For roll call voting:

- It is written how each Member voted, followed by the result of the vote written as for normal voting.

For voting on amendments:

- To be recorded as per instructions above.

Amended Motions:

In the case of resolutions to which an amendment has been proposed in the course of discussion, this shall be clearly indicated by the manner in which the voting is recorded, for example if the amendment was carried:

- VOTING on the amended motion: CARRIED...

Or if the amendment was not carried:

- VOTING on the amended motion: DEFEATED...

Procedural Motions:

When a procedural motion is introduced between a regular motion and the voting thereupon, the two votes shall be recorded as the following example:

- MOTION 1
- Proposed by: A • Seconded by: B

- Motion text: That each LC shall inform...
- MOTION (PROCEDURAL)
- Proposed by: E • Seconded by: F
- Motion text: That the motion now be put.
- VOTING: CARRIED unanimously
- VOTING: on Motion 1: CARRIED...

#### **CLOSURE OF SESSION**

The time at which the Chair declares the Session closed shall be recorded in the final sentence of the minutes.



## Appendix 3: Random Selection

Random selection is defined as soliciting appropriate parties to indicate interest, whose names shall then be put on pieces of paper of the same size and folded in half only once, then placed into a hat, shaken, and then blindly selected. A witness must also be present.

## Appendix 4: AIESEC Acronyms and Terms used in the Compendium

AI  
 AIESEC US  
 BD  
 BoD  
 Corporation, the  
 EB  
 EOE  
 EP ER  
 GIP ICX  
 IG  
 J-1 Program  
 LC  
 LCP MC  
 MCP  
 MC VP  
 MoA NLM NOE NPM  
 NP  
 NSB NSF NST NTP NTT OCP  
 OE  
 OGX  
 PR RC  
 RoKS  
 SNC  
 TM TN TtT  
 VLM  
 VP  
 WNC XPP  
 AIESEC International  
 AIESEC United States, Inc.  
 Business Development  
 Board of Directors  
 AIESEC United States, Inc.  
 Executive Board  
 Extended Official Expansion  
 Exchange Participant  
 External Relations  
 Global Internship Program  
 Incoming Exchange  
 Initiative Group  
 J-1 Visa Exchange Program  
 Local Committee  
 Local Committee President

Member Committee  
Member Committee President  
Member Committee Vice President  
Member on Alert  
National Legislative Meeting  
New Official Expansion  
National Presidents' Meeting  
National Plenary  
National Support Body National Support Fund National  
Support Team National Trainers Pool  
National Trainers Team  
Organizing Committee President  
Official Expansion  
Outgoing Exchange  
Plenary Representative  
Regional Chair  
Regional Kickoff Seminar  
Summer National Conference  
Talent Management  
Traineeship Nominee  
Train the Trainers  
Virtual Legislative Meeting  
Vice President  
Winter National Conference Exchange Program Policies

## Appendix 5: Regional Composition

The regions of AIESEC United States are composed as follows:

Rocky Mountain High	Texas	Northeast Beast	Rowdies East
Colorado (MoA) Denver (FM)	Austin (FM) Houston (MoA) Texas A&M (FM)	New York City (MoA) Cornell (MoA) DC (FM) Yale (FM)	Illinois (MoA) Indiana (FM) Michigan (FM) Ohio State (NOE) Ohio University (IG) Purdue (MoA)
Rowdies West	Southern Comfort	West Coast	
Eau Claire (FM) Madison (MoA) Northwestern (FM) Northern Illinois (FM)	Appalachian (MoA) Georgia-UGA (MoA) Georgia Tech (FM) Georgia State (FM) Miami (MoA) Chapel Hill(FM)	Arizona State (MoA) Davis (NOE) San Jose (FM) San Luis Obispo (FM) Seattle (MoA)	

## Appendix 6: Entity Responsibilities

### A6.1. Member Committee

- A6.1.1. National management and administration of the Corporation (Section 2.1.3.1)
- A6.1.2. Supporting the mission and activities of the Corporation subject to the direction of the NP (Section 2.1.3.1)
- A6.1.3. Liability for the actions of the LCs (Section 2.1.3.2)
- A6.1.4. Supporting the LCs by providing advice, training, and resources to work toward the goals and objectives set forth by the NP (Section 2.1.3.4)
- A6.1.5. MC-elect transition (Section 2.1.3.5)
- A6.1.6. Liaison between the MC and the BoD (Section 2.1.3.6)
- A6.1.7. Being backup Chair at all NLMs (Section 3.1.1.1)
- A6.1.8. Deciding how the MC's ballot will be cast in the MCP elections (Section 3.2.7.2)
- A6.1.9. Posting applications for MC VP positions by January 15th (Section 3.3.1)
- A6.1.10. Payment of AI Affiliation Fees (Section 4.3.1)
- A6.1.11. Oversight and support for LC Financial Stability where possible (Section 4.4.4)
- A6.1.12. Preparation of LC account statements monthly (Section 4.4.11)
- A6.1.13. Keeping a minimum reserve equal to the combined balance of all the MC-managed LC accounts (Section 4.4.13)
- A6.1.14. Production of a midterm and final annual report with national financial data that will be made available to the NP (Section 4.4.14)
- A6.1.15. Annual review of exchange fees and distribution (Section 4.5.2.3)
- A6.1.16. Production of a Quarterly Report after March, June, September, and December (Section 7.1.1)

### A6.2. Local Committee

- A6.2.1. Having a representative at each NLM (Section 3.1.2.3)
- A6.2.2. Deciding how its ballot shall be cast in MCP elections (Section 3.2.7.1.1)
- A6.2.3. Fulfillment of membership requirements (Section 3.8.3)
- A6.2.4. LC financial sustainability (Section 4.4.4)
- A6.2.5. Submission of annual budgets for the next calendar year to the MC by December 20th (Section 4.4.5.)
- A6.2.6. Quarterly budget updates (Section 4.4.6)
- A6.2.7. Submission of statements of income and expenditures to the MC within two weeks of the end of each quarter (Section 4.4.7)
- A6.2.8. Maintaining a balance of no less than \$100.00 USD in the MC-managed LC account (Section 4.4.15)

### A6.3. National Plenary

- A6.3.1. Making decisions regarding issues concerning the general direction and future initiatives of the Corporation (Section 2.3.1)
- A6.3.2. Deciding on changes to the Compendium of the Corporation (Section 2.3.1)
- A6.3.3. Ratification of BoD membership nominations (Section 2.4.5.3)
- A6.3.4. Final interpretation of the provisions of the Compendium, apart from the Standing Orders or cases as explained in Section 3.1.1.2 (Section 3.1.1.3)
- A6.3.5. Mandate of an appropriate selection committee if the default selection committee for MC VP applications is unable to perform their duty or if someone in the selection committee has applied for an MC VP position (Section 3.3.4)
- A6.3.6. Selection of a current MC member to fill in as interim MCP in the case that the MCP is removed

from office (Section 3.4.4)

A6.3.7. Voting to ratify a new interim MCP to act until the next NLM in the case of resignation, incapacitation, or removal of the MCP from his or her role before the MCP term ends that is selected by the MC VPs and BoD (Section 3.5.1)

A6.3.8. Voting to approve an IG to change status to an Official Expansion (Section 7.2.2)

#### **A6.4. Board of Directors**

A6.4.1. Financial and legal liability (Section 2.4.1)

A6.4.2. Convening three times a year (Section 2.4.2)

A6.4.3. Arranging for a report to be given to the NP at SNC and WNC on the financial management and health of the organization (Section 2.4.4)

A6.4.4. Providing a BoA member for the selection committee for MCP if no MCP candidate receives a vote of confidence (Section 3.2.8.1.1)

A6.4.5. Selection, with the MC VPs, of an interim MCP in the case of the resignation, incapacitation, or removal of the MCP (Section 3.5.1)

## Appendix 7: Membership Criteria

**A7.1. SONA Requirements:** To qualify as a Full Member or General Member, each LC must submit all SONA documents completely and punctually at each weekly SONA deadline.

**A7.1.1.** Each LC may miss two SONA deadlines per quarter without penalty. Should an LC miss more than two

SONA deadlines per quarter they will be downgraded at the next NLM. Should an LC be downgraded for this reason, they have the opportunity to be automatically upgraded the next quarter (per meeting of the MSC) as long as all membership requirements are fulfilled as outlined in Appendices 7.1 and 7.2.

**A7.1.2.** The Membership Subcommittee will define the specific SONA documents and deadlines.

**A7.2. Exchange Criteria:** All exchange numbers are based on the Global Information System and national CRM reporting. Information that is not entered into either platform will not count toward membership criteria.

**A7.2.1.** In order to qualify for a membership upgrade to General Member Status, an LC must realize 30 exchanges within the four quarters prior to Membership Subcommittee's Meeting.

**A7.2.2.** In order to qualify for a membership upgrade to Full Member Status, an LC must meet the following exchange requirements in the supporting picture within the four quarters prior to the Membership Subcommittee's meeting.

Focus Program	Min # of OGV RE	Min # of OGT RE	Min # of IGT RE	Min # of IGV RE	Total
OGV	51	0	0	0	51
OGT	21	26	0	0	47
IGT	21	0	16	0	37
IGV	21	0	0	51	72

**A7.2.3.** All other changes in membership status may occur only during an NLM

Membership Subcommittee Meeting	Quarters of Current Year Used to Measure Exchange Criteria	Quarters of Previous Year Used to Measure Exchange Criteria
After Q1	Q1	Q2, Q3, Q4
After Q2	Q1, Q2	Q3, Q4
After Q3	Q1, Q2, Q3	Q4
After Q4	Q1, Q2, Q3, Q4	

\*Q1: January 1st to March 31st; Q2: April 1st to June 30th; Q3: July 1st to September 30th; Q4: October 1st to December 31<sup>st</sup>.

**A7.3** Market based allocations should be allocated as in the supporting picture



Current Allocations:

City	University
Arizona State	Appalachian
Austin	Chapel Hill
Davis	Colorado
Denver	Cornell
Georgia State	Eau Claire
Georgia Tech	UGA
Houston	Illinois
Indiana	Madison
Miami	Michigan
New York City	Mizzou
Northern Illinois	Ohio State
Northwestern	Purdue
San Jose	SLO
Seattle	Texas A&M
	Washington DC
	Yale

## Appendix 8: Outgoing Exchange Pricing Structure

A8.1 Each EP participating in the Outgoing Exchange program through the Corporation shall pay a one time overall fee for each program according to the following chart. Payments must be charged in full upon match once the EP signs their Acceptance Note.

A8.1.1 EP Exchange Fee Breakdown Price

oGC Total \$500

oGE Total \$600

oGT Total \$700

A8.2 EPs that have realized at least one AIESEC traineeship matched after January 1, 2010 shall pay the fee for subsequent traineeships according to the following chart:

Repeat EP Exchange Fee Breakdown Price

oGC Total \$400

oGE Total \$500

oGT Total \$600

A8.3 In the case an EP is selected for a GC, GT, or GE by a TN taker prior to getting raised on the system and AIESEC US was not involved in recruiting the EP, the participant shall be charged at a rate of a reverse match fee. Each reverse match EP participating in an Outgoing Exchange program through the Corporation shall pay 60% of the original fee according to the following chart.

A8.3.1 EP Exchange Fee Breakdown Price

oGC Total \$300

oGE Total \$360

oGT Total \$420

A8.4 Refund policies

Circumstance	Explanation	Total Refund
<b>Visa Issue</b>	If EP's visa application is denied	Next match fee shall be free. The match must happen within 12 months.
	If EP's visa application was denied because the sending LC gave incorrect information or failed to provide crucial visa information	1st option: Free next match. The match must happen within 12 months of the EXPA status being changed back to available.
		2nd option: 100% refund if sending LC involved MCVP OGX in solving the case within 1 week of learning about the EP's problem. MC will responsible for 20% and LC will be responsible for 80% of the refund
		3 <sup>rd</sup> option: if sending LC doesn't involve the MCVP OGX as listed above, 100% refund from the sending LC
<b>Break match from TN side prior to realization</b>	Any reason	1st option: free next match. The match must happen within 12 months of the EXPA status being changed back to available.
		2nd option: 100% of match fee; MC will responsible for 20% and LC will be responsible for 80% of the refund
<b>Break match from EP side</b>	Proven emergency	Free next match. The match must happen within 12 months of the EXPA status being changed back to available
	Any other reasons	Not refundable

A8.4.1 In any other cases, the LC may refund the match fee (or a portion thereof) at their discretion, with 100%

of the refund coming from the LC. In the case that a TN is low-quality, the LC refers the EP to the hosting entity to receive compensation. This process can take significantly longer, as a formal complaint must be negotiated through the National Control Board and/or arbitrated by the Internal Control Board.

A8.5 In the case an EP is selected for a GCDP, GIP, or GE by a TN taker prior to getting raised on the system and AIESEC US was not involved in recruiting the EP, the participant shall be charged at a rate of a reverse match fee. Each reverse match EP participating in an Outgoing Exchange program through the Corporation shall pay 60% of the original fee according to the following chart.

EP Exchange Fee Breakdown		Price
oGC	Application Fee	\$0
	Match Fee (Charged upon Match)	\$300
	Total	\$300
oGE	Application Fee	\$0
	Match Fee (Charged upon Match)	\$360
	Total	\$360
oGT	Application Fee	\$0
	Match Fee (Charged upon Match)	\$420
	Total	\$420

## Appendix 9: Incoming Exchange Pricing Structure

### A9.1 Incoming Global Talent

A9.1.1 Traineeship Duration: Three to six months, seven to twelve months, or thirteen to eighteen months.

A9.1.2 JTN TN Fee Breakdown:

A9.1.2.1 Administration, Sourcing, and Reception fee:

\$2200 USD per trainee for three to six months,

\$3300 USD per trainee for seven to twelve months

\$4400 USD per trainee for thirteen to eighteen months

A9.1.2.2 Pre-Matched Opportunities Discount:

\$1500 USD per trainee for three to six months

\$2250 USD per trainee for seven to twelve months

\$3000 USD per trainee for thirteen to eighteen months

A9.1.2.3 Invoiced upon shipment of the J-1 visa application, and refundable as per the contract signed by the JTN taker.

A9.1.2.4 Extension Fee = \$500 plus the difference between the normal Administration, Sourcing, and Reception fee for the new total duration, and the original invoiced fee, invoiced upon receipt of extension paperwork by the MC, and refundable as per the contract signed by the JTN taker.

A9.1.3 Total Profit:

Administration Fee + Sourcing and Reception Fee - [SEVIS Fee (\$180 USD) + Health Insurance (\$330 USD for three to six months, \$660 USD for seven to twelve months, \$990 USD for thirteen-eighteen months) + J-1 Visa Paperwork shipping cost] Extension Fee - Applicable Health Insurance

### A9.2 Global Entrepreneurs

A9.2.1 Traineeship Duration: Six to eight weeks

A9.2.2. GE TN Fee Breakdown

a) \$1000 USD per 3 trainees

b) \$1300 USD per 4-5 trainees

c) \$1600 USD per 6-8 trainees

d) 9+ trainees final pricing must be aligned with MC responsible

If the GE TN taker is opening 1-2 opportunities, the unit price is \$400 per trainee.

### A9.3 Global Volunteer

A9.3.1 GVTN Fee Breakdown:

a) \$500 USD per 2 EP package

b) \$900 USD per 4 EP package

c) \$1200 USD per 6 EP package; each additional EP would be \$200 USD.

iGV TN fee covers administration, sourcing, and reception fee. It does not cover cost of housing for the EP.

A9.4 Profit Sharing: All profit is deposited into the LCs' MC-managed account, with LC funds subject to the Affiliation Fee to the MC as outlined in 4.2

A9.5 LCs cannot deviate from this pricing structure without expressed permission from the MC responsible for LC sales.

A9.6 Incoming Exchange Pricing Review: for every 5 years, this pricing must be re-evaluated and voted on increasing

prices to account for inflation.

## Appendix 10: Procedure for Voting

### A10.1 Voting Members

A10.1.1 Each voting member shall be able to cast a ballot with up to (number of candidates) unique preference choices.

A10.1.2 The MCP shall also place a tiebreaker ballot into a sealed envelope marked for the purpose, which shall be cast into the box along with the other ballots, but shall not be opened unless needed in the tiebreaker procedure.

### A10.2 Ballot Paper

A10.2.1 All candidates are listed in alphabetical order by surname with boxes beside each name

### A10.3 Voting Procedure

A10.3.1. Each voter has 4 options for voting:

A10.3.1.1 Number all candidates in order of preference

A10.3.1.2. Number some candidates in order of preference; place an "N" beside those candidates that the voter definitely does not want for the position

A10.3.1.3 Place an "N" beside all candidates if the voter has no confidence in any candidate

A10.3.1.4 Write the word "ABSTAIN" across the top of the ballot if the voter wishes to abstain from voting and does not care who is elected

#### A10.3.2. Explanation of each option:

A10.3.2.1 If voter feels all candidates are capable of fulfilling the job, they must rank the candidates (starting from "1" for most preferred candidate) in order of preference (ending with the last number of candidates' running)

A10.3.2.1.1 All boxes must be numbered

A10.3.2.2 If the voter feels that some candidates are not capable of fulfilling the job, the voter should place "N" beside those candidates' boxes. This is counted as a vote of no-confidence in those candidates.

A10.3.2.2.1 All other candidates that the voter feels can fulfill the job are the ranked in order of preference starting from "1" and ending at that number of candidates who do not have an "N" beside their name.

A10.3.2.2.2 If the voter has no confidence in any candidate, then an "N" should be placed in all candidates' boxes.

A10.3.2.3 If the voter does not have an opinion on the candidates, or does not care if those candidates are elected or not, or does not want to take part in the election, the voter may abstain by writing the word "ABSTAIN" across the top of the ballot. 3.2.3.1. This is to be highly discouraged.

A10.3.2.3.2 If boxes are numbered and the word "ABSTAIN" is written across the top of the ballot, then the vote will be counted as an abstention.

A10.3.2.3.3 Abstentions reduce the total pool of votes, and thus reduce the figure for the simple majority needed to reach a result.

### A10.4 Incorrectly filled out ballot papers

- A10.4.1 A ballot must be properly completed with no blanks or extraneous markings, and signed by the chair; otherwise it is counted as an abstention.
- A10.4.2 Any ballot that is marked with a number that is greater than the number of candidates on the ballot paper shall be counted as an abstention.
- A10.4.3. Any ballot paper that numbers some candidates boxes and leaves other candidates boxes blank shall be counted as an abstention.
- A10.4.4 Any ballot paper that does not number all or some of the candidates' boxes in consecutive number order or designate an "N" for no confidence shall be counted as an abstention.
- A10.4.5 Any ballot paper that has numbered 2 boxes with the same number shall be counted as an abstention.
- A10.5 Counting the votes
  - A10.5.1 Before votes are counted, cards bearing the name of each candidate, "abstention", and "no-confidence" shall be laid out on a table.
  - A10.5.2 The vote counters look at each ballot's number 1 preference and place the ballot paper in the according pile, or in the "abstention" or "no-confidence" pile.
  - A10.5.3 If a candidate receives more than half of the total number of non-abstention votes that candidate is the winner.
  - A10.5.4 If there is no result, the candidate with the least amount of number 1 votes is eliminated, and those ballots' number 2 preferences are distributed to the remaining candidates.
  - A10.5.5 Continue this process until a candidate receives more than half of the votes.
  - A10.5.6 If the "no-confidence" result receives more votes than the final remaining candidate, then there is no result and elections shall be reopened.
- A10.6 Tie Breaking Procedures
  - A10.6.1. If at any stage of the counting, two or more candidates have an equal number of votes and one has to be eliminated, the vote counters shall arrange all votes (excluding abstentions) in piles under each candidate by placing the ballot papers in piles according to which candidate is the least preferred on each ballot paper.
  - A10.6.2 The candidate who receives the most number of least preferred votes is eliminated.
  - A10.6.3 The MCP casting vote shall be kept separately from the other ballot papers, and may be used only when the voting is at the stage where there is a deadlock, between the last candidate and the "no-confidence" vote, or to break a tie between two candidates who must be eliminated.
- A10.7 Announcing the result
  - A10.7.1 If no-result is achieved, then the chair should declare this without calling the candidates to the plenary room.
  - A10.7.2 The Chair shall show the vote distribution for all candidates for each round of the counting.
  - A10.7.3 Therefore, the Chair must record on a ballot paper the result at the end of each round of counting.
  - A10.7.4 The Chair shall not declare if the MCP casting vote was used.
  - A10.7.5 Instead, the Chair shall announce the winning candidate as having one vote more than the tied number of votes, and the losing candidate as having one vote less than the tied number of votes.
    - A10.7.5.1 For example, if the result is a 25 to 25 tie, the MCP vote will be used to break the tie. 7.5.2. The Chair will announce the result as 26 to 24.

## Appendix 11: Local Committee Fines

- A11.1 Should an LC fail to adhere to the membership criteria in Appendix 7.1 prior to the release of the Membership Subcommittee report they shall pay the following fines:  
 \$50.00 USD for each late item  
 \$50.00 USD for each incomplete item
- A11.2 Should an LC fail to adhere to the membership criteria in Appendix 7.1 two weeks after the release of the Membership Subcommittee report they shall pay the following fines:  
 \$50.00 USD for each item not fixed
- A11.3 LCs in violation of the External Relations Principles shall be fined according to Appendix 12.
- A11.4 Should an LC fail to submit proof of hosting OPS, they shall pay the following fine:  
 \$500.00 USD. If an EP refuses to submit proof of attendance at OPS to the LC, the LC will not be fined by the MC.
- A11.5 Should an LC fail to submit proof of all requested documents for the OGX Audit, they shall pay the following fine:  
 \$50.00 USD for each EP without complete documentation



## Appendix 12: External Relations Principles

The LCs and MC of AIESEC US can raise traineeships across the United States, outside of their immediate local area. However, because this creates the possibility of LCs and/or the MC attempting to work simultaneously with the same company/organization, some principles are needed in order to resolve disputes between the LCs/MC that are attempting to work simultaneously with the same company/organization. The following set of principles shall be used to resolve such disputes.

### **Lead Policy**

The following principles shall dictate how disputes between the LCs and the MC regarding leads shall be resolved. If the dispute cannot be resolved using the first principle, then move to the next principle, and so on, until a resolution is reached.

A "lead" is defined as an expressed interest in and contact with a company, with the goal of selling AIESEC products.

1. A "first come, first serve" policy shall be observed, as per the AIESEC United States Customer Relations Management System (CRM).
2. A three month time limit on leads shall be observed. If an LC/MC does not have a completed training plan from the company/organization after three months, "rights" to this lead may be transferred.
3. A twelve-month time limit on leads shall be observed since the last Sales Meeting held in person with the company/organization. If an LC/MC has not met with the company/organization after twelve months, "rights" to this lead may be transferred, or alternatively "rights" to a lead may be transferred with the approval of the MC VP Incoming Exchange at any time.
4. Priority shall be given to the LC/MC closest to the physical location of the TN.

If an LC requires the support of the MC, there shall be open communication. A case-sensitive revenue sharing model may be adopted if a lead is passed from LC to MC.

### **Cross-LC Raising**

The hosting LC must accept, in writing, the responsibility to host an EP prior to the TN contract being signed. The hosting LC must receive at minimum two months' notice of EP arrival, regardless of when the TN is signed.

### *Hosting LC Minimums*

The hosting LC must meet the criteria currently defined in the XPP in Appendix 13.

### *Raising LC Minimums*

If housing is required or promised, the raising LC is responsible for ensuring that it can and will be provided. If the hosting

LC is unable or unwilling to organize housing, the raising LC shall be responsible.

#### **LC-LC Co-Sales**

If a Full Member, General Member, or Member on Alert LC, wishes to open an opportunity with a company, and the opportunity is realized in a city that is outside of the raising LC's market as defined by the LCs and the MC at the time.

An agreement, as a framework provided by the MC, must be signed by the LCPs of the participating entities as well as the MC AD Responsible before the opportunity is raised.

#### **Matching/Sourcing Duration for iGT**

If the realization date is less than three months in the future:

- Sourcing and matching shall occur during the first 6 weeks after the TN is signed.
- During weeks 6 - 10, if the TN is not sourced and matched, the MC shall evaluate LC performance in matching and a discussion shall be held.
- At 10 weeks, if the TN is not sourced or matched, the MC has the right to take over or reassign the sourcing of a contract, or elect to give the LC more time.
- If the company complains, the MC has the right to intervene at any time.

If the realization date is more than three months in the future:

- If the LC has not sourced and matched the TN by 10 weeks before the realization date, the MC will evaluate LC performance and a discussion shall be held.
- If the LC has not sourced and matched the TN 6 weeks before the realization date, the MC has the right to take over or reassign the sourcing for the contract, or elect to give the LC more time.
- If the company complains, the MC has the right to intervene at any time.

If a match is broken, the new realization date set by the company shall be used as the basis for the above principles.

#### **Definitions of ER Principles violations**

- 1) Deliberate actions that violate these ER Principles
- 2) Making promises the LC cannot deliver, specifically in regards to sourcing timelines and housing.
- 3) Failing to meet minimum reception criteria as defined by the compendium.

#### **Fines/Consequences**

- 1) If reception criteria as defined in the compendium are not met, money allocated for reception may be deducted from the LC account and moved to the National Support Fund.
- 2) Deliberate violation of the Lead Policy results in a fine of \$200.00 USD to the LC.
- 3) If LC members are found to be selling or raising TNs, without having received the appropriate J-1 Visa/BD/Delivery training based on the product, the LC shall be fined \$50.00 USD or 5% of their LC account per person in violation, whichever is greater.
- 4) If an LC is found to be grossly selling AIESEC and its products inappropriately, the sales activity of the LC shall be suspended for two weeks for evaluation by the MC.
- 5) Each LC must have a minimum of one meeting according to CRM standards per quarter with all current partners of their entity. If a meeting does not occur for two consecutive quarters, the MC has the right to reallocate the contract to an entity that they believe has the capacity to deliver the account of the highest quality.
- 6) All above fines will go to the National Support Fund.

If necessary, an appeals process shall be made available at each NLM.

#### **Sponsorship revenue sharing**

In order to sell time at a National Conference, LCs must receive MC approval and work out a revenue-sharing plan before the contract is signed.

## Appendix 13: Exchange Program Policies

The Exchange Program Policies (XPP) are the regulations and standards regarding all exchange procedure set by AIESEC International and the Global Plenary. These standards must be adhered to by all entities of AIESEC and violations of the XPP that cannot be solved internally may be reported to the Internal Control Board (ICB).

The most recent XPP in full and all ICB procedures can both be found in the ICB on the Education Resource Hub:

<https://aiesecus.happyfox.com/kb/article/372-aiesec-us-compendium>

## Appendix 14: National Affiliation Fee Breakdown

Category	Contribution Percentage
Global Affiliation Fee	100% - \$125,000.00
Website Upkeep	100% - \$7,500.00
Intacct and Fluidreview	100% - \$ 102,300.00
Coaching/NTT	100% - \$7,000.00
Financial Upkeeping	100% - \$12,000.00
MCP	100% - \$30,000.00
ILM for MCP	100% - \$4,000.00
Total	\$287,800

## Appendix 15: Finance

Finance Appendix				
R e v e n u e s	Item	Total Revenue	LC Revenue	Reference
	oGCDP & oGIP Raise Fee	\$150.00	\$146.40	Appendix 8
	oGCDP Match Fee	\$350.00	\$342.00	Appendix 8
	oGCDP Repeat Match Fee	\$250.00	\$244.20	Appendix 8
	oGIP Match Fee	\$600.00	\$586.50	Appendix 8
	oGIP Repeat Match Fee	\$450.00	\$439.80	Appendix 8
	oGIP Teaching Match Fee	\$450.00	\$439.80	Appendix 8
	oGIP Teaching Repeat Match Fee	\$325.00	\$317.55	Appendix 8
	oGCDP & oGIP Reverse Match Fee	60% Normal Revenue		Appendix 8
	iGIP Raise Fee	\$500.00	\$500.00	Appendix 8
	iGIP Match Fee - 6 months	\$1,500.00	\$990.00	Appendix 8
	iGIP Match Fee - 12 months	\$2,500.00	\$1,660.00	Appendix 8
	iGIP Match Fee - 18 months	\$3,500.00	\$2,330.00	Appendix 8
	Item	Percentage	Amount	Reference
E x p e n d i t u	Conference losses - host LC	50.00%		6.3.9.3
	Conferences losses - LCs in region	50.00%		6.3.9.3
	Fine - iGIP raises without J-1 Certification	5.00%	\$50.00	Appendix 12
	Membership criteria fines - incomplete item		\$50.00	Appendix 11
	Membership criteria fines - item not fixed		\$50.00	Appendix 11
	Membership criteria fines - late item		\$50.00	Appendix 11

r e s	NPM budget submission late fee	\$50.00	6.4.4.6
	NSF Fee	4.00%	4.6.2.1
	OE Loan	\$500.00	3.11.3.9
	Reception Criteria not met	\$200.00	Appendix 12
	After Action Review submission late fee	\$350.00	6.5.2.6
	RoKs budget submission late fee	\$50.00	6.3.14
C o m p	<b>Item</b>	<b>Amount</b>	<b>Reference</b>
	Credit payment fee	\$50.00	5.2.5.1
	Late invoice fee	\$50.00	5.2.5.3
	Extension fee	\$500.00	Appendix 9
O t h e r	<b>Item</b>	<b>Amount</b>	<b>Reference</b>
	Total NSF Amount	n/a	4.6.2
	NPM profit/loss regulations	n/a	6.4.4
	NatCo profit/loss regulations	n/a	6.5.3
	National Conference Delegate Fee	\$350.00	6.5.4

## Appendix 16: International MCP Candidate Visa Eligibility Criteria

Any visa must be obtainable before May following the election, any visa that is not will automatically be considered ineligible.

B-1: (not eligible) The B1 is a temporary business visitor visa that is not generally granted for a year and not work-authorized

F: (eligible/conditional) The F visa is a student visa which has two cases, work after undergraduate studies (OPT) and concurrent work with a masters studies (CPT)

OPT: (eligible) this would give the applicant one additional year to stay and work, and can be extended an additional 17 months if it can be shown that the first year of work was STEM related

CPT: (conditional) applicant must provide transcript from previous study including Grade Point Average, two (2) letters of recommendation, a letter from the graduate program stating that the applicant need not attend class during work hours, proof that exams do not interfere with AIESEC operations or conferences, all application materials for the graduate program, and verifiable likelihood of acceptance to the graduate program. AUS will not cover any costs associated with graduate studies of the applicant.

H-1B: (conditional) The H1B is a work visa that has two scenarios, capped and cap-exempt.

Capped: Applications are due 1st of April and are given out based on a lottery system within a month (by May). The odds are generally around 50-50. The capped H-1B would be eligible if it were secured the year before the election (which is unrealistic but possible.) The applicant would need to demonstrate a clear plan and evidence that their application is likely to be successful, as well as a letter from an immigration lawyer proving their viability and odds of success (as the odds change from year to year). However, given the risk it poses to the organization should the applicant's visa application fail there is a low chance this visa will be considered eligible by the Board.

Cap-Exempt: this visa is given to persons employed by institutions of higher education and related non-profit entities. However, USCIS strictly interprets the H-1B cap-exempt situations and is likely to view the AIESEC-university relationship as too tenuous and that it is not normal, primary, or essential to universities purposes in educating students.

J-1: (ineligible) The J-1 visa is an intern visa that will not work for MCP because it requires the holder to be an intern or trainee, not CEO.

L-1: (eligible) The L-1A nonimmigrant classification enables a U.S. employer to transfer an executive or manager from one of its affiliated foreign offices to one of its offices in the United States. There is no timeline for application, but the applicant

would have to work for another AIESEC branch in another entity. The applicant would need to provide a letter from an immigration lawyer to prove their eligibility.

O-1: (eligible) The O-1 visa is for individuals with extraordinary ability or achievement. It is very unlikely that an applicant will be able to secure this visa but in the case that they are able it would be deemed eligible.

Other: Any other visa would require an ad-hoc ruling by the board. The Plenary Representatives are responsible for working with the board to write up the criteria for that visa type and legislating it into the above criteria.



## Appendix 17: Digital Branding and Marketing Principles

The following regulations are to be imposed per compliance with standard franchise model marketing principles.

### A17 1. Social Media Principles

A17. 1.1. Local committees may not create, promote, or manage local Facebook accounts or Instagram accounts other than AIESEC United States, effective Jan 1st 2017.

A17. 1.2 All local level event pages through Facebook must be officially hosted under the AIESEC United States Fan Page including but not limited to YouthSpeak Forums and exchange promotion events, effective Jan 1st 2017.

### A17. 2. Branding Principles

A17. 2.1 All local committees must adhere to the global branding guidelines which is made available to all members

Online.

A17. 2.2 All local committees must adhere to the national branding guidelines for AIESEC in the United States which are made available to all members online.

A17. 2.3 All branding guidelines must be met for all print and digital content.

A 17. 2.4 Edits to the National Branding guidelines for AIESEC in the United States can be made by only the current Member Committee Vice Presidents and/or the Branding Subcommittee.

A17 2.4.1. Any questionable design should be submitted to the branding subcommittee for approval.

A17. 2.4.2. If any design is made public that does not adhere to the branding guidelines, the local committee responsible is liable for fines set by the Branding Subcommittee

### A17 3. Adherence Policy

A17. 3.1 Should any of the following restrictions be knowingly violated, the local level responsible for the violation will be subject to fines set by the Branding Subcommittee.